

# CORPORATE POLICY & PROCEDURE



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**SECTION:** CULTURE

**SUBJECT:** GRANTS POLICY

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## **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 for all types of Grants.

## **LEGISLATIVE AUTHORITY**

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

## **DEFINITIONS**

Annual Grants:	grants that are applied for as part of the annual budget deliberation process.
Annual Capital Grant:	a grant category for one-time funding to an organization for the purpose(s) of acquiring a physical asset for use by the organization to carry out its programs with the Township.
Annual Operating Grant:	a grant category for funding for the delivery of programs or services to a defined target audience.
Arts:	forms of creative activity and expression including but not limited to dance, film, literature, music, painting, sculpting, theatre, etc.
Belonging:	the sense of acceptance, inclusion, and safety of the authentic self of any individual within a larger group.
Culture:	the characteristics, traditions, activities, values and beliefs that distinguish one group of people from another.
Diversity:	the different social, cultural, and political identities of individuals and their worldviews, knowledges, practices, and experiences.
EDIB Grant:	a grant category for funding of initiatives or events that promote equity, diversity, inclusion and/or belonging (EDIB) in the Township.
Essential Service:	a service that is necessary for the healthy, safety or welfare of Township residents.
Equity:	the ongoing intentional and systematic approach to remove historic and current barriers to communities who were historically and who are currently underserved and underrepresented.
Grant-in-Kind/Lieu:	a grant category for funding to help offset the cost of a fee or charge that would be collected or required by the Township.
Inclusion:	the active and intentional engagement of people in all their diverse, social, cultural and political identities that fosters a sense of belonging.

Non-Annual Grants:	grants that can be applied for at any time during the year while funding is available. Council sets the yearly amount for all categories through the budget deliberation process. Equity, Diversity, Inclusion and Belonging; Grant-in-kind/lieu; and Travel Assistance; and Special Event/Assistance grants fall under this category.
Non-Profit Organization:	an organization that has been created for the purpose of carrying out, without pecuniary gain, objects of a patriotic, charitable, philanthropic, religious, professional or athletic character.
Service Agreement:	a type of agreement for community agencies to enter into with the Township as an effective way of increasing community access to services, expands the range of services provided by the Township, and that create service delivery efficiencies.
Significant Benefit:	applications or organizations that meet an identifiable and quantifiable need in the Township.
Special Event Grant:	a grant category for one-time funding for events that provide significant Township benefit.
Township:	the Corporation of the Township of Woolwich.
Travel Assistance Grant:	a grant category for funding 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.
Youth:	any person 18 years of age or younger at the time of the competition.

## **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 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 SCOPE**

The Grants and Special Assistance opportunities outlined in this policy do not apply to Commercial businesses or for-profit groups. Each grant category has specific eligibility requirements which are listed in the policy by grant category.

## **POLICY RESPONSIBILITY**

The Corporate Services Department of the Township manages the Grants and Special Assistance Program. Contact 519-669-6004 or [councilmeetings@woolwich.ca](mailto:councilmeetings@woolwich.ca) for more information.

## **POLICY REQUIREMENTS**

Each type of grant outlined in this policy may have different eligibility, application and reporting requirements. The remainder of this policy is categorized into each different grant type and all details particular to each grant can be found within those specific sections.

## **GENERAL PRINCIPLES FOR ALL GRANTS**

### **1. PRIORITY CONSIDERATION FOR ESSENTIAL SERVICES**

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 provide of a service, program or event that is essential to the health, safety or welfare of residents of the Township.

### **2. PRIORITY CONSIDERATION FOR WOOLWICH APPLICANTS**

The approval body will give priority consideration to grant applications from Woolwich or applications that provide significant benefit to the residents of Woolwich.

### **3. TOWNSHIP SIGNIFICANCE AND NEED**

An organization or individual seeking assistance must ensure its significance to the Township is clearly explained in the application for assistance.

### **4. RECOGNITION OF THE TOWNSHIP'S CONTRIBUTION**

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, on the organization's website or social media, during the event or initiative, or in another public manner.

