

TOWNSHIP OF LAKE OF BAYS PROCEDURE MANUAL			
Chapter:	Administration	Index No.	AD-1.5
Section:	Applications	Effective Date:	Sep 14/21
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## 1 PURPOSE

- 1.01 The Township of Lake of Bays believes that community organizations play an essential role in strengthening our community. Council acknowledges this contribution by providing financial support to groups or activities through the Community Grant Program.

Community Grants are intended to provide financial assistance to not-for-profit community organizations that offer direct projects, events, or services that enhance the quality of life for Township of Lake of Bays residents. Support is available to activities that support/sustain, promote, inform/educate, celebrate, preserve, and/or provide access to one or more of the following categories:

- Arts, Culture & Heritage
- Community Growth & Development
- Environment/Sustainability
- Health & Well-being
- Recreation

## 2 POLICY

- 2.01 This policy ensures that public funds for this program are used in an accountable and transparent manner and provides a framework for the administration of the program including eligibility, the application process, and decision-making criteria for awarding funds.

### 2.02 Definitions

- a) **Applicant** – an organization which meets the eligibility criteria of the Community Grant Program and which submits an application for a Community Grant for the Township’s consideration.
- b) **Application Assessment Tool** – scoring matrix designed to evaluate applications to the Community Grant Program (see Appendix B).
- c) **Community Event** – a one-time or recurring event (in-person or virtual) that takes place within the Township of Lake of Bays and is open to all members of the public.
- d) **Community Grant** – direct monetary grant or in-kind contribution from the Township of Lake of Bays to a Grant Recipient.
- e) **Community Grant Review Panel** – staff committee consisting of the Economic Development Coordinator, Director of Finance/Treasurer, and CAO (or designate).
- f) **Community Project** – a capital or non-capital (in-person or virtual project or service) project which provides long-term benefits to the community.

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- g) **Community Organization** – a not-for-profit (incorporated or unincorporated) community-based group/organization that provide project, events, or services within the Township.
- h) **Grant Recipient** – an Applicant which has been successful at receiving a Small Community Grant from the Township of Lake of Bays.
- i) **In-Kind Contribution** – Municipal property/facilities fees, materials, or other resources such as staff time provided at no-cost to the Grant Recipient.
- j) **Regional Special Event** – a one-time or recurring event (in-person or virtual) that takes place within the Parry-Sound Muskoka region and has a tangible impact or benefit to the Township of Lake of Bays.

### 3 PROCEDURES

#### 3.01 Program Budget

- a) Each year, through its consideration of the Township’s annual Operating Budget, Council will determine the amount of funding which will be allocated to the Community Grant Program. Funds will be distributed on a first come, first served basis. When annual funds are depleted, applications will still be accepted but they will need to be considered by Council. The implementation of the program is at the discretion of the Council of the Township of Lake of Bays and the program may be cancelled at any time.

#### 3.02 Types of Community Grants

- a) There are three grant streams with different maximum funding amounts:

Stream	Funds available	Process
<i>Sponsorship</i> for community events or regional special events	Up to \$500 per project	Applications considered on an ongoing basis and awarded by the staff review panel
<i>Fast-track</i> for small projects or new ideas with short timelines	Up to \$1000 per project and/or in-kind contributions	Applications considered on an ongoing basis and awarded by the staff review panel
<i>Start-up/Growth</i> support for new or larger projects	Up to \$5000 per project and/or in-kind contributions	Applications reviewed by the staff review panel in the fall for projects taking place in the following calendar year

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### 3.03 Funding Criteria

- a) Program activities must promote and enhance the quality of life and well-being of the Township and its citizens.
- b) The project, event, or service must be open to the community.
- c) One application per Applicant per year will be considered.
- d) Applicants should be able to demonstrate active fundraising efforts to support the continuation of the project, event, or service; the Community Grant should never be considered as the only source of funding for the project.
- e) The Applicant has not received a grant in the previous two (2) years
- f) Funds must be used for the purpose for which they were awarded; if this is not possible the grant must be returned, or alternate arrangements made to the satisfaction of staff and Council.
- g) Funded activities must recognize the Township of Lake of Bays' contribution by including the logo on all promotional materials (in accordance with brand guidelines)
- h) Successful recipients must submit a final report at the completion of the project.

### 3.04 Applicant Eligibility

- a) The following Community Organizations are eligible to submit a Community Grant application:
  - Incorporated not-for-profit organizations
  - Registered charities
  - Community associations, including local chapters of provincial/national organizations with a mandate to service the residents of Lake of Bays
  - Unincorporated groups with not-for-profit goals and governance structure
  - Other groups or organizations with programming that meets the intent of this policy, as endorsed by Council
  
- b) The following are **not** eligible for a Community Grant:
  - Commercial businesses, for-profit organizations, or individuals
  - Organizations with political affiliations
  - Faith organizations (unless hosting a local, non-denominational event)
  - Hospitals or any of its foundations, auxiliary groups, or agencies
  - School boards, primary and secondary schools, post-secondary institutions
  - Programs within legislated mandates of other government or Township departments
  - Organizations receiving 80% or more of funding from senior levels of government
  - Organizations not in good standing or in litigation with the Township
  - Use of funds to cover deficits of the organization
  - Organizations hosting an event that is not open to the public

