


<b>Procedure Title: Community Grant</b>		<b>Policy Number</b> FIN 040	
<b>Reference</b> Res. #11/83, Item #10 By-law 6750/07 Res. #240/14 Res. #33/15, Item #22 Res. #125/16 Res. #143/16 Res. #267/17 Res. #403/18	<b>Date Originated (m/d/y)</b> February 7, 1983	<b>Date Revised (m/d/y)</b> January 2008 May 20, 2014 March 23, 2015 January 18, 2016 March 29, 2016 February 27, 2017 March 15, 2018	<b>Pages</b> 4
<b>Approval: Chief Administrative Officer</b> 		<b>Point of Contact</b> Director, Finance & Treasurer	

**Policy Objective**

The objective of this policy is to define policy guidelines for responding to organizational requests for grant money.

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**01** **Definitions**

01.01 **Not-for-Profit** - Community organizations that operate with controlling members or boards to fulfill a mandate that serves to better a specific group within the community or the general community at large. Not-for-Profit community organizations can be incorporated but are not required to be under this policy.

**02** **Eligibility Criteria**

02.01 To be eligible for a grant pursuant to this Policy, an organization must be a community association, arts or cultural group, service club and/or sport group:

- (i) that is not-for-profit;
- (ii) that serves, in whole or in part, the residents of the City of Pickering; and
- (iii) at least 80% of whose members reside in the City.

- 02.02 The following organizations are not eligible to receive Community grants from the City:
- (i) those that benefit from Bingo lottery proceeds; or
  - (ii) those that receive funds from United Way Durham.
- 02.03 Religious organizations may be eligible for funding if their event is open to the general public and the event is located on public or commercial grounds.
- 02.04 A regionally-based organization may be considered for grant funding if it can demonstrate that its services will directly benefit the residents of the City. Organizations with a political mandate, such as ratepayers' associations or tenant/landlord associations are not eligible for grants pursuant to this Policy. Individuals are not eligible for grants pursuant to this Policy.
- 02.05 For new applicants, the maximum grant amount that an organization can receive is \$3,000. New applicants are required to demonstrate their ability to deliver their promised benefits before being eligible to receive a higher amount of funding.
- 02.06 To be considered for funding, a grant application by an organization must meet the following criteria:
- (i) the grant must be used to fund activities, programs or initiatives that serve the residents of the City or that provide an economic benefit to the City or to a local community within the City, or that create a positive image of the City;
  - (ii) the grant must be used to fund activities, programs or initiatives that take place within the municipal boundaries of the City;
  - (iii) the grant must be used to fund activities, programs or initiatives that are not provided by any level of government;
  - (iv) the grant must not be used to offset administrative costs of the organization or for debt repayment;
  - (v) the grant must not be used to fund donations made by the organization;
  - (vi) the grant must not be used to fund school extracurricular or school related extracurricular events; and
  - (vii) the grant must not be used for the direct or indirect operation of a daycare or nursery school.

02.07 The Director, Finance and Treasurer is authorized to fund on a one-time basis commercial liability insurance costs up to \$500 for community groups upon confirmation that the policy was purchased.

### **03 Procedures**

- 03.01 Organizations wishing to request a grant must complete a Community Grant Application form (See Appendix 1) in full with required attachments and must submit same to the Director, Finance & Treasurer by October 26th for funding in the following year. Late submissions will not be considered.
- 03.02 Handwritten applications are acceptable. However, if the handwriting is not legible, organizations will be required to submit a "typed" application.
- 03.03 Organizations that previously received grants may be issued grants up to \$1,000, to accommodate grant requests that occur prior to Council budget approval.
- 03.04 The Director, Finance & Treasurer will review the Community Grant Application to ensure that it meets the Eligibility Criteria. Organizations that are not in good standing with the City of Pickering and/or have overdue amounts owing to the City of Pickering will not be considered.
- 03.05 Once the Director, Finance & Treasurer has determined that a Community Grant Application is eligible for funding under this Policy, it will include the Community Grant Application in a report to Council to be received for information prior to budget deliberations.
- 03.06 City Council will consider all Grant Applications and approve or deny such requests during the annual City Budget approval process. The City's Director, Finance & Treasurer will recommend to Council the total grant funding allocation for each calendar year.
- 03.07 The Director, Finance & Treasurer is authorized, on a random basis, to conduct post-grant reviews of grant expenditures. If any organization refuses to participate in the review, they will automatically be disqualified from future grant funding requests until they provide the required information.
- 03.08 The Director, Finance & Treasurer will confirm in writing the status of each community grant application with the respective applicant within 14 days of the approval of the City Budget by Council Resolution.

