

# CORPORATE POLICY & PROCEDURE



Policy No.: CU-01

Pages: 8

Effective Date: January 12, 2021

Supersedes: POLICY -  
September 29, 2015

SECTION: CULTURE

SUBJECT: GRANTS POLICY

## **PURPOSE**

The purpose of this policy is to ensure that funding allocations for Charitable or Non-Profit Community Groups are made according to established and common criteria. This policy establishes eligibility requirements, funding categories, eligible expenses, funding exclusions and the application process. This policy also establishes eligibility requirements and the application process for travel assistance grants for youth aged 18 years and younger.

## **POLICY STATEMENT**

The Council of the Township of Woolwich recognizes the contribution that charitable and non-profit organizations make to the quality of life enjoyed by Township residents. Council adopts this policy in order to support local charities and non-profit groups and to stimulate wider community involvement and support. Council is committed to working with community groups but, at the same time, is cognizant of budget constraints. Council encourages groups to work towards financial self-sufficiency and independence by encouraging community participation and through fundraising.

## **POLICY DETAILS**

### **1. Legislative Authority**

Council's legislative authority to provide grants is outlined in section 107 of the Municipal Act, 2001.

### **2. Definition of Non-Profit Organization**

For the purpose of this policy, the definition of a non-profit organization is one that has been created for the purpose of carrying out, without pecuniary gain, objects of a patriotic, charitable, philanthropic, religious, professional or athletic character. Non-profit groups do not have to be incorporated to be eligible for a grant under this policy unless they are providers of an essential service. Non-profit organizations may include:

- a. Organizations that Council deems to be providers of "essential services" to Township residents. Includes organizations that carry out works of benefit to and support of Township residents. An essential service is one that is necessary for the health, safety or welfare of Township residents. An organization in this category must be incorporated or be a registered charity.

- b. Other Non-Profit Organizations that support arts and culture, health and wellness, that promote accessibility and inclusivity for persons with disabilities, neighbourhood groups, community associations.
- c. Non-Profit Youth Programs and Events that support youth aged 18 and younger.
- d. Non-Profit Civic and Economic Development Organizations that provide events or services promoting the Township and result in economic or public relation benefits to the Township.

*NOTE: Commercial businesses and for-profit groups are not eligible for grants under this policy.*

## **GENERAL PRINCIPLES FOR GRANTS**

### **3. Priority Consideration for Essential Services – All Grants**

- a. The approval body will give priority consideration to grant applications from local or Region-wide organizations or individuals that are deemed by the approval body to be a provider of a service, program, or event that is essential to the health, safety or welfare of residents of the Township of Woolwich.

### **4. Township Significance and Need – All Grants**

- a. An organization or individual seeking assistance must ensure its significance to the Township is clearly explained in the application for assistance. An organization is significant to the Township if, in the opinion of the approval body, it meets an identifiable and quantifiable need in the Township.

### **5. Other Considerations for Funding of Organizations – Operating and Capital Grants**

- a. The Township will not fund organizations that duplicate services provided by another agency, by the Township itself or by another area municipality;
- b. The Township will not provide grants to organizations whose services, in the opinion of Township Council, are better funded through purchase of service agreements.
- c. The Township will not provide grants to organizations that, in turn, give grants, donations, scholarships, bursaries or otherwise transfer funds to other individuals or organizations.
- d. The Township will not provide grants for the purpose(s) of funding or assisting with an organization's operating deficit.
- e. An organization must demonstrate its need for Township funding and must show that it has sought funding from other sources of revenue (e.g. fundraising, user fees depending on the ability of clients or participants to contribute financially to the program).
- f. Applications will only be received from organizations with an elected executive of volunteers and one of the following documents: Constitution; Mission Statement; Statement of Purpose. The elected executive must take responsibility for the receipt and disbursement of funds. Applications for Travel Assistance Grants, Special Events and Special Assistance Grants are exempt from this provision.

- g. Council will not, under normal circumstances, consider a grant to replace financial support that an organization previously received from another funding body.
- h. The acceptance of a grant from Council obligates the receiving organization to allow any citizen of the Township of Woolwich to participate in the funded activity.
- i. Council may make case-by-case decisions for disaster relief in other communities.

## **6. Recognition of the Township's Contribution – All Grants**

- a. Any organization receiving a grant from the Township will recognize the Township's contribution in any promotional literature which may be prepared by the organization.

## **7. Use of Funds - Operating or Capital Grants**

- a. Any grant funding approved by the Township must be used for the purposes stated in the organization's application, unless prior approval to change the purpose of the grant is given by Council. Successful applicants shall be required to submit a year-end accounting of all grant dollars received from the Township in the form provided by the Clerk. Any unused funding must be returned to the Township, or an organization may request Council's approval to carry forward unused funding into a future year.

## **8. Commitment by the Township for Funding in Subsequent Years**

- a. Grants are made available within budgetary constraints in accordance with priorities determined by the Council of the Township of Woolwich.
- b. Council is not obligated to fund an organization because it has met all of the conditions for grant approval.
- c. The approval of a grant or preapproval of an annual grant with or without inflationary increases does not obligate Council to provide the grant or the increase in future years.

