

<b>Title:</b>	<b>Community Grants Policy</b>		
<b>Policy Group:</b> Your Livable Community	<b>Policy Administrator:</b> Community Services, Programs & Initiatives		
<b>Resolution No.</b> CW-195-2024	<b>Policy Number:</b> CSPI-10		
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## 1. Policy Statement

- a) This Policy provides a set of standards by which the Municipality will respond to requests from Community Groups for cash and in-kind funding, and by which the Municipality will administer a formal Community Grant Program.

## 2. Purpose

- a) The purpose of this Policy is to provide a framework for decision-making when granting municipal funds and resources to Community Organizations. The goal of the Policy is to provide consistency, rigour, transparency, and fairness to the process of allocating public funds and resources to Community Groups.

## 3. Scope

- a) This Policy applies to requests to the Municipality from Community Organizations as defined in this Policy. It does not apply to entities that are not Community Organizations as defined in this Policy.
- b) This Policy does not apply to requests for funding that may be administered by agencies, boards, or committees of the Municipality (e.g. PEC Library, Visit The County, etc.)

## 4. Legislative Authority

- a) Pursuant to Section 107 of the Municipal Act, Council has the legislative authority to provide grants as follows: *"Despite any provision of this or any Act relating to the giving of grants or aid by a municipality, subject to Section 106, a municipality may make grants, on such terms as to security and otherwise*

*as the Council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that Council considers to be in the best interest of municipality."*

## 5. Definitions

- a) **"Community Grants"** are financial or in-kind assistance provided by the Municipality to Community Organizations providing programs, services or activities that enhance the quality of life for Prince Edward County residents in the areas of social services and health, arts, culture, heritage, recreation, and/or the environment. Community Grants are the method by which the Municipality supports Community Organizations in achieving their mission, vision, and/or mandate. For greater clarity, Community Grants do not include:
- i. funding from the Municipality which is governed by federal or provincial legislation/regulations, or municipal by-laws or policies (e.g. Recreation Ward Committee funding, funding to external agencies mandated by the Province, the Heritage Property Grant program, etc.)
  - ii. service agreements between the Municipality and Community Organizations for the provision of services to the Municipality or the community;
  - iii. service contracts, funding programs, incentives or similar initiatives aimed at the for-profit business sector;
  - iv. flow-through funding from third parties, including funding to designated Projects of Community Interest, which may be administered by the Municipality;
  - v. The Municipal Financial Relief Grant or other relief programs or policies directed at individuals or households;
  - vi. sponsorships of events or activities where the Municipality receives marketing or other tangible benefits in exchange for a sponsorship fee; and,
  - vii. commemorative activities, proclamations and other activities covered by the Municipal Celebrations and Commemorations Policy.
- b) **"Community Grants Program"** is the formal granting program of the Municipality with defined eligibility criteria, and a competitive application, adjudication, and selection process. The Community Grants Program is the primary method by which Community Organizations seek Community Grants.
- c) **"Community Organizations"** are groups of people working collectively with volunteer governance, without profit motives, for the benefit of the Prince Edward County community. They provide programs, services, and events to be accessed by the entire Prince Edward County community, or by specific segments of the population who may be underserved or at risk for negative outcomes. Community Organizations may have formal or informal structures, and can include incorporated non-profits, registered charities, ad hoc groups,

and unincorporated organizations. For greater clarity, the following entities are not considered "Community Organizations" under this Policy:

- i. Individuals or households;
  - ii. For-profit businesses;
  - iii. Organizations with political affiliations or whose primary purpose is political activity or lobbying;
  - iv. Non-profit organizations with a mandate to serve the business sector, such as a Chamber of Commerce or a business sector association;
  - v. Hospitals or other organizations whose primary purpose is to provide medical treatment/clinical services;
  - vi. School boards, primary and secondary schools, post-secondary institutions;
  - vii. Government organizations, including agencies, boards, commissions, service corporations, and committees established by the Municipality, the Province, or the Federal Government;
  - viii. Provincial, national, and/or regional organizations, unless a local chapter exists to serve residents of Prince Edward County; and/or,
  - ix. Organizations receiving 80% or more of their funding from upper levels of government.
- d) **"Director"** for the purposes of this Policy, unless stated otherwise, refers to the Director of Community Services, Programs and Initiatives or their delegate.
- e) **"Exceptional Funding Partnership"** is any grant made to a Community Organization that falls outside of the parameters of the Community Grant Program. These grants are exceptional in that they are not awarded on a regular or routine basis, and they require a resolution of Council. Exceptional Funding Partnerships tend to involve more resources and/or more partnership from the Municipality than Community Grants awarded through the Community Grant Program. They tend to meet the following criteria:
- i. Align explicitly with strategies, actions or outcomes that are described in Council-approved Municipal plans;
  - ii. By leveraging services, programs or amenities already provided by the Community Organization, they ensure that a program, service, or amenity that would normally be provided by a municipality of a similar size and character is available in Prince Edward County; and/or,
  - iii. Respond to an extraordinary funding need or opportunity from a Community Organization with a demonstrated track record of significant and positive impact in the community.
- f) **"Grant Program Manager"** is a third-party entity contracted by the Municipality under a service contract to provide grant management services according to this Policy.
- g) **"In-Kind Municipal Services"** are municipally owned resources, services and assets that have an assigned value in the current municipal Fees and

Charges By-Law, which are eligible to be used for community activities with fees waived or provided at a reduced cost, for example:

- i. Use of municipally-owned or municipally-leased facility or land for community activities;
  - ii. Municipal staff support (labour or expertise) for community activities;
  - iii. Use of municipally-owned or municipally-controlled equipment or materials for community activities.
- h) **"Mandated Arts Organization"** is a Community Organization as defined in this Policy that has a stated organizational mandate to provide services, programs and amenities in the realm of the arts (various fine and applied art forms including but not limited to visual, performing and performance, literary, media and decorative arts.)

## 6. Guiding Principles:

- a) Community Organizations play an important role in making Prince Edward County a vibrant, safe and healthy community where everyone belongs. The Municipality and the broader community value the contributions of Community Organizations.
- b) The Municipality and Community Organizations are entities with common goals, and the Community Grant Program and Exceptional Funding Partnerships can be a mechanism for achieving the community vision outlined in Prince Edward County's 10-Year Community Plan.
- c) In implementing this Policy, the Municipality should strive for equitable and efficient use of funds, avoiding unnecessary duplications of service, while recognizing that sometimes several programs or services are needed in the same category to meet different resident needs and cover the geographic breadth of the Municipality.
- d) The Municipality has limited resource - cash and in-kind - to support the activities of Community Organizations and requires a fair, transparent and detailed policy to guide decision-making in distributing these limited resources in an efficient, effective, and apolitical manner.

## 7. General

- a) Council will establish the annual budget for the Community Grants Program as part of the annual municipal operating budget approval. Total funding allocated to the Community Grants Program each year will be approved by Council, and will be based on the municipality's available resources, past and anticipated demand for funding, and community needs and priorities.
- b) Requests for Community Organizations seeking funding for eligible activities as listed in this Policy will only be considered through the application process for the Community Grants Program as described in this Policy.

- c) Community Organizations may be eligible for Exceptional Funding Partnerships as defined in this policy. These partnerships must be approved by Council. Exceptional Funding Partnerships may be considered by the Municipality from time to time as opportunities and needs arise. Community Organizations seeking Exceptional Funding Partnership may make a deputation or comment at a meeting of Council or may discuss directly with staff or individual members of Council; however, in all cases, requests will be referred to a staff report to support Council in decision-making about these special cases. Exceptional Funding Partnerships will be documented through a funding agreement, approved by Council, outlining the terms and conditions of the grant.
- d) The Municipality will engage a third-party Grants Program Manager to administer the Community Grants Program. The parameters for this service will be described in a service agreement. Administration of the program includes detailed program design, design and management of the application process, promotion of the program, adjudication and grant selections, documentation, reporting/accountability procedures for recipients and evaluation and impact reporting to Council.