### **5. COMMITMENT BY THE TOWNSHIP FOR FUNDING IN SUBSEQUENT YEARS**

Grants are made available within budgetary constraints in accordance with priorities deemed by the Council of the Township of Woolwich.

- a. Council is not obligated to fund an organization because it has met all the conditions and requirements for grant approval.
- b. 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.

### **6. OTHER CONSIDERATIONS FOR FUNDING OF ORGANIZATIONS**

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

## **7. USE OF FUNDS**

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 the approval body.

## **GRANT CATEGORIES**

### **8. ANNUAL GRANTS**

#### **8.1. CAPITAL GRANTS**

The Township may award funding to eligible organizations or individuals for grants that fall under the category of capital grants.

##### ***8.1.1. Eligibility Requirements***

Organizations will only be required to submit an eligibility application once, unless there has been a significant change to the requirements listed below.

- a. Eligible organizations must be a registered charity, a registered non-profit organization, or an unregistered non-profit organization.
- b. The majority of an eligible organization's clients or members must be residents of the Township of Woolwich.
- c. Eligible organizations must rely significantly on the use of volunteer support.
- d. Eligible organizations must 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. Eligible organizations must be in good financial standing with the Township.
- f. Eligible organizations must have an elected executive of volunteers and one of the following documents:
  - i. Constitution;

- ii. Mission Statement; or
  - iii. Statement of Purpose.
- g. The elected executive must take responsibility for the receipt and disbursement of funds.
- h. Individuals are not eligible to apply in this category.
- i. The purchase of the asset must benefit the receiving organization's clients or members.
- j. The application must be made prior to the organization acquiring or committing to the acquisition of the asset.
- k. The organization must conduct a fundraising campaign and approach all other sources of potential funding.
- l. Capital Grant Eligibility Applications Form can be found on the Township's website. Staff are the approval body of the eligibility applications.

#### **8.1.2. Application Procedure**

- a. Council is the approval body for capital grants. Applications are approved as a component of the Township's annual budget approval process.
- b. The capital grant application period will open on July 1 of every year and will remain open until the deadline.
- c. The annual deadline submission for a capital grant application is July 31.
- d. The application form is available on the Township's website during the application period. Newspaper notices and social media posts will be posted to alert the public when the application period is open.
- e. Applications must be completed in full and include all required documentation or they may be returned.
- f. As part of the application, organizations requesting more than \$10,000 shall be explicit in their reasoning for their requested amount.
- 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. Staff will bring a report to a Committee of the Whole or Council meeting in August to provide all applications to Council and for Council's direction on which applications to include in the draft budget.
- k. Although it's not required, applicants can register to speak to Council at the August meeting to support their application.
- l. In an election year, staff will responsibly include eligible and appropriate applications into the draft budget for the newly elected Council's first budget. A verbal report on all grant request received will be provided during the budget deliberation meetings.
- m. Final approval decisions will be made during the budget deliberation process the following January.

#### **8.1.3. *Payment of Awarded Grants***

- a. All decisions of the approval body will be communicated to the applicants in a timely manner following the approval of the budget.
- b. Approved capital grants will be paid to the organization once the asset has been purchased and payment is due. Applicants must supply an invoice or receipt of purchase to the Clerk before payment is issued from the Township.
- c. 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.

#### **8.1.4. *Reporting Requirements***

- a. Any unused funding must be reported to and returned to the Township, or an organization may request Council's approval to carry forward unused funding into a future year.
- b. Any organization that has used funding towards uses not outlined in the application, will not be provided any other future funding until funding has been used towards the uses as approved in the application.

### **8.2. OPERATING GRANTS**

The Township may award funding to eligible organizations or individuals for grants that fall under the category of operating grants.

#### **8.2.1. *Eligibility Requirements***

Organizations will only be required to submit an eligibility application once, unless there has been a significant change to the requirements listed below.

- a. Eligible organizations must be a registered charity, a registered non-profit organization, or an unregistered non-profit organization.
- b. The majority of an eligible organization's clients or members must be residents of the Township.