- 03.09 At the discretion of the Director, Finance & Treasurer, cheques for the approved grant amounts will be issued to organizations within 30 days of the approval of the City Budget by Council Resolution. Where appropriate, cheques will be issued to organizations based on verifiable completion of their grant milestones.
- 03.10 Organizations must notify the City in advance of any festival or celebration events that are sponsored either partially or fully by the City before the grant payment is released.
- 03.11 The Director, Finance & Treasurer is authorized to recover any grant funds where either the event was cancelled or the original grant purpose is no longer valid.
- 03.12 Grant Recipients will be required to acknowledge the support of the City in all advertising, publicity, programs and signage for which the funds were granted. The recipient may not represent the City as partner or hold the City responsible for any obligations related to the grant.
- 03.13 A grant in any year is not to be considered as commitment by the City to continue with such assistance in future years.
- 03.14 The Director, Finance & Treasurer will refuse all grant requests that require funding within the same calendar year in which the request is made, unless the grant is for a function being conducted by an organization to aid City residents who are stricken by personal tragedy or disaster and are in need of financial assistance. In such cases, the Community Grant Application shall be completed in full and will be subject to Council approval in the same year the application is made.
- 03.15 The Director, Finance & Treasurer will refuse all requests to waive rental fees for City facilities and park/equipment fees for City parks unless the fees apply to a function conducted solely to aid City residents who are stricken by personal tragedy or disaster and are in need of financial assistance. In such cases, the Community Grant Application shall be completed in full and will be subject to Council approval in the same year the application is made.

## **Appendices**

### **Appendix 1 City of Pickering Grant Application Form**

Please refer to all associated Procedures and Standard Operating Procedures, if applicable, for detailed processes regarding this Policy.

## Application Guidelines

### What will the City Fund

Activities, programs or initiatives that serve the residents of Pickering or provide an economic benefit to the City, or that create a positive image of the City.

### Application Deadline is October 26, 2018 for 2019 Budget Grant Requests.

Return completed application with supporting documentation to City of Pickering, Director, Finance & Treasurer, One The Esplanade, Pickering, ON L1V 6K7, by email to [grants@pickering.ca](mailto:grants@pickering.ca) or by fax to 905.420.5313. Handwritten applications must be legible; otherwise, only typed applications will be accepted.

### First Time Applicants

For new applicants, the maximum grant amount that an eligible organization can receive is \$3,000.

### Who is Eligible

- Local Community Groups and Organizations
  - That are Not for Profit
  - That serves, in whole or in part, the residents of the City of Pickering
  - At least 80% of the organizations members reside in Pickering
- Regionally based organizations, if their services directly benefit Pickering residents
- Religious organizations, if their event is open to the public and located on public or commercial property

### Who is Not Eligible

- Individuals
- For profit groups/organizations
- Organizations with a political mandate
- Ratepayer's associations or tenant/landlord associations
- Daycare or Nursery Schools
- Organizations that receive funding from United Way Durham or benefit from Bingo Lottery proceeds

### What Will the City Not Fund?

- Activities, programs or initiatives that take place outside of the municipal boundaries of the City or provided by other levels of government
- Administrative costs of the organization such as salaries, rent, utilities, etc.
- Debt repayments of the organization
- Donations made by the organization
- School or school related extracurricular events

### Assessment Criteria

The City assesses all organizations and their applications according to the following criteria to ensure fairness and accountability

- Eligibility of the organization and use of grant funds
- Grant amount(s) and other City assistance received by the organization in prior years
- Financial need - other government grants and fundraising activities of the organization
- Clear, measurable benefits to the community

Completed applications with supporting documentation should be forwarded to City of Pickering, Director, Finance & Treasurer, One The Esplanade, Pickering, ON L1V 6K7, by email to [grants@pickering.ca](mailto:grants@pickering.ca) or by fax to 905.420.5313.