## **8. Community Grants Program - Eligibility Criteria**

- a) To be eligible for the Community Grants Program, applicants must:
  - i. Be a "Community Organization" as defined in this Policy.
  - ii. Have a minimum of twelve (12) months of history delivering programs or services within the geographic boundaries of the Municipality of Prince Edward County, to access cash funding. Groups that have been active for less than twelve months may apply for Municipal In-Kind Funding, but not cash grants.
  - iii. Be located and conduct most activities within the geographic boundaries of the Municipality of Prince Edward County or be a local chapter of a larger organization that provides consistent services within Prince Edward County.
  - iv. Have demonstrated sound fiscal management and are in good standing with the Municipality.
  - v. Demonstrate that they provide those services and programs in an effective, accessible, open, and inclusive manner; and,
  - vi. Must have financial records in the name of the applicant.
- b) Mandated Arts Organizations as defined in this Policy are not eligible for cash funding through the Community Grants Program in years when the Municipality has contributed to the PEC Arts Fund of the County Foundation. Mandated Arts Organizations would apply to the County Foundation PEC Arts Fund to access cash funding from the Municipality. Mandated Arts

Organizations are eligible for In-Kind Grants through the Community Grants Program.

- c) The Community Grants Program provides funding for organizations, projects, events, activities, or programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to:
- i. **Culture:** beliefs, customs and traditions of certain communities, societies or cultural groups relating to language, ethnicity, race, gender, sexual or gender identity, disability, religion, class, and diversity;
  - ii. **Environment:** beautification, conservation, documentation, education, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape);
  - iii. **Heritage:** identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums, and galleries/collections), natural heritage, historic people and events, and traditions (customs and beliefs);
  - iv. **Social Services Health, and Recreation:** activities contributing to physical, mental and social wellbeing with a focus on prevention; access to housing, accessibility for people with disabilities, food and clothing, freedom from violence; and/or,
  - v. **Arts:** creative activity by professionals or non-professionals in various fine and applied art forms including but not limited to visual, performing and performance, literary, media and decorative arts.
- d) Community Grant Program funding may be used for general operating expenses, special projects, capacity building projects (such as strategic planning, organizational development), events or new programs (seed funding, pilot projects etc.). There is no restriction on the percentage of operational costs that can be included in the grant request.
- e) Community Grant Program funding may not be used for:
- i. Major capital purchases such as vehicle purchases, land or building purchases or renovations, except for small capital purchases or projects that support compliance with *Accessibility for Ontarians with Disabilities Act* or accessibility provisions within the *Ontario Building Code*;
  - ii. Prize money, awards, travel expenses, hospitality (food, beverage, alcohol);
  - iii. Reduction of accumulated or annual deficits, debt reduction or financing;
  - iv. Programs, services, activities, or amenities that are already supported by the Municipality through another funding program, service contract or an Exceptional Funding Partnership;

- v. Fund raising campaigns, events, or activities, except for In-Kind Grants which may be used to support fund raising initiatives;
- vi. Programs with mandates legislated or regulated by the Provincial or Federal governments;
- vii. Programs, services, activities, or amenities that promote a particular faith, or require participants to adhere to a particular faith;
- viii. Activities, programs services or amenities that will be delivered outside of the geographic boundaries of Prince Edward County;
- ix. Activities that serve to raise funds for other organizations, individuals/households, businesses, or causes; and/or,
- x. Activities that would qualify for fee reductions or waivers as describe din the current municipal Fees and Charges By-Law.