- c. Eligible organizations must rely significantly on the use of volunteer support.
- d. Eligible organizations must 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. Eligible organizations must be in good financial standing with the Township.
- f. Eligible organizations must have an elected executive of volunteers and one of the following documents:
  - i. Constitution;
  - ii. Mission Statement; or
  - iii. Statement of Purpose.
- g. The elected executive must take responsibility for the receipt and disbursement of funds.
- h. Individuals are not eligible to apply in this category.
- i. The organization must conduct a fundraising campaign and approach all other sources of potential funding.
- j. Eligible use of proceeds 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.
- k. For applicants approved for a term of Council, a reporting form must be approved each year in order to receive funds for the next year.
- l. Capital Grant Eligibility Applications Form can be found on the Township's website. Staff are the approval body of the eligibility applications.

#### **8.2.2. Application Procedure**

- a. Council is the approval body for operating grants. Applications are approved as a component of the Township's annual budget approval process.
- b. The operating grant application period will open on July 1 of every year and will remain open until the deadline.
- c. The annual deadline submission for an operating grant application is July 31.
- d. The application form is available on the Township's website during the application period. Newspaper notices and social media posts will be posted to alert the public when the application period is open.
- e. Applications must be completed in full, signed and include all required documentation or they may be returned.
- f. As part of the application process, organizations requesting more than \$10,000 shall be explicit in their reasoning for their requested amount.

- g. The sources of funding 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.
- h. Staff will bring a report to a Committee of the Whole or Council meeting in August to provide all applications to Council and for Council's direction on which applications to include in the draft budget.
- i. Although it's not required, applicants may register to speak to Council at the August meeting to support their application.
- j. In an election year, staff will responsibly include eligible and appropriate applications into the draft budget for the newly elected Council's first budget. A verbal report on all grant request received will be provided during the budget deliberation meetings.
- k. Final approval decisions will be made during the budget deliberation process the following January.

#### **8.2.3. *Pre-Approved Grants for the Term of Council***

- a. All operating grant applicants can apply for funding for the term of Council. It will be the approval body's final decision as to what organizations will be approved for their term.
- b. The preapproval of an annual grant does not obligate Council to provide the grant in future years.

#### **8.2.4. *Inflationary Increases for Essential Service Providers***

- a. An organization that Council has deemed to be an essential service provider may apply for an operating grant with a four (4) year term coinciding with the term of Council with inflationary increases.
- b. The preapproval of an annual grant with inflationary increases does not obligate Council to provide the grant or increase in future years.
- c. Increase requests larger than a minor inflationary increase will only be considered if there has been a change in any of the following areas:
  - i. Number of Township residents served
  - ii. Number of volunteer hours used
  - iii. Percentage of funding received from community donations
  - iv. Percentage of funding received from fundraising events
  - v. Percentage of funding from other sources
  - vi. New programs or services added
- d. Staff will ensure that through the application form, or any necessary follow up with the applicant, that information necessary for the decision-making process is provided. Staff will provide Council with a recommendation on whether or not the applicant should receive an increase, and, if so, how much.
- e. Council is the approval body for any grant increase request.

#### **8.2.5. *Increases for Non-Essential Service Providers***

- a. Any increase requests for non-essential service providers will only be considered if there has been a change in any of the following areas:
  - i. Number of Township residents served
  - ii. Number of volunteer hours used
  - iii. Percentage of funding received from community donations
  - iv. Percentage of funding received from fundraising events
  - v. Percentage of funding from other sources
  - vi. New programs or services added
  - vii. Compelling argument of need from the applicant
- b. Staff will ensure through the application form, or any necessary follow up with the applicant, that information necessary for the decision-making process is provided. Staff will provide Council with a recommendation on whether or not the applicant should receive an increase, and, if so, how much.
- c. Council is the approval body for any grant increase request.

#### **8.2.6. *Payment of Awarded Grants***

- a. All decisions of the approval body will be communicated to the applicants in a timely manner following the approval of the budget.
- b. Approved operating grants will be paid to the organization by the end of June in the year that they are awarded.

