



The Corporation of the Township of Malahide
COMMUNITY GRANT COMMITTEE MEETING AGENDA
AUGUST 26, 2024 – 1:00p.m.

Malahide Council Chambers
51221 Ron McNeil Line, Springfield

- (A) Call to Order
- (B) Approval of the Agenda
- (C) Disclosure of Pecuniary Interest
- (D) Announcements
- (E) Adoption of Minutes of Previous Meeting(s)
 - Community Grant Committee Meeting Agenda Minutes – August 14, 2024
- (F) Delegations
- (G) Unfinished Business
 - Revised Community Grant Policy
 - Community Grant Application Form
- (H) New Business
 - Cemetery Grant Program -Process Discussion
- (I) Adjournment

**The Corporation of the Township of Malahide
Community Grant Committee Meeting
August 14, 2024 – 11:00a.m.**

Malahide Township Community Grant Committee met at the Malahide South Fire Station, at 7355 Imperial Road, Aylmer, at 11:00a.m. The following were present:

Council: Mayor D. Giguère and Councillor S. Lewis.

Staff: Director of Corporate Services A. Boylan, Community Relations and Economic Development Manager S. Tripp, and Clerk A. Adams.

Absent: Councillor R. Cerna

CALL TO ORDER:

Councillor Lewis took the Chair and called the meeting to order at 11:01a.m.

APPROVAL OF AGENDA:

Moved By: Dominique Giguère

Seconded By: Scott Lewis

That the August 14, 2024 Community Grant Committee Meeting Agenda be approved as presented.

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

N/A

ANNOUNCEMENTS:

N/A

ADOPTION OF MINUTES:

N/A

DELEGATIONS:

UNFINISHED BUSINESS:

N/A

NEW BUSINESS:

- Guided Workshop – Developing Community Grant Policy

Chair Lewis stated that today's agenda focuses on starting the review of the community grant application process.

This review will help us identify opportunities for improvement and ensure that the application process is both efficient and effective for the upcoming grant cycle. Director Boylan, could you please lead us in this discussion.

Director Boylan, reviewed the structure of a potential new policy versus what the grant committee currently uses. The group discussion focused on a thorough examination of the current policies and processes in place. During this discussion, we explored the strengths and weaknesses of these existing frameworks and engaged in a collaborative brainstorming session to envision potential improvements.

Director Boylan will prepare a draft policy for the committee to review in the next meeting, based on our recent discussion. Any modifications or additions can be made during that meeting before the policy is presented to Council for review in its committee of the whole session.

ADJOURNMENT:

Moved By: Dominique Giguère
Seconded By: Scott Lewis

THAT the Committee adjourn its meeting at 12:40p.m.

Carried

Chair – S. Lewis

Clerk – A. Adams



Section:

Policy Title: COMMUNITY GRANTS PROGRAM

Policy No.:

Approved by:

Effective Date:

Revised:

COMMUNITY GRANTS POLICY

1 PURPOSE AND SCOPE

1.1 The purpose of this Community Grants Policy is to establish detailed guidelines and procedures for the allocation of the Township's grants to eligible organizations. This policy ensures transparency, accountability, and the effective use of public funds to support initiatives that benefit the community and align with the Township's strategic priorities.

1.2 By providing financial support to local organizations and initiatives, this policy aims to achieve the following objectives:

- a) Enhance community services and programs:** Improve and expand services and programs that directly benefit the community, ensuring residents have access to valuable resources and opportunities.
- b) Support non-profit community organizations:** Strengthen non-profit organizations that play a vital role in the community, helping them to continue their important work.
- c) Encourage volunteerism and engagement:** Promotion of volunteerism and active community participation, recognizing the value of engaged citizens in fostering a vibrant and connected community.
- d) Leverage community assets and partnerships:** Maximize the impact of its resources by encouraging collaborations and partnerships that utilize community assets effectively.
- e) Advance strategic and service objectives:** Support initiatives that align with and further the Township's broader strategic goals and service priorities, ensuring that funding decisions contribute to the community's long-term development.

1.3 This policy applies to all grants awarded by the Township to external organizations. Exceptions include:

- a) **Founding Organization Fee Subsidies:** Rental fee subsidies equaling 40% of the Township's facility fees for events held by "Founding Organizations" at Malahide Community Place and South Dorchester Community Hall.
- b) **Funding Agreements:** At Council's direction, the Township may enter into funding agreements to provide ongoing funding assistance to an organization. Organizations need not apply each year while under the terms of an agreement.

