



**The Corporation of the Township of Malahide
COMMUNITY GRANT COMMITTEE MEETING AGENDA
June 4, 2025 – 2:00p.m.**

**Malahide Council Chambers – In-Person Meeting
51221 Ron McNeil Line**

- (A) Call to Order
- (B) Approval of the Agenda
- (C) Disclosure of Pecuniary Interest
- (D) Announcements
- (E) Adoption of Minutes of Previous Meeting(s)

Recommended Motion:

THAT the minutes of the Community Grant Committee Meeting held on January 29, 2025 be received.

- (F) Delegations
- (G) Unfinished Business
- (H) New Business
 - Review and debrief existing Policy
 - Evaluate feedback from 2024 and review possible suggestions for improvement.
 - Review funding criteria established under the Policy
 - Evaluate current criteria and demonstrate if is effectively capturing the intended demographic effectively.

- (I) Adjournment

Recommended Motion:

RESOLVED THAT the meeting adjourn at X:XX a.m.

**The Corporation of the Township of Malahide
Community Grant Committee Meeting
January 29, 2025 – 9:30a.m.**

Malahide Township Community Grant Committee met at the Malahide Council Chambers, at 51221 Ron McNeil Line, Springfield, at 9:00a.m. The following were present:

Council: Mayor D. Giguère, Councillor S. Lewis, and Councillor R. Cerna.

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

CALL TO ORDER:

Councillor Lewis took the Chair and called the meeting to order at 9:30a.m.

APPROVAL OF AGENDA:

Moved By: Dominique Giguère

Seconded By: Rick Cerna

THAT the agenda be approved as presented

Carried

DISCLOSURE OF PECUNIARY INTEREST and the General Nature thereof:

No items.

ANNOUNCEMENTS:

No items.

ADOPTION OF MINUTES:

Moved By: Rick Cerna

Seconded By: Dominique Giguère

THAT the minutes of the Community Grant Committee Meeting held on November 21, 2024 be received.

Carried

DELEGATIONS:

No items.

UNFINISHED BUSINESS:

No items.

NEW BUSINESS:

- Review newly submitted 2025 Community Grant Application – Springfield Stingers

CRED Manager S. Tripp stated that the Springfield Stingers was not an organization at the time of the submission process. They approached staff and Councillors to be included, which led to a recommendation by the Committee of the Whole at the January 20, 2025 Council meeting to accept this application for review. The application submitted to the committee was reviewed on its merits in accordance with the Community Grants Policy.

Moved By: Rick Cerna

Seconded By: Dominique Giguère

THAT the grant committee recommends that the Springfield Stingers be awarded a \$1000.00 grant upon submission of their application.

Carried

- Review and discuss the committee's recommendation for:

1. Aylmer-Malahide Museum

Mayor Giguère stated that she and staff met with representatives from the Aylmer-Malahide Museum at their request to discuss their grant application and the reasoning behind the committee's decision. The Mayor and CAO Dias explained that the meeting involved a review of their application and provided additional details regarding the museum's work and financial need.

Moved By: Rick Cerna

Seconded By: Dominique Giguère

THAT the grant committee recommends that the \$5,000 grant for the Aylmer-Malahide Museum remain unchanged;

AND FURTHER RECOMMENDS a review of the alignment of governance and funding for this Board/Committee moving forward.

Carried

2. Aylmer & Area Chamber of Commerce Heritage Festival event

Director Boylan stated that he had received a follow-up to his original letter sent to the Aylmer & Area Chamber of Commerce last week, which discussed which Malahide events would be included in the festival. He noted that the initial lack of response to this letter was a reason why the committee allocated \$0 for funding.

The committee discussed the types of events being held, noting that, although these are great locations, they are open-door business establishments and do not include any special events for the festival.

Moved By: Dominique Giguère

Seconded By: Scott Lewis

The grant recommendation for the Aylmer & Area Chamber of Commerce Heritage Festival be adjusted to \$1,000 to support the promotion and advertising of a minimum of four participating Malahide locations.

Carried

ADJOURNMENT:

Moved By: Dominique Giguère

Seconded By: Rick Cerna

THAT the Committee adjourn its meeting at 10:41a.m.

Carried

Chair – S. Lewis

Clerk – A. Adams



Section: Corporate Services
Policy Title: **COMMUNITY GRANTS PROGRAM**
Policy No.: A09-CORP-002
Effective Date: September 19, 2024
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:** Promote 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 except for subsidies equaling 40% of the Township's facility rental fees for events held by "Founding

Organizations” at Malahide Community Place and South Dorchester Community Hall as defined in the Township’s “Policy for Founding Organizations”.

