

**TOWN OF INGERSOLL**

**POLICY AND PROCEDURE**

**Policy:** Community Development Grant Program

**Approval Date:** November 13, 2017

**Revised Approval Date:** \_\_\_\_\_

**Purpose:**

The purpose of this policy is to establish guidelines and criteria to handle in a fair, open and responsive manner, requests from non-profit community groups, organizations and eligible individuals for funding assistance from the Town of Ingersoll.

**Objective:**

- i) To financially assist community groups and organizations that offer programs or projects which provide a benefit or service to improve the well-being of the Town and may apply to one of the following four funding categories
- ii) To financially assist municipalities who have declared a state of emergency and require matching funds.
- iii) To financially assist organizations with a non-profit charitable cause who visit the Town during a major cross-Ontario or cross-Canada fundraising effort.
- iv) To financially assist eligible high performance athletes and teams who are competing in high level sporting events.

**Policy:**

- i) Prior to consideration of the budget for the following year, an ad will be prepared by the Clerk's Department and posted in the area newspapers and on the website regarding the Community Development Funding Assistance Program.
- ii) Community groups and organizations wishing to apply for funding assistance are required to apply by submitting a completed application form with all required supporting documents to the Clerk on or before the last Monday in October of the year preceding the request for funding assistance. Receipt of all applications will be acknowledged in writing by the Clerk. Athletes may apply at any time of the year. Please find the appropriate application before applying.
- iii) A Funding Review Committee consisting of the Clerk, Treasurer and the Mayor will review the applications for conformance eligibility and supporting documentation.
- iv) Following the review, those applications considered ineligible will be returned to the organization with a letter from the Clerk noting the reason(s) the application was rejected. Those applications deemed eligible will be

included in the Preliminary Budget for Council's consideration.

- v) Organizations whose applications are either approved or not approved upon Council's approval of the budget will receive a letter informing them whether the funding will be received or if not, the reason the application was not approved.
- vi) Due to budget constraints, funding assistance in any one year is not to be regarded as an ongoing funding commitment by the Town.
- vii) Organizations applying for the special or seed funding may only apply once and cannot reapply for additional Town funding in subsequent budget years.
- viii) Funds may not be provided for project activities already receiving municipal funds through other programs.
- ix) Council may authorize other funding amounts during consideration of the budget or throughout the year or reallocate funding within these policy categories depending on the implications on the budget.
- x) Grants will not be considered where a project or event has an anticipated profit being generated for the applicant or an organization.

**Fund Categories:**

**1. Ongoing Program Funding**

This category supports programs and specific community organizations which the Town recognizes as of interest to receive ongoing funding, may include program support funding, tax rebate assistance etc.

Total Annual Amount Available: \$60,000.00 budgeted

**2. Multi-Year Project Funding**

This category supports projects which organizations may wish to undertake or finance over 2 or 3 years.

Total Annual Amount Available: \$20,000.00 budgeted

**3. Special and/or Seed Funding**

This category supports on a one-time basis, funding to establish a new project or organization. Consideration will be given to special requests, projects, events, which will benefit the Town to promote a more active and healthy community life.

Total Annual Amount Available: \$10,000.00 budgeted

**4. Disaster Relief Funding Assistance**

Funding may be approved by Town Council and given to Disaster Relief Committees representing municipalities in Canada that have suffered severe damage due to a disaster. The following conditions would apply:

- (i) Funding assistance may be given to those areas that have been

declared a Disaster Area by the Provincial or Federal Government.

- (ii) Funding awarded under this category will be a minimum of \$500.00, however, shall not exceed \$1,000 per event.
- (iii) Funding will be awarded by a resolution of Council.

Total Annual Amount Available: \$2,500.00 budgeted

## 5. **Athletic Excellence Grant**

The Town of Ingersoll recognizes the need for financial aid to support the competition needs of our locally-based high performance athletes. In response to the need, the Town has established the Athletic Excellence Grant to assist individual competitors with the travel-related expenses associated with participating in high-level sporting events.

A high-level sporting event is defined as follows:

- Provincial Championships
- National Championships
- World Championships and Major International Games

### Athletic Excellence Grant Eligibility Criteria

- Applicant must be a locally based athlete residing in Ingersoll for a minimum of 12 months
- Applicant must have qualified for the sporting event by meeting established standards as set by the Provincial/National Sport Organization.
- The maximum allocation will be \$500 to any one athlete per calendar year
- Grant funds are to be used for event travel-related expenses only, including: registration fees, transportation, meals and accommodation.
- Applicant is responsible for initial payment of all event related expenses and will be reimbursed as approved through the grant application.