2 APPLICANT ELIGIBILITY CRITERIA

2.1 In order to be considered **eligible** for the Township's Community Grants Program, an applicant must adhere to all of the following criteria:

- a. **Non-profits & community groups:** Applicants must be a non-profit organization or community groups. The Township considers these to be organizations that are volunteer-driven that are focused on addressing the needs and improving the well-being of the community, using any surplus funds to further its mission rather than for profit.
- b. **Serves local community:** Applicants must demonstrate that their initiative or organization serves the local community and addresses local needs.
- c. **In good financial standing:** Applicants must be in good financial standing, meaning they have no outstanding debts, have complied with previous financial agreements, and have demonstrated financial responsibility and transparency in their dealings with the Township.
- d. **Inclusive:** Applicants should not exclude anyone by reason of race, religion, or ethnic background.

2.2 Organizations may be considered **ineligible** for the Township's Community Grants Program if any of the following apply:

- a. **Government agencies and cemetery boards:** All governmental bodies, departments, agencies, and cemetery boards at various levels (municipal, provincial, and federal). These entities are typically responsible for public administration, regulatory functions, and oversight of public services, including the management and operation of cemeteries within their jurisdiction.
- b. **Individuals:** Private persons or citizens who may seek to interact with the Township for various purposes, such as applying for grants, permits, or other forms of assistance.
- c. **Those who have engaged in legal claims against the Township:** Organizations that have previously been involved in legal disputes with the Township. This could involve threatened or actual litigation related to contractual disputes, regulatory issues, or other conflicts. Applications or interactions with these organizations may be scrutinized with consideration of the historical context and potential legal ramifications.

- d. **Those who have previously failed to comply program requirements:** Organizations that have previously participated in the Township's community grants program but failed to adhere to its terms and conditions. Non-compliance could include issues such as misrepresenting their financial position, failure to meet project deadlines, or misuse of grant money. Such organizations may face additional requirements or restrictions when applying for future grants, or they may be disqualified from participation.

3 FUNDING USES & RESTRICTIONS

3.1 The Township's grant funding policy is designed to support initiatives that align with the community's priorities and contribute to the overall well-being and development of our residents. To ensure that public funds are used effectively and responsibly, the following guidelines outline the eligible uses of funding under this policy.

- a. **Projects, initiative or events:** Funding or support for specific projects, initiatives, or events that are time-bound and designed to achieve a particular objective or outcome. Funding in this category is often allocated to activities such as community programs, cultural events, or special projects that benefit the community.
- b. **Operating grants:** Financial assistance to organizations or entities to help cover their day-to-day operational expenses. These grants are typically used to support ongoing activities, including staffing, utilities, and other essential functions necessary to maintain operations.
- c. **Capital grants:** Capital grants are provided to fund the acquisition, construction, or improvement of long-term assets such as buildings, infrastructure, or equipment. These grants are intended for projects that create or enhance physical assets that will have a lasting impact on the community.
- d. **Seed or start-up funding:** Intended for new organizations, businesses, or initiatives that are in the early stages of development. This type of funding provides the necessary capital to launch new ventures, helping to cover initial costs relating to development and early operations.
- e. **User fee waivers or reductions:** Waiving or reducing fees typically charged by the Township for services or facilities. It is often provided to organizations or events that serve the public interest or align with the Township's goals, thereby lowering the cost burden on those organizing or participating in community activities.

3.2 To maintain the integrity and effectiveness of the Township's grant funding program, certain uses of funds are deemed ineligible. These exclusions ensure that public resources are allocated in a manner that aligns with the Township's objectives and legal responsibilities, avoiding activities that could compromise the program's intent or fairness. The following list outlines the types of activities, projects, and expenses that do not qualify for funding under this policy.

