

1. Policy Statement

The Municipality of Trent Lakes recognizes the valued contributions made by community non-profit organizations and volunteer groups to improve the well-being of the community and quality of life for its residents. The Municipality of Trent Lakes provides assistance to such organizations through its Community Grant Policy. Support is provided each year to qualifying organizations through an annual application process.

2. Purpose

The purpose of this policy is to provide decision making criteria for use by members of Council when responding to requests for grants. The fundamental goal of this policy is to ensure the grant awarding process is consistent, transparent, fair, and demonstrates proper use of public funds and achieves the maximum impact for the investment provided.

The purpose is also to ensure that when Council determine the amount of funding to be provided, both monetary grants and in-kind support both be considered. It is also to clarify that the annual budget funds available for community grants will be limited to a maximum of 0.60% of the previous year's taxation levy per calendar year.

3. Definitions

Community Organizations – means residents, ratepayers, service clubs, agencies, organizations, schools, sports organizations, groups sharing a common interest;

Municipal Grants – means monetary awards as well as an estimated value that is determined for in-kind contributions which involve an expense or the foregoing of revenue for the Municipality;

Services Benefitting the Municipality – means charitable community services, artistic endeavours, specific cultural and heritage activities, programs that improve the health and wellbeing of the community, programs that encourage participation in organized athletic activities, services or events directed for youth and older adults, public safety enhancement services and environmental services.

4. Scope

This policy sets out the Municipality of Trent Lakes Municipal Grant application process, eligibility requirements and Council review process when determining amounts to be awarded.

5. Policy

5.1. Funding Eligibility

To be eligible for a grant, an applicant organization must be able to answer yes to all the following general criteria questions:

- Is your organization geographically located in the Municipality of Trent Lakes? Are the programs or services offered within the geographic boundary of the Municipality or outside of the boundary as explained?
- Does your organization contribute to at least one of the following: health and well-being, arts and culture, heritage, environment, recreation/leisure or economy of the Municipality and its citizens?
- Is the requested activity or program open to the entire community?
- Will the funding be used for a program, project, or activity and not for standard operating expenses (e.g., rent, payroll, utilities, etc.)? Standard operating expenses to not include the cost of volunteer insurance and these amounts remain eligible for funding.

5.2. Restrictions of Grant Funding

A Municipality of Trent Lakes Grant should not be considered as the only source of funding for an organization. Organizations must/are encouraged to actively fundraise to support the continuation of the program, project, or service.

Granting of assistance in any one year or over several years should not be interpreted as a commitment to funding in future years.

The applicant organization must spend grant funding on the sole purpose for which it was awarded within the current fiscal year or over multiple years as awarded.

Organizations should always consider all applicable legislation, regulations and by-laws for the Government of Canada, Province of Ontario and Municipality of Trent Lakes (e.g. Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Human Rights Code, Occupational Health & Safety Act).

Organizations receiving Municipal Grant funding in the previous fiscal year must have submitted a completed spending status report 60 days after the event to be eligible to apply for additional grant funding – for amounts received in 2024 and beyond.

5.3. Application Process

All applicants must request funding through the completion of the Municipality of Trent Lakes Application for Municipal Grant form.

All completed grant applications must be delivered to the Treasurer no later than the deadline date; being annually by the second Friday in January before 4:30 p.m. Late or incomplete applications will not be forwarded to Council for consideration.

Requests for grants will be considered during the annual budget deliberation process and Council has the sole authority to approve Municipal Grants. Amounts may be less than those requested by the organization.

5.4. Municipal Grant Applications Must Include

- An outline of the service the organization provides to the community.
- The amount of financial assistance requested.
- The benefits to the community as a result of the grant and how the benefit will be measured and evaluated.
- Prior year Financial Statements along with a detailed proposed budget for the fiscal year that the grant is being applied for detailing the following revenue and expense sources:

Revenue Budget Sources

- Applicant Contribution
- Grants
- Donations
- Sponsorships
- Fund-Raising Efforts
- Other Sources
- Total Revenue

Budget Expenses

- Advertising and Promotion
- Program Supplies
- Entertainment
- Administration
- Salaries and Wages
- Facilities Rental
- Other
- Total Expenses

5.5. Grant Review Process

Municipal Staff:

- Receives Municipal Community Grant Application and reviews for completeness.

- Determines grant budget funding available by calculating 0.60% of the previous year's tax levy per calendar year.
- Forwards applications and Evaluation Matrix to each Council member for evaluation and include both the overall requested amount and the available grant budget amount.

Council Members:

- Score and rank each grant application using the Municipality's Evaluation Matrix.
- Determine (using score/rank results) a recommended Grant Amount for the organization.
- Return completed evaluation to the Treasurer.

Finance/Corporate Services Staff:

- Prepare a Summary Report of all grant applications which includes a recommended amount to be awarded based on the average of Council Member suggestions.

5.6. Funding Criteria

The following criteria will be used to evaluate grant applications submitted to the Municipality:

- Consistent with the Municipality's current Economic Development, Tourism and Recovery Strategy and Community Strategic Plan (i.e. economic opportunities, tourism, partnerships, community engagement, environment, etc.).
- Recognizes or contributes to the achievements or accomplishments of children, youth and seniors and benefits a significant number of residents.
- Demonstrates collaboration, positive community impact, engagement and civic pride.
- Promotes volunteerism, participation, and leadership development.
- Fosters a healthy, safe, and active community.
- Fiscal and overall accountability.
- Responds to an existing community gap or need by supporting education, health and well-being of the community and its citizens.

Applications for In-Kind non-financial assistance will include the estimated value of the request as determined by the respective department. In-Kind grants are based on the provision of municipal property/facilities, materials, or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or the foregoing of revenue for the Municipality.

5.7. Budget Approval

The Summary Report will be presented to Council at a Special Meeting at the end of January for consideration and approval.

Funds available under this program are limited to a maximum of 0.60% of the previous year's taxation levy per calendar year.

6. Review Cycle

This policy will be reviewed annually.

7. Repeals

This Policy repeals a previous version, and all revisions.

This Policy was previously referred to as AD-45.

8. Related Information

Revisions to this document may impact the following policies, procedures, and/or by-laws.

#	Document Title
Document	Application for Community Grant
Document	Community Grant Evaluation Matrix

9. Policy Revisions

Version	Date Approved	Council Resolution
1	August 13, 2019	R2019-484
2	June 20, 2023	R2023-319