## **9. Organizational Status of Applicants - Operating and Capital Grants**

To be considered for a grant from the Township of Woolwich, an organization must:

- a. Be a registered charity or a registered OR unregistered non-profit organization,
- b. Have a majority of its clients or members be residents of the Township of Woolwich.
- c. Rely significantly on the use of volunteer support.
- d. Be inclusive of residents with disabilities. The Township will not normally fund any program, event or service that is inaccessible to a person with a disability.
- e. Be in good financial standing with the Township of Woolwich.

## **10. Grant Increases – Operating Grants**

- a. An organization that Council has deemed to be an essential service provider may apply for a grant with a 4-year term coinciding with the term of Council.

- b. Providers of non-essential services must apply annually for a grant. Any request for an increased grant amount over the previous year must be clearly explained in the organization's application. No increase will be considered beyond a minor inflationary increase if there has been no change in any of the following areas: number of Township residents served, number of volunteer hours used, percentage of funding received from community donations, percentage of funding received from fundraising events, percentage of funding from other sources, new programs or services added.
- c. The grant application form will ask organizations for the information that is necessary for the decision-making process. Staff will provide Council with a recommendation on whether or not the non-essential service provider should receive an increase and, if so, how much. Council will make the final decision on the request for an increased grant amount.

## **GRANT CATEGORIES**

### **11. Annual Operating Grants**

- a. The Township will not normally fund more than \$10,000 for any one organization. Organizations requesting more than this amount shall be explicit in their reasoning for requesting a larger grant.
- b. Council is the approval body for Operating Grants. Applications are approved as a component of the Township's annual budget approval process. The annual deadline for submission of a grant application is November 1.
- c. The annual operating grant must be used for the delivery of programs to a defined target audience and not for existing overhead, administrative expenses, fundraising activities, funding of previous year's deficits, debt charges or capital costs.
- d. Individuals are not eligible to apply in this category.

### **12. Capital Grants**

- a. A capital grant is defined as a one-time grant to an organization for the purpose(s) of acquiring a physical asset for use by the organization to carry out its programs within the Township.
- b. The Township will not normally fund more than \$10,000 for any one organization. Organizations requesting more than this amount shall be explicit in their reasoning for requesting a larger grant.
- c. Council is the approval body for Capital Grants. Applications are approved as a component of the Township's annual budget approval process. The annual deadline for submission of a grant application is November 1.
- d. The purchase of the asset must benefit the receiving organization's clients or members,
- e. The application must be made prior to the organization acquiring or committing to the acquisition of the asset.
- f. The organization must conduct a fundraising campaign and approach all other sources of potential funding.
- g. The application for a capital grant must be accompanied by a complete capital budget showing the sources and uses of funds and an estimation of ongoing operating costs for the project (if any).

- h. The sources of funds should indicate any significant level of funding from other sources. Funding information should distinguish between funds-in-hand, funds pledged but not received, and projected additional funding, and any conditions which could in any way affect the availability of those funds.
- i. Any anticipated future funding requests to the Township must accompany the capital grant request or Council may assume that there will be no grant applications in future years.
- j. Individuals are not eligible to apply in this category.

### **13. Special Event Grants and Special Assistance Grants**

The Township of Woolwich will award funding to eligible organizations or individuals for one-time special events or special assistance.

- a. The Township's Senior Management Team is the approval body for Special Event Grants and Special Assistance Grants up to \$1,000. Council is the approval body for grants over \$1,000. Applications will be considered on an as-requested basis throughout the year.
- b. Grants for special events or special assistance require that the event or assistance provide significant Township benefit to the satisfaction of the approval body.
- c. The approval body will not consider grants for the purpose(s) of holding fundraising events.
- d. The Township will not provide grants to applicants that, in turn, give grants, donations, scholarships, bursaries or otherwise transfer funds to other individuals or organizations.
- e. An applicant must show that it has sought funding from other sources of revenue (e.g. funding, admission/user fees).
- f. Individuals and organizations with or without an elected executive and governing documents may apply.
- g. The acceptance of a grant obligates the recipient to allow any citizen of the Township of Woolwich to participate in the funded activity.
- h. Applicants may only apply for Special Event or Special Assistance funding once.
- i. The event, service, program or assistance must be inclusive of residents with disabilities.

### **14. Grants-in-Kind and Grants-In-Lieu**

A grant-in-kind/lieu is a grant issued to help offset the cost of a charge that would be levied by the Township. An example of a grant-in-lieu would be the Township waiving development charges. Where an agency requests the Township to provide services or waive user charges rather than provide a monetary grant, the monetary equivalent of the grant must be calculated and included in the grant application. The calculation of the monetary equivalent must include all costs associated with the provision of the service, regardless of whether the Township would normally charge for the service.

The awarding of a grant-in-kind/lieu is subject to Council approval and any conditions imposed by Council such as proof of insurance, assurance of safety of Township employees and participants in the activity, and indemnification of the Township of Woolwich.

