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| Department:       | Financial Services |
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## Policy Statement

The Corporation of the City of Cornwall recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest assistance to such organizations through its Municipal Grants Program. Support is provided each year from the Municipality's operating budget to qualifying organizations through an annual application process.

## Relationship to the City of Cornwall's Strategic Plan

The Municipal Grants Program aligns with the City's Strategic Plan's mission of providing services that enable a financially sustainable community which will care and provide for the needs and the values of its residents. The program assists the City in achieving its vision of a welcoming and healthy community.

## Purpose

The purpose of the Municipal Grants Program is to ensure that funds are allocated in a fair and transparent manner to community-based organizations. This Policy identifies the funding available, establishes eligibility requirements, and outlines application and monitoring requirements.

## Program Intent

Every year the Municipality receives more grant requests than it can fund. The objective of this Policy is to treat all organizations fairly and consistently. The aim of the Municipal Grants Program is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community non-profit organizations.

## Types of Grants

The different types of grants awarded through the Municipal Grants Program Policy are identified as follows:

**Program 1 – Financial and In-Kind Assistance:** provides eligible financial grants and in-kind contribution grants to support specific initiatives that promote inclusiveness and a broad community benefit through improving the well-being of the community and the quality of life for its residents.

**Program 2 – Multi-Government Funding Support:** provides a required municipal contribution to access funding from the federal and/or provincial government(s).

## Definitions

**Annual Report** is the annual report submitted by the Municipal Grants Review Committee to Council.

**Application Process** is the application-based process managed and reviewed by the Municipal Grants Review Committee to determine and approve grant funding to organizations.

**Council** shall mean the Council of the Corporation of the City of Cornwall.

**Criteria** are used to evaluate grant applications based on how the organization's initiative will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds, and fundraising), the importance of the City's contribution, and how the success of the initiative will be determined.

**Established Organization** is an organization that has existed in the community for more than 3 years.

**Emerging Organization** is an organization that has existed in the community for 3 years or less.

**Financial Assistance** is a grant that provides funding to an organization.

**Grant Application** is the application form required to be completed and submitted prior to consideration of any grant funding.

**Initiative** means any public undertaking of a project, program, and/or event carried out by an organization.

**In-Kind Assistance** is a grant for the provision of municipal property/facilities, materials or resources to an organization. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. In-kind grants will include the estimated value of the initiative.

**Letter of Agreement** shall mean a document, signed by both the organization and the City of Cornwall, that outlines the terms and conditions and reporting required to receive funding.

**Letter of Award** shall mean a written confirmation of an award to an applicant.

**Methods of Communication** are methods used by the City to communicate to the public, including but not limited to: the City's website, social media, newspaper and press releases.

**Municipal Grants Review Committee (hereinafter called the "Committee")** is an independent committee of Council, operating and appointed in accordance with its Council approved Terms of Reference, and delegated authority to review and approve grants in accordance with this Policy.

**Organization** is a non-profit community group/organization that provides products or services to improve or benefit the community. Non-profit organizations are usually concerned with generating enough revenue to provide support to their community. Non-profit organizations reinvest any money earned back into its own operation to grow the organization and further support its mission.

## **Responsibilities**

The Financial Services Department will inform the community of grant opportunities through updates to the City's website. The Financial Services Department will receive the applications.

Late or incomplete applications may not be forwarded to the Committee for consideration.

The Committee will evaluate applications and approve grants based on the grant criteria outlined in the Municipal Grants Program Guidelines and the available funds. All decisions of the Committee, or Council where applicable, will be final. The Committee shall submit an annual report to Council.

## **Eligible Grant Recipients and Program Principles**

Applicants must be non-profit community groups and organizations whose primary focus is within the City of Cornwall.

An organization can only submit one application per year, whether it be for Program 1 or Program 2.

Municipal Grants are intended to be supplementary to an organization's main source(s) of revenue. The grant shall not be considered as the primary source of funding for the organization. The organization must show exploration of other financial and in-kind support (i.e.: fundraising and volunteer support).

All funding shall be for future initiatives. Retroactive funding will not be considered.

Evidence of service need or uniqueness of service provided (responsiveness to community) must be outlined.

Equity and accessibility to participants must be demonstrated.

Guaranteed funding is only for the funding calendar year in which the organization has applied. It is not to be regarded as a commitment by the Municipality to continue such assistance in future years.

Repeat Municipal Grants will only be available to organizations who have complied with the reporting requirements of any previous grants.

Funding requests may be reduced in value at the discretion of the Committee to support a wider range of initiatives.

Grants may be awarded with certain terms and conditions. The Letter of Award will state if any particular restrictions apply to the grant.

Grant applicants determined to be ineligible for funding or denied funding in any given year shall be notified in writing.

The Committee is not obligated to allocate funds to any organization regardless of the fact that they satisfy the eligibility criteria and meet all of the objectives of this Policy.

## **Exclusions**

Individuals, businesses, publicly-funded institutions (i.e.: schools, hospitals, etc.) are not eligible to apply through the Municipal Grants Program.

Organizations that may be located within the City of Cornwall, but are more regionally oriented, or that represent or service a special interest group shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization's initiative(s).

Consideration will not be given to requests for grants from recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event.

