

TOWN OF RENFREW

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| SUBJECT: Municipal Grants Policy | POLICY NO: C.29 | APPROVED BY: Renfrew Town Council |
| COVERAGE: All Applicants | ISSUE DATE: Nov. 10, 2015 | REVISION DATE: |

1.0 POLICY:

1.1 General Powers to Make Grants

The Town of Renfrew's authority to make grants is contained in Section 107 of the *Municipal Act, 2001* as outlined below:

“107. (1) Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. [2001, c. 25, s. 107 (1)].”

1.2 Section 224 of *the Act* states that it is the role of Council to ensure that administrative and controllership policies, practices and procedures are in place to implement the decisions of Council and to ensure the accountability and transparency of the operations of the municipality.

1.3 This Policy identifies the conditions and processes that govern the granting of such assistance.

2.0 PURPOSE:

2.1 The Town of Renfrew recognizes the invaluable role that the many Renfrew and area based volunteer community groups provide in helping make Renfrew a strong and vibrant community through their active and passive participation in the many leisure, social, educational and special interest opportunities made available by these groups.

2.2 The Town of Renfrew's Municipal Grants Program is to assist the funding of cultural, recreational and social organizations operating within the Town of Renfrew that provide programs which are of general benefit to the community.

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3.0 ELIGIBILITY:

- 3.1 Eligible groups include volunteer, amateur, registered charity, non-profit or not-for-profit community groups.
- 3.2 A group must exist for a minimum of one (1) year before it becomes eligible to apply.
- 3.3 The group must be operated in an open and democratic manner through the holding of annual membership meetings and the election of an executive from the membership to carry out the wishes of the general membership. A list of all executive/board members, including names, addresses and telephone numbers must accompany the application and be forwarded if there are any changes during the year.
- 3.4 To be eligible for a Municipal grant, the organization's programs or services should:
 - a) address an identified need and/or problem in the community; and/or
 - b) bestow some community-wide benefit.
- 3.5 Individuals and sporting teams are ineligible.

4.0 PROCEDURE:

4.1 Budget Provisions:

- a) Each year during the budget process, Council will establish the maximum amount of funding available for grants to organizations.
- b) If Council does not allocate all of the current year's budget provision to specific organizations, it may, at its discretion, recommend:
 - (i) that a contingency be set aside to assist any organization which, due to unforeseen emergency, can demonstrate that funds are required for its continued existence; or
 - (ii) that a Second Intake of applications be accepted for the year (refer to section 4.4 below).

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4.2 Criteria that will be considered:

When any financial or “in kind” request is made to Council, consideration for funding approval will take place only if the requesting organization indicates that it meets the following criteria:

- a) the group must show that it will be capable of meeting its financial obligations on a yearly basis;
- b) grants will be made to organizations whose mandate is to primarily serve the Town of Renfrew community; and
- c) the group must be operated in an open and democratic manner through the holding of annual membership meetings and the election of an executive from the membership to carry out the wishes of the general membership. A list of all executive/board members, including names, addresses and telephone numbers must accompany the application and be updated if there are any changes during the year.
- d) the group must agree to participate in publicity through normal Municipal methods such, as formal presentations and media releases.

4.3 Processing of Applications:

- a) All requests for grants will be made on the basis of an annual application completed by each organization and submitted to the Clerk.
- b) All applications must be made on application forms supplied by the Clerk (copy appended) and must include:
 - (i) the most recent financial statements (audited if applicable); and
 - (ii) the current year’s budget and projected actual revenues and expenditures;
- c) All applications must be submitted to the Clerk on or before the due date of **January 31st** to guarantee consideration.
- d) Applications received after the deadline will be returned to the organization.

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- e) After the deadline has passed, the Clerk will provide copies of each application to the Finance Committee.
- f) The Finance Committee will review each application and make recommendations to Council.
- g) The Clerk will notify all organizations in writing of Council's decision regarding their grant application.
- h) The Clerk will provide the Treasurer with grant payment requisitions for each organization approved for direct grants. Grants shall be paid in one lump sum payment, unless installment arrangements have been specifically approved by Council.
- i) The Clerk will provide the appropriate Department Head(s) with "in-kind" grant requisitions for each organization/event approved for "in-kind" grants.

4.4 Second Intake of Applications:

- a) If Council determines, in accordance with section 4.1 b)(ii) above, that there will be a second intake of applications for the current year, such applications shall be processed in accordance with section 4.3 **Processing of Applications**, with the exception that the due date for submission shall be September 30th.

5.0 DETERMINATION OF GRANT

5.1 In accordance with this Policy, Council reserves the right, in its sole discretion, to accept, refuse, or accept in part, any application for a grant.

How to apply: (please note that funds are very limited)

All interested groups will be provided a copy of the Grants Policy and an application form by the Clerk. Please contact the office of the Clerk to obtain a copy of the policy and an application form. All applications must be received by the Clerk prior to January 31st to be considered in the current fiscal year. All information requested in the application form must be supplied or the application will not be considered by Council.

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TOWN OF RENFREW GRANT APPLICATION

SECTION 1 – CONTACT INFORMATION

| | |
|-------------------------------|-------|
| Organization Name | _____ |
| Mailing Address | _____ |
| | _____ |
| Website (if applicable) | _____ |
| | _____ |
| President/Executive Director | _____ |
| Title | _____ |
| Phone Number | _____ |
| Email Address | _____ |
| Contact Person (if different) | _____ |
| Title | _____ |
| Phone Number | _____ |
| Email Address | _____ |

SECTION 2 – PROPOSAL REQUEST

| | |
|------------------------------|---|
| Program/Project Name | _____ |
| Total Program/Project Budget | _____ |
| Requested Amount | _____ |
| Percentage of Total Budget | _____ |
| Type of Request | Financial <input type="checkbox"/> In-kind <input type="checkbox"/> |
| Capital Campaign | _____ |
| General Operating | _____ |
| Program Support | _____ |
| Multi-Year | Yes _____ No _____ |
| Geographic Area Served | _____ |

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How does your grant request contribute to the Town of Renfrew's mission to meet the health, safety and leisure needs of its residents?

Previous grants received from the Town of Renfrew:

- | | | | |
|-----------|----------|------|-------|
| 1. Amount | \$ _____ | Date | _____ |
| 2. Amount | \$ _____ | Date | _____ |

SECTION 3 – ORGANIZATION INFORMATION

Year Established _____
Total Organization Budget _____
Total # of Board Members _____
Total # of General Members _____
Total # of Staff _____

Organizational Mission Statement:

Brief Description of Organization:

Description of Population Served:

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SECTION 4 – PROPOSAL DOCUMENTATION

Please attach the following documentation:

1. Proposal Summary
2. Budget (current year)
3. Financial Statements (most recent fiscal year)
4. List of Executive/Board Members (including names, addresses and telephone numbers)
5. Other Supporting Documentation

How does your grant request contribute to the Town of Renfrew's mission to meet the health, safety and leisure needs of its residents?

Previous grants received from the Town of Renfrew:

- | | | | |
|-----------|----------|------|-------|
| 1. Amount | \$ _____ | Date | _____ |
| 2. Amount | \$ _____ | Date | _____ |