


Procedure Title: Community Grant		Policy Number FIN 040	
Reference 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 Res. #48/19	Date Originated (m/d/y) February 7, 1983	Date Revised (m/d/y) January 2008 May 20, 2014 March 23, 2015 January 18, 2016 March 29, 2016 February 27, 2017 March 15, 2018 March 25, 2019	Pages 5
Approval: Chief Administrative Officer 		Point of Contact Director, Finance & Treasurer	

Policy Objective

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

Index

01 Definitions

02 Eligibility Criteria

03 Procedures

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 percent 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 insurance expenses;
 - (vi) the grant must not be used to fund donations made by the organization;
 - (vii) the grant must not be used to fund school extracurricular or school related extracurricular events; and
 - (viii) the grant must not be used for the direct or indirect operation of a daycare or nursery school; and

- (ix) the grant must not be used to fund an organization's or event's activities with high liability such as fireworks, dunk tanks, and pyrotechnics.

02.07 That the Chief Administrative Officer and Director, Finance & Treasurer be authorized to award up to \$250 in minor community grants under the following rules:

- (i) that the organization has to complete the City's application form and their application has to meet the City's criteria;
- (ii) that these organizations be permitted to receive only one \$250 grant per term of Council and the funding for these grants be limited to the grant contingency allocation as provided in the grants budget; and
- (iii) that staff report on an annual basis to Council with the list of successful \$250 grant applicants as part of the budget process.

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 25th 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, the Community Grant Application will be included 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.

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

Appendices

Appendix 1 Community Grant Application Form

Please ensure you have read the Application Guidelines prior to completing this online form.

This form can be saved as a draft. After completion of all required fields, submit the form. It will be delivered by email to grants@pickering.ca, and you will receive a copy by email.

* Required field

*
 New Applicant Has Received City Grant in the Past

Year(s) City Grant Received

Organization/Association

Name *

Telephone *

999.999.9999

Street Address *

Unit

City *

Province *

Postal Code *

A1A 1A1

Contact Information

First Name *

Last Name *

Primary Phone *

999.999.9999

Ext.

Alternate Phone

999.999.9999

Ext.

Email Address *

Organization Information

Total Membership/Program
Participants *

% of Pickering Residents *

What year was 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

Upload PDF Documents

A total of 5 PDF files can be uploaded here. Maximum size is 5 mb each.

Upload PDF file(s)

Declaration & Acceptance of Conditions

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 Finance 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.

Certification

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

First and Last Name *

Position with Organization *

Signature of Authorized Signing Officer *

Date Submitted

For more information about this request, please contact the Finance Department at 905.420.4634.

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.