New Applicant     Has Received City Grant in the Past    Year(s) City Grant Received

**Organization/Association**

Name  Telephone #   
Address  Unit #   
City  Province  Postal Code

**Contact Information**

First and Last Name  Telephone #   
Email Address

**Organization Information**

Total Membership/Program Participants  % of Pickering Residents   
What year was your organization formed?   
Where is your organization based?     City of Pickering     Other  
Is your Organization incorporated as non-profit?     Yes     No  
If yes, please provide date of incorporation



Describe your organization's objectives and primary activities (e.g., programs, services, events, etc.) that benefit Pickering residents (200 words or less).

**Funding Request**

Amount Requested  
(insert dollar figure)

Amount Received in Previous Years  
(insert dollar figure) if applicable

Please describe how the grant funds will be spent. Successful organizations may be required to supply evidence that the funds were spent as described.

The City must be notified in advance of any festival or celebration events that are sponsored either partially or fully by the City before any approved grant payment is released.

What are the expected grant results and how will they benefit the Pickering community?

What additional funding or sponsorship have you applied for and/or successfully received in the past 2 years?

Year	Source	Purpose	Amount Applied For \$	Amount Successfully Received \$

**Does your organization:**

- Benefit from Bingo lottery proceeds      and/or       Receive funding from United Way

**Required Information to be Included in Application**

- Constitution/mission statement/or statement of purpose
- Copy of the most recent audited Financial Statements (if grant request is \$10,000.00 or more)
- Copy of the most recent Financial Statements (if grant request is less than \$10,000.00)
- Copy of the minutes of the meetings where the Executive approved the application



The Corporation of the City of Pickering (hereinafter called the "City")

Name of the Organization  
(herein after called the "Organization")

1. The Organization confirms that the representations contained in the application for assistance are true and correct in every respect and that in the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the assistance will be payable to the City.
2. That the Organization will make or continue to make attempts to secure funding from other sources as indicated in its application.
3. That the Organization will keep proper books of accounts of all receipts and expenditures, relating to the program, services or project.
4. That the Organization will retain and make available for inspection by the City or its auditors all records and books of accounts of the Organization upon request from the City which may be made within 2 years of the grant award.
5. That if the programs or services proposed in the Organization's application are not commenced, or are not completed and there remain City funds on hand, or are completed without requiring the full use of the City funds, such City funds will be returned to the City.
6. That the program or services not be represented as a City program or service, and that the Organization does not have the authority to hold itself out as an agency of the City in anyway, the only relationship being that the City has approved and granted financial assistance to the Organization.
7. That should the Organization receive grant funding and subsequently disband, the Organization must dispose of their assets in a responsible manner that meets with the approval of the City.
8. That the Organization recognizes the City's contribution as outlined in the Community Grant Policy.
9. If there are any changes in the funding of the services, event or project from that contemplated in the application, the Municipality will be notified of such changes through the Culture & Recreation Department.
10. The applicant agrees to provide the Municipality a year end summary confirming the financial assistance provided by the Municipality was used for the services, event or project as described in their application. Failure to provide such documentation will rule them ineligible for further financial assistance under this program.

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**Certification**

We certify that to the best of our knowledge, the financial and descriptive information provided is accurate and is endorsed by the Organization we represent.

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First and Last Name (please print)

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First and Last Name (please print)

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Position with Organization (please print)

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Position with Organization (please print)

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Signature of Authorized Signing Officer #1

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Signature of Authorized Signing Officer #2

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Date (please print)

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Date (please print)

Personal information contained on this form is collected pursuant to the *Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of applying for a grant. Questions about this collection should be directed to the City Clerk, One The Esplanade, Pickering, ON L1V 6K7, 905.420.4611.

Alternate formats available upon request at 905.683.7575