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- 3.05 Procedure/Assessment Process  
 a) Application Intake and Funding Amounts

<b>Stream</b>	<b>Application Period</b>	<b>Maximum Grant</b>
<i>Sponsorship</i>	Ongoing	\$500
<i>Fast-track</i>	Ongoing	\$1000
<i>Start-up/Growth</i>	October 1 – November 15 (for events taking place in the following calendar year)	\$5000

- 3.06 Application Submissions  
 a) Applicants must submit a completed application form (Schedule A) and include the following information and attachments:

- Application form signed by a responsible person of the organization.
- Confirmation that the project takes place within the Township of Lake of Bays, or tangibly benefits community interests (i.e. a regional special event as defined above).
- Description of applicant organization (including mandate, activities, membership and not-for-profit incorporation number or charitable registration number if applicable).
- Details about how the funds will be used for projects, events, or services in the Township of Lake of Bays that support/sustain, promote, inform/educate, celebrate, preserve, and/or provide access to one or more of the following categories: Arts, Culture & Heritage; Community Growth & Development; Environment/Sustainability; Health & Well-being; Recreation.
- Completed budget information including project expenses and revenue. (*Start-up/Growth stream only*)
- Additional materials such as letters of support, promotional material, etc. (if applicable).
- Signed disclosure and release statement.

- 3.07 Application Review
- a) All submissions will be reviewed by the Community Grant Review Panel which is a staff committee consisting of the Economic Development Coordinator, Director of Finance/Treasurer, and CAO (or designate).
  - b) Each application will be evaluated by the panel using the Assessment Tool (Schedule B).
  - c) Applications should demonstrate:

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- Alignment of the project with one or more of the program categories (Arts, Culture & Heritage; Community Growth & Development; Environment/Sustainability; Health & Well-being; Recreation)
  - Economic Impact and Community Support
  - Organizational Effectiveness and Capacity
- d) Financial Need and Sound Project Budget (*Start-up/Growth stream only*)
- e) A minimum of 9 points (out of a maximum of 12) or 75% must be awarded to be considered for funding.
- f) Grant funds will be allocated based on the merit of the application and funds available. Applicants are not guaranteed funding.

3.08 Application Approval

a) Successful applicants will be notified as per the following schedule:

<b>Stream</b>	<b>Notice of Decision</b>
<i>Sponsorship</i>	Applicants will be notified of a decision by the Review Panel within two (2) weeks of receipt of a complete application.
<i>Fast-track</i>	Applicants will be notified of a decision by the Review Panel within two (2) weeks of receipt of a complete application.
<i>Start-up/Growth</i>	Applicants will be notified of a decision by the Review Panel following the approval of the Township operating budget for the year in which the activity occurs.

b) A notice of decision letter awarding funds will state the provisions and requirements that apply to the grant. This includes the following:

- The term of the grant shall be for one year only.
- Grants to organizations will be considered public knowledge and will be reported.
- Grants shall only be used for the purpose identified in the application. The recipient shall notify the Township if any there are material changes to the project or budget and the grant must be returned or alternate arrangements made to the satisfaction of staff and Council.
- The recipient shall repay the whole or any part of the grant, as determined by Council, if the recipient:
  - ceases operating;
  - ceases to operate as a non-profit organization and/or community-based group;
  - merges or amalgamates with another party;
  - has knowingly provided false information in its application;
  - uses funds for purposes not approved by Council;
  - breaches any of the terms and conditions.

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- Any unused portion of a grant remains the property of the Township. If any unused portion has already been paid to the recipient, it shall be repaid by the recipient upon request.
- The granting of financial assistance in any year is not a commitment to, or a guarantee of, assistance in future years.

c) A notice of decision letter *declining* funds will provide a rationale and the completed assessment tool for reference. Appeals may be heard by Council via delegation.

### 3.09 Reporting

- a) Grant recipients must complete a final report (Schedule C) to report on how the funding was spent and the impact the project had on the community. (*Sponsorship stream exempt*)
- b) The final report must be submitted to the Township within three (3) months after the project/event occurs.
- c) Staff will report to Council annually with a summary of the grant recipients and use of funds distributed.

### 3.10 Operating Funds/Exemptions

- a) The Community Grant Program is not intended to support annual operating costs for events or organizations. However, to recognize the value of long-standing significant community events, a portion of the fund has been allocated to support the following events (if they continue to occur):
  - Baysville Winterfest (\$2000)
  - Dwight Winter Carnival (\$2000)
- b) These events are exempt from the application process. Funds to be transferred upon receipt of a written request to the Township, and subject to the submission of a final report.
- c) Community initiatives or events that wish to be considered as a “significant” community event should make a formal request to Council via delegation.

## 4 RESPONSIBILITIES

- 4.01 Chief Administrative Officer is responsible for ensuring that this procedure exists, and the details contained herein are maintained.
- 4.02 Managers are responsible for communicating this policy to all employees and ensuring compliance to this policy.
- 4.03 Employees are responsible to comply with this policy at all times.

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**5 REVISION CONTROL**

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**6 ATTACHMENTS**

- Schedule A: Application Form
- Schedule B: Assessment Tool
- Schedule C: Final Report Form