### Athletic Excellence Grant Funding Levels:

- Provincial Championships up to \$150 per athlete
- National Championships up to \$250 per athlete
- World Championships and Major International Games held in North America up to \$400 per athlete
- World Championships and Major International Games held outside North America up to \$500 per athlete

Athletic Excellence Grant Application Process:

- Applications will be accepted all year round
- Applications will be reviewed by the Clerk & Treasurer
- Completed application forms should be submitted prior to the event
- If the applicant is successful in being pre-approved, they must complete and submit the Post-Event Report, including the Grant Application and copies of related event receipts, prior to receipt of funds.
- Upon completion and submission of the Post-Event Report, a cheque requisition will be processed and funds provided to the applicant.

Total Annual Amount Available: \$1,500.00 budgeted

**6. Other Charitable Funding**

The Mayor may authorize a donation not to exceed \$200 per event during the budget year to an outside group or organization who visits the Town during a major cross province or cross Canada fund raising effort for a non-profit charitable cause.

Total Annual Amount Available: \$1,000.00 budgeted

Eligibility Criteria:

- i) Those applying for the Athletic Excellence Grant please see Athletic Excellence Support Grant Eligibility Criteria.
- ii) Funding assistance is available only to non-profit community groups and organizations whose goal and purpose is to provide a service or benefit to the community and does not restrict access to membership in the organization itself or its committees.
- iii) All organizations applying for funding must meet two of the following requirements; 1) the office is located in the Town; 2) their activities or services benefit the Town; or, 3) the majority of participants are residents of the Town of Ingersoll.
- iv) Organizations applying for funding must provide charitable, recreational, cultural, arts, environmental, special event programs or special services to the community.
- v) Applications for funding will only be considered when submitted by the President, Chair or Executive Director of the organization.
- vi) Organizations applying must provide the following four documents: (1) the names of the Executive Members of the organization applying; (2) a copy of the previous year's audited statement; (3) an approved draft budget for the current year; and, (4) a recently approved resolution from the organization regarding the request for funding.
- vii) Organizations applying for funding must demonstrate that they are seeking

and/or are receiving alternate sources of financial support on an on-going basis to achieve self-sufficiency. The Town funding assistance should not be the sole funding source.

- viii) Organizations receiving funding assistance should be incorporated as non-profit under Ontario's Not-for-Profit Corporations Act, 2010, however, groups that are not incorporated but have an executive, membership, and a proven reputation are eligible to make application for funding assistance.
- ix) Preference will be given to those applicants who demonstrate diverse sources of funding.

Funding Application Procedure:

- i) Application forms are available on-line at [www.ingersoll.ca](http://www.ingersoll.ca) or at the Town Hall Office, 130 Oxford Street, 2<sup>nd</sup> Floor, Ingersoll, ON N5C 2V5.
- ii) Completed application forms with required support documents must be submitted to the Clerk's Department and received on or before the last Monday in October of the year preceding the request for funding in order to be considered for the following year's budget.
- iii) Applications received on or before the deadline will be received, date stamped, scanned and initially reviewed for initial completeness by the Clerk's Department staff. If incomplete the application will be returned with a letter stating the reasons the application is incomplete. Should the organization wish to resubmit, it must do so prior to the last Monday in October of the year preceding the request for funding.
- iv) Following the deadline, all complete applications will be reviewed by the Funding Review Committee for conformance and eligibility.
- v) If the organization is found ineligible according to the eligibility criteria outlined in this policy, upon a recommendation of the Funding Review Committee, the Clerk will send a letter to the organization outlining the reasons why the application was deemed ineligible for that funding year.
- vi) All eligible organizations' applications will be presented to Council and considered during the annual budget process.
- vii) The following are the three categories of funding and the amount to which are allocated to be funded in totality in the upcoming year's budget;
 

(i) Ongoing Program Funding	\$60,000.00
(ii) Multi-year Project Funding	\$20,000.00
(iii) Special and or Seed Funding	\$10,000.00
(iv) Disaster Relief Funding	\$2,500.00
(v) Athletic Excellence Grant	\$1500.00

(vi) Other Charitable Funding           \$1,000.00

- viii) All organizations whose application has been deemed eligible and considered for budget approval by Council will be notified in writing by the Clerk of Council's decision.
- ix) Following final approval of the budget, a cheque for the approved budget amount will be sent by the Treasury Dept.
- x) Council may require a presentation at an Open Council meeting either on your application for funding assistance or at the end of the year in which funding is received to show the funding was used.

APPENDICIES - TO POLICY

Community Development Grant Application

Athletic Excellence Grant Application Athletic

Excellence Final Report