- a. **Retroactive funding:** Refers to financial assistance requested for expenses that have already been incurred prior to the application being submitted. This type of funding is not allowed, as it involves reimbursing costs that were not pre-approved or budgeted for in advance by the Township.
- b. **Disaster recovery:** Funding for disaster recovery is not considered an eligible use of the Township's grant funding. Funding may already be available through specialized emergency relief funds, government programs, or insurance, making it unnecessary or redundant to allocate grant resources for this purpose.
- c. **Political advocacy activities:** Includes requests aimed at supporting activities that involve political advocacy, lobbying, or efforts to influence government policies or decisions. The Township excludes funding such activities to maintain neutrality and avoid the use of public funds for political purposes.
- d. **Uniforms or travel for sports teams:** Requests specifically for purchasing uniforms or covering travel expenses for sports teams are considered ineligible under this policy. These costs are often not prioritized by the Township's Community Grants Program as they are considered operational or personal expenses rather than community or project-based initiatives that benefit the broader public.
- e. **Flow-through funding:** Flow-through funding occurs when funds are granted to an organization with the intent that they will be passed on or reallocated to another organization or individual. The Township prohibits this use of its funding to ensure that grants are used directly by the recipient organization for the intended purpose, rather than being transferred to another entity.
- f. **Promotion of religious doctrine:** This category refers to funding requests aimed at supporting activities that explicitly promote, endorse, or disseminate religious teachings, beliefs, or doctrines.
- g. **Discriminatory activities:** Funding requests that support activities, programs, or initiatives that discriminate against individuals or groups based on characteristics such as race, gender, age, religion, sexual orientation, disability, or any other protected status.

4 APPLICATION PROCESS

- 4.1 **Advertising and awareness:** The Township is responsible for ensuring that the grant application process is accessible and well-publicized. This includes advertising opportunities on social media and maintaining detailed information on the Township's website. At its discretion, the Township may choose to engage in targeted community outreach to specific organizations to encourage their participation in the Community Grants Program.
- 4.2 **Submission process:** Eligible organizations may obtain an electronic copy of the Township's "Grant Application Form" from the Township's website. Applications must be submitted to the Township no later than **October 31st** each year, unless otherwise stated by the Township, to be considered for the subsequent year's intake.

- 4.3 Acknowledgement of receipt:** After submission, applicants will receive confirmation their application has been received.
- 4.4 Initial screening:** Shortly after the submission deadline, staff will review applications to determine whether they are complete. When an incomplete or non-compliant application is detected, the applicant will be notified and given one week to address any deficiencies.
- 4.5 Evaluation by committee:** The Community Grants Committee will evaluate each application in accordance with the Community Grants Policy eligibility and evaluation criteria. The Committee may request additional information from applicants as deemed appropriate. A summary of the Committee's evaluations will be drafted for Township Council's review.
- 4.6 Funding approval:** The Community Grants Committee will present their recommendations to the Council of the Township of Malahide during annual budget deliberations. Council ultimately makes the final decision on grant allocations.
- 4.7 Notification of applicants:** The decisions of Council will be documented and applicants will be notified in writing as to the results of their applications. All decisions by Council are final and no appeals process will be provided.
- 4.8 Recipient requirements:** Successful applicants are expected to provide an acknowledgement of the Township's financial assistance at their funded event and/or on their website and social media. The Township may request materials or information that will aid the Township in advertising the approved initiative or service. Recipients of grant funding are expected to comply with any conditions attached to the funding as determined by the Council at the time of approval.

5 EVALUATION OF REQUESTS

- 5.1** The Community Grants Committee will evaluate each eligible application on the following criteria:

Criteria	Description
Community Impact	The potential positive impact of the project on the community, including the number of residents who will benefit and the long-term benefits to the community.
Financial Need	The financial need of the applicant, including a clear demonstration of why the grant is necessary for the initiative's success and evidence of explored alternative funding sources.
Project Feasibility	The feasibility of the initiative, including the clarity of the project plan, the reasonableness of the timeline, and the likelihood of successful completion.
Alignment with Strategic Priorities	The extent to which the initiative aligns with the Township's strategic priorities and community grants policy objectives.

Criteria	Description
Organizational Capacity	The applicant's capacity to manage and complete the project, including past experience, qualifications, and the ability to manage funds responsibly.
Budget and Cost-Effectiveness	The completeness and accuracy of the initiative's budget, including whether costs are reasonable, provide good value for money and other funding raising efforts have been demonstrated.

- 5.2** To aid in the evaluation process, the Community Grants Committee may request financial information from applicants such as financial statements, budget documents or redacted bank statements.
- 5.3** The Community Grants Committee holds no responsibility to publicize their individual or group evaluations though applicants and Council may request clarification in regards to the Committee's recommendations. The Committee's recommendations to Council are based on a majority vote of the Committee's voting members and may not reflect the opinion of all individual Committee members.

