

# Township of North Dumfries

## 2021 Community Grant Request Program

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The Township of North Dumfries has a Community Grant Program which provides some funding to community groups and organizations, within the Township, for projects that enhance and enrich the community. As part of the annual budget process, Council will make all funding decisions based on local needs and priorities, as determined by Council.

In addition, for 2021 funding has been provided by the Kitchener Waterloo Community Foundation (KWCF) and the Cambridge North Dumfries Community Foundation (CND CF), specifically for Neighbourhood inclusive events for residents of North Dumfries. Application for these type of events will follow the same application guidelines as other Community Grants as indicated in this document

These guidelines are intended to provide structure leading to consistency and fairness in the disposition of requests for assistance. The guidelines are not intended to determine what is Council's absolute discretion in grant allocation.

### **Definition of community grant:**

- Financial payment
- Use of municipal Property/facilities at reduced or no cost
- Fee waivers (permits, licenses etc.)
- Municipal Staff support
- Equipment supply
- Materials supply

### **Eligibility:**

Community Grants are intended to support the following categories, such as:

- Youth/Senior Events
- Community Betterment
- Community Special Events
- Community Service
- Tourism and Economic Development
- Arts/Culture/Heritage
- Donation to disaster relief

### **All applications will be assessed in terms of:**

- a) the need for and merit of the project or cause
- b) the benefit to the Township of North Dumfries
- c) the funding status of and the funding activity for the proposed project

### **Application Guidelines:**

1. All grant applications shall be submitted on the Community Grant Request Application Form and directed to the Treasurer/Director of Corporate Services, on or before December 31 in order to be considered during the budget process for the upcoming calendar year.
2. Incomplete application forms will not be considered.

3. Community grant applications will not automatically be considered in subsequent years. Application must be submitted for each year in which a grant is requested.
4. The grant shall not be the primary source of funding for the project or organization. Grants will be supplementary to main sources of funding. (Note: In kind funding can be considered as other funding for the project or organization)
5. The Township of North Dumfries, through its grant process, will not contribute to outstanding deficits.
6. All applications will be supported by financial information sufficient to indicate, at a minimum, the following:
  - a) Financial position including all assets and Liabilities of the applicant relative to the intended project or for the organization. Financial statements showing financial history are requested.
  - b) All sources of revenue including details of other fundraising efforts including specifically a breakdown of funding and the percentage share that the township assistance would represent of the total project.
  - c) Expenditures for the project
7. Applications shall include information to support the eligibility of the request sufficient to describe:
  - a) Purpose of the project or cause
  - b) Merit of the project or cause
  - c) Benefit to the Township of North Dumfries
  - d) Who will benefit from the community grant
8. Only submit one application per organization, even if multiple events are being requested.
9. Funding approvals may be subject to additional conditions as imposed by Council.

### **Application Review:**

- The Treasurer's office will review all applications for completeness of information prior to submission to the Finance Committee for consideration.
- Two selected members of Council, as appointed by Council, will review applications that are considered complete, and make a recommendation to Council.
- All requests will be considered having regard for the Municipality's current budget allocation except where exceptional circumstances exist, as approved by Council.
- Under normal circumstances, only one request per organization is to be considered per year.
- Council is the approval authority.
- The applicants will be notified of Council's decision by the Treasurer, after final approval of Council.

### **Accountability:**

- Applicants 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.
- Funds granted under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purposes outlined.

- In the event that the project does not go forward, the grant recipient shall return those funds granted for the proposed project.
- Provide a report to Council within 90 days following completion of the project (or no later than September 30<sup>th</sup> of the budget year) providing the following information:
  - a) certify that funds were spent on activities described in the grant application
  - b) Provide a report on the project or cause/event

**If the Grant is provided, all Marketing materials MUST indicate that the Township of North Dumfries is a funding partner for the program.**

**For 2021 only** - If these events are funded by the Kitchener Waterloo Community Foundation (KWCF) portion of the Township's Community Grant program, there will be requirements including:

- a) KWCF name and logo included on print promotional materials.
- b) KWCF to receive an invitation to attend community celebrations.
- c) Verbal recognition during community celebrations of the KWCF Funding.
- d) KWCF name and logo included on projects approved under the term of the agreement.
- e) KWCF named as sponsor in media release(s) with option to include a quote.
- f) Provide the report on the completion of the project or event no later than September 10<sup>th</sup> of the budget year, due to reporting requirement to the KWCF

**DEADLINE: December 31 for consideration in the following fiscal year budget.**