## **Applications**

The Municipal Grants Program supports innovative initiatives that provide direct and indirect benefit to Cornwall residents. The fund does not focus on providing funding for operating expenses of an organization.

Organizations seeking financial assistance must submit an application to the City of Cornwall as outlined in the Municipal Grants Program Guidelines.

It is the responsibility of the organization to submit a complete application with clear and sufficient information. Incomplete or unclear applications may be denied.

The Committee may, in its sole discretion, schedule a meeting with an organization to discuss matters related to the submitted application.

Submission of an application does not guarantee the organization will be awarded all or part of the grant requested.

The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines.

### **Application Period**

The application period will open annually on October 1 and close the last Friday in October. All applications will be date stamped and numbered when received.

Applicants will receive a notification that their application has been received. If the application is complete, it will be forwarded to the Committee for evaluation.

The determination of the grant awards will be completed by the end of December.

The allocation of Municipal Grants will occur in the following year after the annual budget is approved.

### **Financial Considerations**

Unless otherwise approved by Council no grant funding will be paid until such time as the annual budget has been approved.

Organizations with outstanding balances or owing the City of Cornwall will not be eligible for grants.

A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant.

Any municipal grant funding that has not been spent, in the year that it is received, shall be returned to the municipality.

### **Reporting**

All organizations receiving funding from the Municipality shall provide a written report as outlined in the Municipal Grants Fund Program Guidelines.

**NOTE:** Any organization that does not submit a report will not be considered for funding in the future.

### **Annual Report to Council and the Public**

The Annual Report submitted by the Committee to Council will identify: the applicants who received funding in that year, the use of the funds, and the benefit to the community from the grants. It will also identify any recommendations for changes in the Municipal Grants Program (Policy and/or Guidelines) that Council may consider. Any changes would require Council approval.

The Annual Report will be published on the City's website each year.

Unused amounts in the Municipal Grants Program at the end of each year will be carried over to the next year. The combined total of carryover of funds and current year funding that will be available in any year will not exceed \$200,000.00.

# Program 1: Financial and In-Kind Assistance

## Purpose

Program 1 is intended to provide modest levels of financial support and assistance to community non-profit organizations whose primary focus is within the City of Cornwall.

## Program Funding and Eligibility

Municipal Grants Program 1 provides an opportunity for organizations to receive funding and/or in-kind contributions for initiatives benefiting the Cornwall community.

Organizations seeking funding must submit an application as outlined in the Municipal Grants Program Guidelines – Program 1 Financial and In-Kind Assistance.

The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines – Program 1 Financial and In-Kind Assistance.

Only one application per organization can be submitted per year.

Organizations cannot submit an application for an initiative that has been reviewed and denied twice.

Applicants can have no more than 30% of the expenditures for administration costs. The maximum amount available to any one eligible organization in any one year is \$10,000.00, as determined by the Committee.

It is important to note that if an organization is also requesting an in-kind contribution, the total combined benefit to any organization in one year is \$10,000.00. Therefore, an organization that receives the full \$10,000.00 through the financial grant process will be ineligible for any in-kind contributions during the funding year.

The organization, within the funding calendar year, must spend the grant funding on the sole purpose for which it was approved.

Repeat grant applications must show how their initiative differs from their previous application(s) and applications illustrating new initiatives may be prioritized over returning applications.

If an organization has received grant funds for three consecutive years, they must wait two years before applying for a grant through this program.

# Program 2: Multi-Government Funding Support

## Purpose

Program 2 has been established to provide financial support to community non-profit organizations that require a municipal contribution (in cash, in-kind, or a combination of both) in order to receive federal and/or provincial government grant(s).

## Program Funding and Eligibility

Municipal Grants Program 2 provides assistance to organizations in obtaining defined federal and/or provincial government grants when these government bodies require that the municipality participate in funding the initiative.

Organizations seeking a municipal contribution must submit an application as outlined in the Municipal Grants Program Guidelines – Program 2 Multi-Government Funding Support.

The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines – Program 2 Multi-Government Funding Support.

Only one application per organization can be submitted per year.

Organizations cannot submit an application for an initiative that has been reviewed and denied twice.

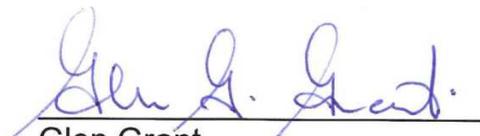
Applicants can have no more than 30% of the expenditures for administration costs.

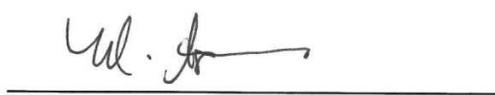
The maximum amount available to any one eligible organization in any one year is \$30,000.00, as determined by the Committee. If an organization is requesting more than \$30,000.00, the Committee will review the application and through the Financial Services Department, may bring a report to Council for consideration. Council has the discretion to increase this maximum for an extraordinary, one of a kind initiative need or circumstance which may be considered and only if the annual budget allows.

Grant funding to any one organization in any one calendar year will be as stipulated in the program funding guidelines set by the Federal and/or Provincial Government.

The organization, within the funding calendar year, must spend the grant funding on the sole purpose for which it was approved.

Funding in any one year or over several years is not to be interpreted as a commitment to future year's funding.

  
Glen Grant  
Mayor

  
Maureen Adams  
Chief Administrative Officer