COMMUNITY AND FACILITY USAGE GRANT POLICY

POLICY

The Township of Champlain acknowledges and appreciates the efforts of the local volunteer community and believes that many services, events or projects are best provided through the volunteer efforts of local community organizations, whether at the social, cultural, recreation, sports or economic levels.

Community grant funding demonstrates Council's commitment to working with community organizations to provide direct services, events or programs for the benefit of the residents of Champlain.

Council demonstrates its supports and its commitment to these organizations by allocating for community grants and facility usage grants in its annual operating budget. Furthermore, Council is aware of the financial capacity of its taxpayers and is accountable to them and must ensure that public funds are used for the purpose for which they are allocated.

PURPOSE

Each year, as part of the annual budget process, Council will determine a financial commitment to the "Community Grant Program" and the "Facility Usage Grant Program". This money will be available for direct Community and Facility Usage Grants.

Eligibility Criteria

1. Applicants must be non-profit community groups and organizations whose primary focus is within the Township of Champlain

2. Grants are intended to be supplementary to an organization's main sources of funding. The grant shall not be considered as the primary source of funding for the organization. The organization must show exploration of other financial and in-kind support (i.e. fundraising and volunteer support).

3. All funding shall be for future projects. Retroactive funding will not be considered.

4. Repeat grants will only be available to organizations who have complied with the reporting requirements of any previous grants.

5. Guaranteed funding is only for the fiscal year in which the organization has applied. It is not to be regarded as a commitment by the Township to continue such assistance in future years.

6. No financial grants will be considered unless specifically authorized by this policy. In awarding grants, the Township may impose, at its sole and unique discretion, the conditions it deems fit.

Exclusions:

1. Individuals, businesses and publicly-funded organizations (ex. hospitals, schools) are not eligible to apply for the Community Grant Program.

2. Organizations that may be located within the Township of Champlain, but are more regionally-oriented, or that represent or service a special interest group shall not be considered for a municipal grant under the Community Grant Program.

3. For-profit organizations and organizations with political affiliations are not eligible.

All organizations wishing to obtain a grant from the Township must:

1) Submit a request on the "Community Grant Application Form" and directed to the Treasurer for grant funding before October 15 of each year, for the following year.

2) The following information must be included with the request:

   a. The name of the organization(s) and the contact information (name, address and telephone and e-mail) of a person who can answer questions regarding the information submitted on the application form;
   b. Valid CRA registration number / Business Number for non-profit organizations or other documents that attest to the charitable nature of the organization;
   c. A brief description of the organization and its purpose or mission is;
   d. The list of Board/Committee members of the organization;
   e. A brief description of the event/project, including objectives of the event/project or the benefits to the community resulting from the event/project and expected date of completion or how the grant will be used and why it is needed if not for event or project;
   f. Budget for the event/project or annual operations and capital budget if not needed for event or project(only for grant applications exceeding $1,000);
   g. The organization's financial statements from the previous year (only for grant applications exceeding $1,000).

Township Facility Usage Grants

The Township facilities are operated with varying degrees of subsidy from the property tax base. As such, most rental fees do not cover the full cost associated with facility usage when viewed over an entire fiscal year. The Township also track revenues and expenses associated with each facility independently so it is clear the level of subsidy being applied. As such, facility rental rates cannot be waived and/or reduced for facility users.

Organizations seeking a grant equivalent to the rental fee for a Township Facility must meet the eligibility criteria and submit an application as set out in this policy. Organizations should keep in mind that Township facility rates are already subsidized by property taxation. Event organizers are encouraged to seek other sources of funding such as event sponsors to ensure all event costs can be covered, including Township facility usage fees.

Municipal Review of Application

1. All requests for financial grants will be considered having regard for the Municipality's upcoming budget. Under normal circumstances, only one request per organization will be considered in a calendar year.

2. The Economic Development Committee shall review each community grant application to ensure that all necessary information is provided before the Grant Application is submitted to council for consideration. Incomplete grant applications will not be considered.

3. All grant requests will be assessed in terms of the need for the project, cost effectiveness, financial viability, long term viability, level of contribution to the quality of life of the community and community involvement/response.

Application Deadline and Notification of Acceptance

Applications must be received prior to October 15th for all events/projects in the upcoming calendar/fiscal year. Notification of acceptance will take place after the Township of Champlain's budget is approved. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in time that suits their events or particular needs.

Accountability:

Prior to the disbursement of any municipal funds, all Grantees must sign a "Letter of Agreement" on the approved form, which specifies the terms and conditions of the grant.

Organizations awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

Funds granted under this program must be used for the specific purposes outlined in the application. They are not transferable between project or groups without prior Council approval.

Accountability statements must be completed and submitted within 60 days of the event/project`s completion (only applies to grants in excess of $1,000). The statement shall include:

- A description of the completed event/project;
- A financial report listing all expenditures and revenues pertaining to the event/project and the use of the funds;
- The signature of the person who can legally bind the organization

Municipal Liability Insurance Coverage

All grantees are required to ensure adequate levels of property, general liability and/or alcohol related event insurance naming the Township of Champlain as an additional insured. This provision may be waived for special events that are jointly managed and/or otherwise covered by the existing municipal policy. The determination of insurance levels is at the sole and unique discretion of the Township, either through the CAO's office or by Council resolution.

Promotional Material

Organizations receiving grants in excess of $1,000 are required to include the Township's logo in their printed material as a sponsor of the event/project as well as displaying a banner or other Township promotional material (provided by the Township) at the event, whenever possible.

Signed: _____
Date: _____

This policy will be reviewed on an annual basis.