6 ACCOUNTABILITY & TRANSPARENCY

- 6.1 Public disclosure:** Information about grant recipients, funded projects, and the amounts awarded will be made publicly available on the municipality's website and in an annual report to Council.
- 6.2 Conflict of interest:** Members of the Community Grants Committee and Township Council must disclose any potential conflicts of interest and recuse themselves from decisions where a conflict exists.

7 POLICY REVIEW

- 7.1** This policy will be reviewed during the first year of each term of Council, or more frequently as deemed appropriate by Township Council or the Community Grants Committee, to ensure its continued relevance and effectiveness. Any amendments to the policy must be approved by Council.

Community Grants Program Application

If you have any concerns or inquiries regarding the Township of Malahide's grant application process, please direct them to Grants@malahide.ca.

Section 1: Applicant Information

Organization Name:	Click or tap here to enter text.
Organization Address:	Click or tap here to enter text.
Contact Person:	Click or tap here to enter text.
Position:	Click or tap here to enter text.
Email Address:	Click or tap here to enter text.
Phone Number:	Click or tap here to enter text.

Section 2: Applicant Eligibility Checklist

To be eligible for the Township of Malahide's Community Grants Program, your organization must meet all of the following criteria. Please review the list carefully and check "Yes" to confirm that your organization meets each criterion.

Eligibility Criteria

1. Your organization is a non-profit or community group that is volunteer-driven and focuses on addressing community needs.
2. Your organization serves the local community and addresses local needs.
3. Your organization is in good financial standing, with no outstanding debts and full compliance with previous financial agreements.
4. Your organization practices inclusivity, ensuring that no one is excluded based on race, religion, or ethnic background.
5. Your organization is not a government agency or cemetery board.
6. The application is being submitted by a registered organization, not an individual.

Please check the box below to confirm:

Yes, our organization meets all of the above eligibility criteria.

Section 3: Funding Uses and Restrictions

Instructions:

Please review the following information about eligible uses of grant funding and the restrictions that apply. Ensure that your funding request aligns with these guidelines before proceeding.

Eligible Uses of Funding	Funding Restrictions
Projects, Initiatives, or Events: Time-bound projects designed to achieve specific objectives or outcomes.	Retroactive Funding: Expenses incurred before the application submission are not eligible.
Operating Grants: Day-to-day operational expenses, including staffing, utilities, and essential functions.	Disaster Recovery Funding for disaster recovery purposes is ineligible.
Capital Grants: Acquisition, construction, or improvement of long-term assets like buildings, infrastructure, or equipment.	Political Advocacy: Funds cannot be used for political advocacy, lobbying, or influencing government policies.
Seed or Start-Up Funding: Initial funding for new organizations or initiatives in early development stages.	Uniforms or Travel for Sports Teams: Requests for uniforms or travel expenses for sports teams are not eligible.
User Fee Waivers or Reductions: Waivers or reductions in fees for services or facilities, especially for public interest organizations.	Flow-Through Funding: Funding intended to be passed on to another organization or individual is not allowed.
	Promotion of Religious Doctrine: Funds cannot support activities promoting religious teachings, beliefs, or doctrines.
	Discriminatory Activities: Funds cannot support activities that discriminate based on race, gender, religion, etc.

Acknowledgement:

I acknowledge that I have reviewed the eligible uses of funding and restrictions listed above and confirm that my funding request conforms with these criteria.

Section 4: Funding Request Details

A) Project Funding Request

1. Please provide a detailed write-up that explains your funding request. Your explanation should include:
 - **Overview:** Describe the funding request, including the specific project, operation, or initiative for which you are seeking funds.
 - **Amount Requested:** _____
 - **Purpose:** Clarify exactly what the funds will be used for.

Click or tap here to enter text.

B) Budget and Cost-Effectiveness

1. In a few sentences, explain why your initiative is cost-effective. Highlight key strategies, partnerships, or approaches that help you maximize the impact of the funds. Provide your explanation below:

Click or tap here to enter text.

2. Provide an overview of your funding request's projected budget, including a summary of prior year's budget and financial outcomes, if applicable.