Individuals and organizations with or without an elected executive and government documents may apply by submitting a written request to the Municipal Clerk with details about what is being requested and why. Applicants will be required to attend a Committee of the Whole or Council meeting in support of the request.

## **15. Travel Assistance Grants for Youth 18 Years Old or Younger**

Youth or their parent/guardian may apply to the Township for a Travel Assistance Grant to assist with paying for expenses associated with travelling to minor sports championships, cultural activities (i.e. choir, dance), educational competitions and other similar events.

- a. The Township will not fund more than \$500 for any one travel assistance grant.
- b. The Municipal Clerk is the approval body for Travel Assistance Grants. Applications will be considered on an as-requested basis throughout the year.
- c. The event must be a recognized provincial, national, or international championship, sanctioned by a provincial, national or international governing body.
- d. Grants will only be provided to non-profit minor sports teams that have a constitution and an executive elected by the membership in place.
- e. The event must be a recognized competition and must not be invitational in nature. Individuals or teams must have qualified to compete in the championship.
- f. Applicants for assistance must be residents of Woolwich and 18 years old or younger.
- g. Teams applying for assistance must be based in the Township of Woolwich. Woolwich residents that are participants of a team based elsewhere in the Region of Waterloo should apply as an individual.
- h. Members of school teams are not eligible to apply.
- i. Assistance will only be available where round trip travel to the event exceeds 500 kilometres one way.
- j. An individual or team member will be eligible for one grant per calendar year.
- k. The individual or group must show an indication that other fundraising efforts have successfully been made.
- l. Following the event, grant recipients will send a copy of the official results of the tournament/event from the host governing body to the Municipal Clerk with thirty (30) days of the completion of the competition/event for which a travel grant was issued.
- m. Limits for Travel Assistance Grants:

The following is a breakdown of the amounts that will be distributed by the Municipal Clerk based on requests that qualify:

- i. Provincial Competitions:
  - Individuals – maximum \$50
  - Team – maximum \$30 per competitor to a maximum of \$250

- ii. National Competitions:  
Individuals – maximum \$100  
Team – maximum \$30 per competitor to a maximum of \$400
- iii. International Competitions:  
Individuals – maximum \$150  
Team – maximum \$50 per competitor to a maximum of \$500
- n. Teams based in Woolwich must apply for the Team Travel Assistance Grant rather than Individual Travel Assistance Grants. Individuals from Woolwich travelling for a non-Woolwich team may apply for an Individual Travel Assistance Grant.

## **APPLICATION PROCEDURE**

16. The procedure for applying for grants is:

- a. Applicants must follow the November 1<sup>st</sup> deadline for submission of an Operating or Capital Grant request.
- b. Grant applications for each type of grant are available on the Township of Woolwich website at [Woolwich.ca](http://Woolwich.ca) or from the Municipal Clerk's Office. All grant applications are to be submitted to the Corporate Services Department to the attention of the Municipal Clerk. Questions about the grant process may be directed to the Corporate Services Department at 519 669-6009 or [woolwich.mail@woolwich.ca](mailto:woolwich.mail@woolwich.ca).
- c. Grant applications for all grant types except Travel Assistance and Special Event/Special Assistance Grants must include financial statements for the previous year including balance sheet and statement of revenue and expenses. Organizations not normally audited by professional accountants may be required to submit an independent review of the statements attesting to the accuracy of the information.
- d. Applications must be legible, completed in full, signed and include all required documentation or they may be returned.
- e. For Operating and Capital Grant requests, applicants will be required to appear as a delegation at a Committee of the Whole or Council meeting in support of their grant request. Information about registering as a delegation will be included when blank application packages are made available to community groups.
- f. The Committee of the Whole or Council will review the grant application, consider staff's recommendation and then make a decision based on "approval in principle". The approval in principle will be reviewed by Council as a component of the annual Operating Budget approval process and is subject to final approval by Council. Approval-in-principle by the Committee of the Whole or Council does not guarantee final approval of a grant, and does not prevent Council from changing a grant amount during the annual budget approval process.

## **PAYMENT OF TOWNSHIP GRANTS**

17. In general:

- a. Annual operating grants will be paid by the end of June in the year that they are awarded.

- b. Capital grants will be paid to the organization once the asset has been purchased and payment is due. Where the asset forms part of a larger project which is not yet complete at the time of payment of the grant by the Township, the agency will provide such security or indemnification as may be required by the Township to cover the eventuality that the remainder of the project is not completed.
- c. Travel assistance grants, special event grants and special assistance grants will be paid to the individual or organization upon approval and resolution of any appeals.
- d. Grants in Kind/Lieu will be paid to the individual or organization upon approval of Council.

## **RESPONSIBILITY**

The Corporate Services Department of the Township of Woolwich manages the Grant Program. Contact 519 669-6009 or [woolwich.mail@woolwich.ca](mailto:woolwich.mail@woolwich.ca) for information.