#### **8.2.7. *Reporting Requirements***

- a. 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.
- b. 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.
- c. Any organization that has used funding towards uses not approved in the application, will not be provided any future funding until funding has been used towards the uses as approved in the application.
- d. Funding for subsequent years will not be provided until a reporting form has been reviewed and approved to the satisfaction of the Clerk.

### **9. NON-ANNUAL GRANTS**

#### **9.1. ARTS AND CULTURE GRANTS**

The Township may award funding to eligible organizations or individuals for grants that fall under the category of arts and culture in the Township.

### **9.1.1. Eligibility Requirements**

- a. Grants for Arts and Culture initiatives, activities or events require that the initiative, activity or event provide significant Township benefit to the satisfaction of the approval body.
- b. If the initiative, activity or event will include a fundraising component, the application must outline the purposes of the funds to be raised. The approval body will evaluate the appropriateness of the fundraising through the application review process.
- c. Applicants shall be a resident, charitable or not-for-profit organization based in the Township or the activity, initiative or event must take place in the Township and be for a charitable or not-for-profit purpose. 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.
- d. The applicant must indicate how the initiative to be funded qualifies as an arts and/or culture initiative, activity or event.
- e. The applicant must show that other fundraising efforts have been successful (e.g. other government or private funding requests, admission/user fees, etc.).
- f. Individuals with or without an elected executive and governing documents may apply.
- g. The initiative, activity or event should be open to all residents in the community and must be inclusive of residents with disabilities.

### **9.1.2. Application Procedure**

- a. Interested individuals can apply for funding at any time throughout the year.
- b. The application form is available on the Township's website year-round.
- c. Applications will be considered on an as-requested basis throughout the year, and as funding remains available.
- d. Applicants and/or organizations may apply for an Arts and Culture grant more than once. Preference may be given to first time applicants.
- e. The Township's Senior Management Team is the approval body for Arts and Culture grant requests up to 1,000.
- f. Council is the approval body for Arts and Culture grant requests over \$1,000.
- a. Upon receipt of a full and complete application, staff will review the application based on the criteria of this policy and category, as well as the available funds to make a recommendation on the application to the applicable approval body.
- g. For requests over \$1,000, a recommendation report will go to Council. Applicants are encouraged to speak to Council at a meeting in support of the request.

### **9.1.3. Payment of Awarded Grants**

All decisions of the approval body will be communicated in a timely manner with the applicant. Granted monies will be paid to the individual or organization upon approval.

### **9.1.4. Reporting Requirements**

There are no reporting requirements for Arts and Culture grants.

## **9.2. EQUITY, DIVERSITY, INCLUSION AND BELONGING (EDIB) GRANTS**

### **9.2.1. Eligibility Requirements**

The Township may award funding to eligible organizations or individuals for grants that fall under the category of equity, diversity, inclusion and belonging.

- a. An initiative, activity or event that qualifies for an EDIB grant will meet one or more of the definitions listed in this policy for Equity, Diversity, Inclusion and/or Belonging.
- b. Grants for EDIB initiatives, activities or events require that the initiative, activity or event provide significant Township benefit to the satisfaction of the approval body.
- c. If the initiative, activity or event will include a fundraising component, the application must outline the purposes of the funds to be raised. The approval body will evaluate the appropriateness of the fundraising through the application review process.
- d. Applicants and/or organizations must be residents of the Township and a charitable or not-for-profit organization. Or the activity, initiative or event must be organized by a charitable or not-for-profit organization and take place in Woolwich.
- e. 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.
- f. The applicant must indicate how the initiative to be funded qualifies as an equity, diversity, inclusion and/or belonging initiative, activity or event.
- g. The applicant must show that other fundraising efforts have been successful (e.g. other government or private funding requests, admission/user fees, etc.).
- h. Individuals with or without an elected executive and governing documents may apply.
- i. The initiative, activity or event should be open to all residents in the community and must be inclusive of residents with disabilities.

### **9.2.2. Application Procedure**

- a. Interested individuals can apply for funding at any time throughout the year.
- b. The application form is available on the Township's Grants and Special Assistance webpage year-round.
- c. Applications will be considered on an as-requested basis throughout the year, and as funding remains available.