## 9. Community Grants Program - Funding Structure

- a) There are two (2) Community Grant streams:
  - i. **Cash Grants up to \$15,000** - Cash grants up to \$15,000 per organization per calendar year for any activity deemed eligible under this Policy. Cash grants may be awarded as single-year or multi-year grants.
  - ii. **In-Kind Grants up to \$2,000** - Use of municipal venues, services, equipment labour etc., as valued in the Fees and Charges By-Law, with a maximum grant of \$2,000 per organization per calendar year. In-Kind Grants may be awarded as single-year grants only.
- b) Multi-year grants are only available to Community Organizations that have received and satisfactorily reported on a previous Community Grant. Multi-year grants may be awarded only in the first, second or third year of a term of Council, and cannot extend beyond the end of the term of Council. Multi-year grants will be awarded with the condition that satisfactory reports will be filed on an annual basis and will be contingent on the availability of sufficient funding within the Council-approved Community Grant budget in future years.

## 10. Community Grants Program - Assessment Criteria

- a) Applications will be assessed based on the following criteria:
  - i. How the funding request aligns with the objectives of the Municipality as outlined in the Municipal Strategic Plan, or other relevant plans (i.e. Community Safety and Well-being Plan, 10-Year Community Plan)
  - ii. Demonstrated community need and support for the proposed activities, which could include information about:
    - 1. Evidence of community need through data, statistics, testimonial.

- 2. Community support by way of funding/sponsorships from other sources.
- 3. Evidence of community collaboration and partnerships.
- iii. Proposed community benefit and impact in relation to the funding amount requested.
- iv. Need for municipal funding (i.e. outcomes cannot be achieved without external funding)
- v. Sound fiscal management as demonstrated through accurate record-keeping, reasonable budgeting, multiple sources of income, and plans for deficit reduction or rationale for surplus.
- vi. Evaluation and accountability plans and identification of key performance metrics and anticipated outcomes.
- vii. Results and reporting on previous years' Municipal funding, if applicable.

## **11. Community Grants Program - Application and Assessment Process**

- a) The application process will be designed by the Grants Program Manager in a way that is consistent with this Policy, consistent with granting best practice, and acceptable to the Director.
- b) Applications will be open and advertised with a fixed deadline. The Grants Program Manager will open applications at least once each calendar year for cash grants, and twice per calendar year for In-Kind Grants.
- c) Applications will be screened for eligibility by the Grant Program Manager before being reviewed by the Grant Program Manager's adjudication panel. The panel will assess applications against the criteria in Section 10 - Assessment Criteria and will provide recommendations to the Board of Directors of the Grant Program Manager. The Board of Directors will provide final approval of the grant awards.
- d) To honour the Municipality's long-standing commitment to supporting food security, the Grant Program Manager's adjudication panel will be required to allocate no less than \$20,000 or 10% (whichever is greater) of available cash grants to food security organizations, initiatives, or activities.
- e) There will be no appeal process.
- f) The adjudication process is competitive. As such, applicants are not guaranteed funding.
- g) No exceptions will be made to published deadlines or eligibility criteria. Late or incomplete applications will not be considered.

## **12. Responsibility and Implementation**

- a) Council is responsible for:
  - i. Approving the Community Grant Policy.

- ii. Setting the annual Community Grant Program budget through the municipal Operating Budget process.
  - iii. Receiving reports and making decisions related to Exceptional Funding Partnerships.
- b) The Chief Administrative Officer (CAO) is responsible for:
  - i. Approving procedures related to implementing this Policy.
- c) The Director is responsible for:
  - i. Providing necessary training related to implementing the Policy.\
  - ii. Ensuring all grant funds and in-kind resources are issued in accordance with the Policy requirements.
  - iii. Ensures that grants issued are compliant with all applicable legislation.
  - iv. Managing the agreement with the Grant Program Manager and ensuring staff and the Grant Program Manager are implementing Community Grants according to the Policy.
  - v. Preparing, or directing the preparation of reports related to Exceptional Funding Partnerships.