



The Township of North Glengarry ~~2023-2024~~ Community Grant Program

Introduction / Policy Statement:

In accordance with its official plan, the Township of North Glengarry (the Township) wishes to promote a varied and rich quality of life for all its residents and visitors. At times, community groups and organizations in North Glengarry need financial assistance to support community-based special projects or events.

The Community Grant Policy has been created to provide limited financial assistance to community groups and not-for-profit organizations within the Township to assist with various activities. This support is in recognition of the value of these groups to the well-being and growth of the community and is to help the municipality retain a strong community focus.

This policy and related forms, is meant to streamline processing of grant requests and to ensure that any funds are distributed in an open, fair and accountable process and to the best benefit of the community.

Funding Options:

Each year, as part of the annual budget process, Council will determine a financial commitment to the "Community Grant Program". This money, up to a maximum of \$3,500.00 per eligible organization, will be available for direct community grants.

In addition to direct community grants, Council will also establish a budget for in-kind support and reserves the right to limit the value of said support to \$2,500.00 per eligible organization. In-kind support may consist of the use of municipal property at reduced or no cost, municipal staff support, loan of equipment or material. In-kind support is calculated according to the Township of North Glengarry's User Fees and Charges By-Law and the Ontario Provincial Standard Specification's Schedule of Rental Rates.

Prior to submitting an application to the Community Grant Program that contains a request for in-kind support, a mandatory consultation meeting is required with the North Glengarry Departments responsible for providing said in-kind support. Please contact the Recreation Department at 613-525-1110, or the Public Works Department at 613-525-3087, to set-up a pre-application meeting to discuss the required in-kind support request.

Priorities for Funding:

- Arts, Culture and Heritage projects or events
- Community Beautification projects or events

- Special Events
- Tourism Development projects or events
- Heritage Plaques

Deadline for Applications:

Frist Intake deadline of October 31, 2023

If funds are available, a Second Intake deadline of February 29, 2024.

Eligibility Criteria:

1. Applicants must be non-profit community groups and organizations whose primary focus is within North Glengarry;
2. Grants are intended to be supplementary to an organization's main sources of funding. The grant shall not be considered as the primary source of funding for the organization. The organization must show exploration of other financial and in-kind support (i.e.: fund-raising and volunteer support). Capital items are not eligible for funding;
3. All funding shall be for future projects. Retroactive funding will not be considered;
4. Repeat grants will only be available to organizations who have complied with the reporting requirements of any previous grants;
5. Repeat grant applications must show how their event/activity differs from their previous application(s) and new events may be prioritized over returning events;
6. Guaranteed funding is only for the fiscal year in which the organization has applied. It is not to be regarded as a commitment by the Municipality to continue such assistance in future years;
7. Funding requests may be reduced in value at the discretion of the Committee to support a wider range of projects;
8. No financial grants will be considered unless specifically authorized by this policy. In according-allocating grants, the Municipality may impose, at its sole and unique discretion, the conditions it deems fit.

Exclusions:

1. Individuals, businesses, publicly-funded institutions (i.e.: schools, hospitals, etc.) and non-profit organizations that are predominantly funded by the government through tax dollars are not eligible to apply for the Community Grant Program;
2. Organizations that may be located within the Township of North Glengarry, but are more regionally-oriented, or that represent or service a special interest group shall not be considered for a municipal grant under the Community Grant Program;
3. Unless special circumstances warrant, consideration will not be given to requests for grants from recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event. Recreation in North Glengarry is managed by Recreation Associations and have separate funding mechanisms, not related to this policy.

Application Guidelines:

For the First Intake, All grant applications shall be submitted on the "Community Grant Application Form" and directed to the Economic Development and Communications Officer, by **October 31, 2022**~~2023~~, and shall include.

If funds are still available after the First Intake, for the Second Intake, all grant applications shall be submitted on the "Community Grant Application Form" and directed to the Economic Development and Communications Officer, by February 29, 2024.

Applications shall include:

1. The name of the organization(s), and the contact information (name, address and telephone and email) of a person who can answer questions regarding the information submitted on the application form;
2. A brief description of the organization;
3. The list of Board/Committee members of the organization;
4. Projects / Events - Provide a brief description including objectives of the event/project, or the benefits to the community resulting from the event/project and expected date of completion;
5. Historical Plaques - Provide a brief description on how the plaque will demonstrate the history, the stories of the people, places and events that have helped to shape North Glengarry. The inscription text must follow these guidelines:
 - a plaque inscription must state clearly why the subject of commemoration is of significance;
 - an attempt should be made to put a human face on all inscriptions, in order to make them understandable to a general audience;
 - appealing words and phrases (e.g., "legendary character") should be used in inscriptions when appropriate, as they add colour and tend to make the text more memorable;
 - when possible the title of the plaque should be used to convey information - this information need not be repeated in the text;
 - if in the title, birth and death dates should not be repeated in the text;
 - dates should be used judiciously in texts and be inserted only when relevant;
 - A draft of the plaque must be reviewed and approved by the Arts, Culture and Heritage Committee prior to production.
6. Budget for the event/project/historical plaques (please use the attached "Community Grant Application Budget Form") and indicate clearly what budget items will be funded through the Community Grant;
7. If applicable, any request for in-kind support must be outlined on the In-Kind Support Summary Document and approved by the Recreation and/or Public Works Department prior to submitting the application. Please contact the Recreation and Public Works departments to schedule a meeting;
8. The organization's financial statement from the previous year.

Applicants who have questions about eligibility or any aspect of the application should contact the Township Office before completing the "Community Grant Application Form".