- d. Applicants and/or organizations may apply for an EDIB grant more than once. Preference may be given to first time applicants.
- e. The Township's Senior Management Team is the approval body for EDIB grant requests up to \$2,000.
- f. Council is the approval body for EDIB grant requests over \$2,000.
- b. Upon receipt of a full and complete application, staff will review the application based on the criteria of this policy and category, as well as the available funds to make a recommendation on the application to the applicable approval body.
- g. For requests over \$2,000, a recommendation report will go to Council. Applicants are encouraged to speak to Council at a meeting in support of the request.

#### **9.2.3. *Payment of Awarded Grants***

All decisions of the approval body will be communicated in a timely manner with the applicant. Granted monies will be paid to the individual or organization upon approval.

#### **9.2.4. *Reporting Requirements***

There are no reporting requirements for EDIB grants.

### **9.3. SPECIAL EVENTS AND SPECIAL ASSISTANCE GRANTS**

The Township may award funding to eligible organizations or individuals for grants that fall under the category of Special Events and Special Assistance.

#### **9.3.1. *Eligibility Requirements***

- a. Grants for Special Events or Special Assistance require that the activity, event, initiative, service, program, or assistance must provide significant Township benefit to the satisfaction of the approval body.
- b. Applicants and/or organizations must be residents of the Township and a charitable or not-for-profit organization. Or the activity, initiative or event must be organized by a charitable or not-for-profit organization and take place in Woolwich.
- c. The purpose of the activity, event, initiative service, program, or assistance must not be for the purpose(s) of holding fundraising events.
- d. The applicant must show that other fundraising efforts have been successful (e.g. other government or private funding requests, admission/user fees, etc.)
- e. Individuals or organizations with or without an elected executive and governing documents may apply and must be a charitable or not-for-profit organization.
- f. The activity, event, initiative service, program, or assistance must be inclusive of residents with disabilities.

### **9.3.2. Application Procedure**

- a. Interested individuals can apply for funding at any time throughout the year.
- b. The application form is available on the Township's Grants and Special Assistance webpage year-round.
- c. Applications will be considered on an as-requested basis throughout the year, and as funding remains available.
- d. Applicants and/or organizations may only apply for Special Event or Special Assistance funding once per term.
- e. The Township's Senior Management Team is the approval body for Special Event and Special Assistance grant requests up to \$1,000.
- f. Council is the approval body for Special Event and Special Assistance grant requests over \$1,000.
- g. Upon receipt of a full and complete application, staff will review the application based on the criteria of this policy and category, as well as the available funds to make a recommendation on the application to the applicable approval body.
- h. For requests over \$1,000, a recommendation report will go to Council. Applicants are encouraged to speak to Council at a meeting in support of the request.

### **9.3.3. Payment of Awarded Grants**

All decisions of the approval body will be communicated in a timely manner with the applicant. Granted monies will be paid to the individual or organization upon approval.

### **9.3.4. Reporting Requirements**

There are no reporting requirements for Special Event and Special Assistance grants.

## **9.4. TRAVEL ASSISTANCE GRANTS**

The Township may award funding to eligible organizations or individuals for grants that fall under the category of travel assistance.

### **9.4.1. Eligibility Requirements**

- a. The youth applying for a grant must be 18 years of age or younger at the time of the championship and a resident of Woolwich.
- b. Youth teams applying for assistance must be based in the Township and must apply for the Team Travel Assistance Grant.
- c. Woolwich residents that compete individually (ex. Golf) or are participants of a team based elsewhere should apply as an individual for an Individual Travel Assistance Grant.
- d. Members of school sports teams are not eligible to apply.

- e. The sports, cultural or educational team must be a non-profit organization that has a constitution and an executive elected by the membership in place.
- f. The event must be a recognized provincial, national or international championship, sanctioned by a provincial, national or international governing body.
- g. The event must be a recognized competition and must not be invitational in nature. Individuals or teams must have qualified to complete in the championship.
- h. Travel to the event must exceed 500 kilometers one-way.
- i. An individual or team is eligible for one grant per calendar year.
- j. The individual or group applying for funding must show that other fundraising efforts have successfully been made.