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 group. 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:** All governmental bodies, departments, and agencies at various levels (municipal, provincial, and federal). These entities are typically responsible for public administration, regulatory functions and oversight of public services.
- 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, initiatives 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 or initiatives that are in the early stages of development. This type of grant provides the necessary funding 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.
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** The Community Grants Committee has the right to collect financial information from applicants such as financial statements, budget documents or redacted bank statements as well as any other financial documentation it otherwise deems necessary to assess an application.
- 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.

For consideration: Feedback review

Every year the Community Grants Committee is given the opportunity to review and de-brief the existing policies and within those policies, evaluate the effectiveness of the funding criteria. Best practices help guide the policy to be both effective and engaging.

In order to make informed decisions for any revisions the committee should incorporate generalized best practices as well as specific feedback received from last year.

Policy Feedback

What can we address within the policy to the satisfaction of the feedback we received?

1. Feedback: Not wanting to submit financial information

This was the first year that the Community Grants Committee required that financial information must be included as part of organization's application. Requiring this information allows the Committee to make informed decisions that align with the evaluation criteria in section 5, including: financial need, project feasibility, organizational capacity and budget/cost effectiveness (contributing to the evaluation of 4 of the 6 criteria).

Some applicant groups argued that the requirement was too cumbersome, or that they didn't have the capacity to provide financial statements. However, we accepted a range of quality in statements including those that were audited as well as others that were hastily put-together using an excel spreadsheet, as long as the organization demonstrated some capability to report on their finances.

Suggested Revision: Although we received feedback commenting the financial statements were excessive to ask, there should be no wavering on this requirement from the Committee. In order to be accountable and transparent, it is recommended that the Committee continue to seek these items. Given the weight of the criteria that relies on an organization's financial ability and capacity, it would be unwise to waive the condition unless the criteria were drastically revised.

2. Feedback: Unhappy with Township disclosing sensitive financial information publicly

In the Committee's decisions over the approval or denial of a grant application, the information posted publicly by the Township, critically examined the financial position of the organization being evaluated. In an attempt to be transparent, weighing the position of the financial statements against the funding criteria, organizations that performed poorly or could benefit from managerial oversight were upset with their information being posted publicly.

The organization's pointed out that the information cited by the Committee was sensitive and that the wording used could possibly be used against them and their reputation when applying for other funding elsewhere.

Suggested Revision: The Committee should exercise caution in publicly disclosed decisions, especially in cases where funding applications are denied. Although the feedback is valuable and may help the organization in their operations to be successful in their goal to apply in the subsequent year, it is important that this information is shared in a way that does not impact reputation, while maintaining transparency and accountability.

Previous Version	Suggested Version
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.	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. Sensitive information related to finances will be carefully worded. 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.

3. **Feedback:** Applicants applied late and still got funding

There were a number of applicants that applied well beyond the deadline stipulated in the policy as October 31st of each year. This included the community and sports organizations. It is recognized that very worthy candidates will continue to apply late if this policy is not enforced. If we continue to allow late applicants to successfully apply, it creates an unfair environment for those that apply on time and may cause organizations to voice complaints about bias.

However one organization gets treated it must be consistent across the board.

Suggested Revision: Greater action in marketing the Grant for eligible organizations, through direct and indirect channels. Add a caveat in the submission process that any late submissions may be rejected, however if the reason why it is late is justified, then the Committee will act accordingly.

Previous Version	Suggested Version
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.	4.2 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 31 st each year, unless otherwise stated by the Township, to be considered for the subsequent year's intake. Any applications received after October 31st, must submit separately a reason why the grant wasn't applied to on time and will pend a decision from the Committee whether or not the reason is acceptable.

4. **Feedback:** Founding Organizations confusion. Our founding organization policy requires applications to be submitted. This caused confusion amongst eligible organizations as to what the process is to obtain their 40% discounts. Also, there is currently a 40% discount given to organizations considered “Founding Organizations” to rent Malahide-owned facilities.

Current Version	Feedback
1.3 This policy applies to all grants awarded by the Township to external organizations except for subsidies equaling 40% of the Township’s facility rental fees for events held by “Founding Organizations” at Malahide Community Place and South Dorchester Community Hall as defined in the Township’s “Policy for Founding Organizations”.	What does this imply and how do we make it clearer? Do organizations apply for the grant on top of the 40% they receive (“stack them”). Or what part of the policy does not apply to the founding organizations? This is important to clarify as a lot of our applications are “Founding Organizations. Make the 40% discount available without an application.

Revision: Update the wording to reflect the Policy for Founding Organizations.

Funding Criteria Established under the Policy

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.
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.

Examining the criteria

Question 1: Does it create a prohibitive barrier for organizations that might benefit from the grant?

Question 2: Should we specify the strategic priorities within the document for ease of access?

Question 3: Are there any other criteria we should consider or should we enhance the current criteria?