Municipal Review of Application:

1. All requests for financial grants will be considered having regard for the Municipality's current budget. Under normal circumstances, only one (1) request per organization is to be considered in a calendar year;
2. The Arts, Culture and Heritage Advisory Committee shall review each community grant application to ensure that all necessary information is provided before the Grant Application is submitted to council for consideration. Incomplete Grant Applications will not be considered;
3. All grants will be assessed in terms of the need for the project; cost effectiveness, financial viability; contribution to the quality of life in the community and community involvement/response.

Application Deadline and Notification of Acceptance:

Applications for the first intake must be received by October 31, 20222023, and for the second intake by February 29, 2024, for all events/projects in the upcoming calendar/fiscal year.

Notification of acceptance will take place after the North Glengarry budget process. The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits their event, or particular needs.

Accountability:

1. Prior to the disbursement of any municipal funds, all Grantees must sign a "Letter of Agreement" on the approved form, which specifies the terms and conditions of the grant;
2. Organizations awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants;
3. Funds granted under this program must be used for the specific purposes outlined in the application. They are not transferable between projects or groups without prior Council approval;
4. Accountability statements must be completed and submitted **within 60 days** of the event/project's completion.

The statement shall include:

- A description of the completed event/project;
- A financial report listing all expenditures and revenues pertaining to the event/project, and the use of the funds;
- The signature of the Chair of the organization
- Groups are encouraged to submit photos of their activity/event that can be used by the Township to promote the Community Grant Program and/or the municipality.

Failure to provide an "Accountability Statement" may result in future requests being denied.

Municipal Liability Insurance Coverage:

All grantees are required to ensure adequate levels of property, general liability and/or alcohol related event insurance naming the Township of North Glengarry as an additional insured. This provision may be waived for special events that are jointly managed and/or otherwise covered by the existing municipal policy. The determination of insurance levels is at the sole and unique discretion of the Township, either through the CAO's office or by Council resolution.



COMMUNITY GRANT APPLICATION FORM

☐ **DEADLINE: First Intake October 31, 2023** ☐ **Second Intake: February 29, 2024**

1. Name of the organization: _____

Address: _____

Telephone: _____

Contact Person's Name: _____ Title: _____

Telephone: _____ E-Mail: _____

Attach a brief description of your organization including the list of board members or committee members.

2. What is the main sector your organization serves, or the purpose of your application?

___ Arts, Culture & Heritage

___ Community Beautification

___ Tourism Development

___ Special Events

___ Historical Plaques

___ Other - provide name: _____

3. Event or project title: _____

Date of event or project completion date: _____

4. Describe the project for which you are requesting funding (if more space required, attach a separate sheet.)

5.

a) Funding Amount Requested	\$
b) In-kind Support Requested, as recorded on the In-Kind Summary Document	\$

Total Support Requested (a + b):		\$
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6. Complete attached "Community Grant Application Budget" form;
7. Complete "Applicant's Declaration";
8. Complete the In-Kind Support Summary Document which available from the Recreation or Public Works Department. **An in-person meeting is required** with one or both of Directors of these departments and the In-Kind Support Summary Document **must be approved by the Directors** from which the In-Kind support is sought prior to application submission.

It is important to ensure your application includes all of the following documents:

Required List of attachments (v):

- ☐ Community Grant Application Form
- ☐ List of the Board of Directors/ Committee members
- ☐ Brief description of the organization
- ☐ Community Grant Application Budget Form
- ☐ Approved In-Kind Support Summary Document from the Recreation and/or Public Works Department, if applicable.
- ☐ Financial Statement
- ☐ Completed and signed Applicant's Declaration

Please return your completed application either by mail or by email to the attention of:

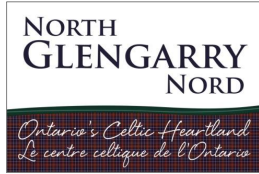
In Person or By Mail:

Economic Development and Communications Officer
Township of North Glengarry
3720 County Road 34
Alexandria ON K0C 1A0

By Email:

ecdev@northglengarry.ca

APPLICANT'S DECLARATION



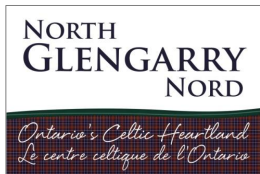
I confirm that the information contained in this application and accompanying documents are true, accurate and complete. I acknowledge that if this application is approved I will be required to enter into a formal, legally binding agreement (Letter of Agreement) with the Corporation of the Township of North Glengarry that will outline the terms and conditions of the grant.

Name and signature of the Chair or President of the Board of Directors/Committee:

Name: _____ Title: _____

Signature: _____ Date: _____

***BUDGET - COMMUNITY GRANT APPLICATION**



Anticipated Funding Sources / Revenues:

Requested Contribution	\$
Your Contribution	\$
Anticipated Income (admissions, sales, etc)	\$
Other Government / Public Support	\$
Private Support (please specify)	\$
Other Sources (please specify)	\$

TOTAL REVENUES \$

Expenses (goods, services & other):

Project Costs (please list)	\$
	\$
	\$
	\$
Rental Fees	\$
Permits (please list)	\$
	\$
Equipment (please specify)	\$
	\$
Advertising	\$
Transportation	\$
Other (please specify)	\$

TOTAL EXPENSES \$

**Please ensure that the project budget balances (revenues = expenses).*

Please indicate the budget item(s) towards which the Community Grants Program Funds will be applied:

ITEM	COST
	\$
	\$
	\$
	\$
	\$

SAMPLE OF IN-KIND SUPPORT SUMMARY – FORM MUST BE COMPLETED WITH AND SIGNED BY THE DIRECTORS CONCERNED

[illegible]