Expenses			
Category	Prior Budget	Prior Actual	Current Budget
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

Revenues			
Category	Prior Budget	Prior Actual	Current Budget
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
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Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.
Total	Click or tap here to enter text.	Click or tap here to enter text.	Click or tap here to enter text.

C) Financial Need

1. **Financial Need Summary:** Provide a brief explanation of why your organization needs this grant.

Click or tap here to enter text.

2. **Financial documentation:** Please attach your most recent financial statements or redacted bank statements that show current bank balances. These documents will be reviewed to assess the financial stability of your organization.

D) Community Impact

1. Please provide a statement that outlines the anticipated impact of your project on the community. Include information on:
 - **Beneficiaries:** Who will benefit from the project?
 - **Long-Term Benefits:** Long-term benefits to the community.
 - **Community Engagement:** Efforts to engage the community through volunteerism, partnerships, or involvement.

Click or tap here to enter text.

E) Feasibility & Organizational Capacity

1. Provide a statement that addresses the feasibility of your project, including:
 - **Timeline:** Describe the project's or initiative's timeline
 - **Organizational Experience:** Highlight your organization's experience with similar initiatives or projects.
 - **Key Achievements:** Discuss any significant outcomes or successes from previous projects that demonstrate your organization's ability to deliver results.

Click or tap here to enter text.

F) Alignment with Township Priorities

1. Provide a statement explaining how your project or initiative aligns with any or all of the Township's Community Grants Program objectives including: enhancement of community services and programs, supporting non-profit community organizations, encouraging volunteerism and engagement, leveraging of community assets and partnerships, advancement of strategic plan objectives. A copy of the Township's strategic plan is available on the Township's website.

Click or tap here to enter text.

Section 5: Terms and Conditions

1. **Accuracy of Information:** The applicant certifies that all information provided in this application is accurate and complete to the best of their knowledge. Any false statements or deliberate omissions may result in disqualification from the grant process or the revocation of funding.
2. **Legal History:** The applicant acknowledges and agrees to disclose any previous legal claims or disputes with the Township. If applicable, the nature and context of these claims will be reviewed and may affect eligibility.
3. **Compliance with Previous Grants:** The applicant certifies that they have complied with all terms and conditions of any previous grants received from the Township. Failure to comply with previous grant requirements may affect eligibility for new funding.
4. **Use of Funds:** The applicant agrees to use any awarded funds strictly for the purposes outlined in this application. Misuse of funds, including using them for non-approved expenses, may result in the requirement to repay the grant and potential disqualification from future funding opportunities.
5. **Reporting and Accountability:** The applicant agrees to provide any requested reports, financial statements, or other documentation to the Township as required.
6. **Public Disclosure:** The applicant consents to the public disclosure of their organization's name, the amount of funding awarded, and a brief description of the funded project.
7. **Review and Revocation:** The Township reserves the right to review, request additional information, or revoke funding if any of the terms and conditions are violated or if the project is not progressing as expected.
8. **Consent to Data Processing:** The applicant consents to the processing of their data by the Township for the purposes of reviewing and evaluating the grant application.

Acknowledgement:

I have read and understood the terms and conditions of this grant application, and I agree to comply with them. I confirm that the information provided in this application is accurate and complete to the best of my knowledge.

Section 6: Instructions for Submission

1. **Review Your Application:** Before submitting, ensure that all sections of the application have been completed accurately and thoroughly.
2. **Attach Required Documents:** Make sure to attach all necessary documents as outlined in the application. This includes financial statements or a redacted, current bank statement, or any other supporting materials.
3. **Submit Your Application:** Submit the completed application form along with any required attachments by the specified deadline. The Township's website states application deadlines each year.

Completed applications can be emailed to Grants@malahide.ca.

4. **Confirmation of Receipt:** Once your application is submitted, you will receive a confirmation of receipt. If you do not receive this confirmation within a one week period, please call the Township office at 519-773-5344 to make an inquiry.
5. **Follow-Up:** After submission, your application will be reviewed according to the Township's evaluation criteria as defined in its Community Grants Policy. You may be contacted for additional information or clarification. Please ensure your contact details are accurate.
6. **Response Timing:** All applicants will be notified of the decision regarding their funding requests near the beginning of the funding year. Successful applicants will receive detailed information about the allocation and next steps, while those not selected will be informed and encouraged to apply for future opportunities.

Thank you for taking the time to complete this grant application. We appreciate your commitment to making a positive impact in the community.