#### **9.4.2. Application Procedure**

- a. Applicants are considered on an as-requested basis throughout the year, while funding is available.
- b. Youth or their parent/guardian may apply online through the Travel Assistance Grant Form found on the Township's Website.
- c. The Township will not fund more than \$600 for any one travel assistance Grant.
- d. The following maximum amounts apply:
  - i. Provincial Competitions:  
Individuals – maximum \$60  
Team - maximum \$40 per competitor to a maximum of \$400
  - ii. National Competitions:  
Individuals – maximum \$120  
Team - maximum \$50 per competitor to a maximum of \$500
  - iii. International Competitions:  
Individuals - maximum \$200  
Team - maximum \$60 per competitor to a maximum of \$600
- e. The Municipal Clerk is the approval body for Travel Assistance Grants.
- f. Upon receipt of a full and complete application, the Municipal Clerk will review the application based on the criteria of this policy and category, as well as the available funds to make a decision on the application.

#### **9.4.3. Payment of Awarded Grants**

All decisions of the Municipal Clerk will be communicated in a timely manner with the applicant. Granted monies will be paid to the individual or organization upon approval from the Municipal Clerk.

#### **9.4.4. Reporting Requirements**

Grant recipients are required to submit a copy of the official results of the competition from the host governing body to the Municipal Clerk within thirty (30) days of the completion of the competition/event.

## **9.5. WAIVING FEES AND CHARGES**

When a not-for-profit or charitable organization is running an event, initiative, activity or project that would require a fee be paid to the Township, the organization or individual can apply for a grant-in-kind or grant-in-lieu to waive or offset the fee or charge. To offset the budgetary impact of the fee waiver or reduction, a transfer from Council's Waiver budget line will be applied to the necessary budget line.

When a charitable or not-for-profit organization hosts an event for the first or second time, Recreation and Community Services staff provide relief on facility use fees or rentals. If your event qualifies, please contact the Woolwich Memorial Centre customer service representative at [customerservice@woolwich.ca](mailto:customerservice@woolwich.ca)

For all other requests for a fee waiver or reduction, the following criteria and procedures apply:

### ***9.5.1. Eligibility Requirements***

- a. Individuals and organizations with or without an elected executive and documents may apply.
- b. Individuals and organizations must be a charitable or not-for-profit organization.
- c. The grant request must be used to help offset the cost of a fee that would be charged by the Township (i.e. Waiving room rental fees, street closure fees, noise by-law exemption fees, ice rental fees, etc.)

### ***9.5.2. Application Procedure***

- a. All requests for a grant-in-kind/lieu must be submitted in writing to the Municipal Clerk ([councilmeetings@woolwich.ca](mailto:councilmeetings@woolwich.ca)).
- b. The request must outline the following:
  - i. The type of cost, fee, charge, or service requesting to be waived or reduced, including any relevant information (ie. Previous communications with staff, date and time of event, etc.)
  - ii. The purposes of the request.
  - iii. A calculation of the monetary equivalent of the service, fee or charge requesting to be waived or reduced.
  - iv. The calculation must include all costs associated with the request, regardless of whether the Township would normally charge for the services or not.
- c. The Township's Senior Management Team is the approval body for any Fee Waiver request up to \$1,000.
- d. Council is the approval body for all Fee Waiver requests over \$1,000.

- e. Upon receipt of a full and complete request, staff will review the application based on the criteria of this policy and category, as well as the available funds to make a recommendation on the request to the applicable approval body.
- f. For requests over \$1,000, a recommendation report will go to Council. Requestors are encouraged to speak to the request at a Committee of the Whole or Council meeting in support of their request.

#### **9.5.3. *Payment of Awarded Grants***

All decisions of the approval body will be communicated in a timely manner with the applicant. Granted monies, where applicable, will be paid to the individual or organization upon approval.

#### **9.5.4. *Reporting Requirements***

There are no reporting requirements for fee waiver requests.