



STAFF REPORT TO COUNCIL

Report No: CS-2023-05

March 13, 2023

From: Anne Leduc – Director of Community Services

RE: Review of guidelines for 2024 Community Grants Program

Recommended Motion:

THAT Council receives Staff Report No. CS-2023-05; and

THAT Council approves the guidelines for the 2024 Community Grants Program.

Background / Analysis:

The Community Grants Program is a Township of North Glengarry program that has been in existence since 2009. The Program is administered through the Arts, Culture and Heritage Committee (“ACHC”) which reviews the applications that are received from community organizations. The Committee will recommend the awarding of funds as per the guidelines dictated in the Community Grants Program. As part of the process, the ACHC reviews the guidelines annually. This year, the Committee reviewed the document at its March 6, 2023 meeting and the document is attached to this report in track-change.

Proposed changes:

- A second intake date of February 29, 2024 was added which is dependant on the availability of funds. For example, if \$17,000 of the \$25,000 is allotted after the first intake, the Township would open the second intake to allocate the remaining \$8,000.
- The Eligibility Criteria on Page 2 clarifies that Capital Items were not eligible for funding.
- On Page 3 of the Community Grants Guidelines, information was added to the Heritage Plaques to advise applicants that “a draft of the plaque must be reviewed and approved by the ACHC prior to production”.
- Applicants are invited to submit their applications by email, by mail as well as in person, as seen on Page 6.

During the discussion, the ACHC members re-confirmed that new events / activities may be prioritized over returning events, and that repeat applicants must show how their event / activity differs from their previous application(s), as indicated in the Eligibility Criteria at Point 5.

Staff will also heavily promote the Community Grants program at every possible opportunity, in addition to their existing efforts which include advertising in the Glengarry News, posting on social media, sharing with the community by email, and uploading the information on the Township's website.

The awarding of the funds remains conditional to Council approving the budget for that current year.

Alternatives:

Option 1 – Recommended: THAT Council approves the guidelines for the 2024 Community Grants Program.

OR:

Option 2 – Not Recommended: That Council not approve the guidelines for the 2024 Community Grants Program.

Financial Implications:

Prior to the disbursement of any funds, community groups are required to sign a "Letter of Agreement" that specify the terms and conditions of the Community Grants.

The grants would be issued once the Community Grants Program is approved as part of the 2024 Operating Budget.

Attachments & Relevant Legislation:

2024 Community Grants Program Guidelines in track-change

Others Consulted:

Kimberley Goyette – Director of Finance

Reviewed and Approved by:
Sarah Huskinson, CAO/Clerk