



REPORT FIN-2017-011

TO: Mayor and Members of Council
FROM: Mary Hasan, Director of Finance/Treasurer
MEETING DATE: June 21, 2017
SUBJECT: Grant Application Policy - Update
File No. A09 GRA

RECOMMENDATIONS

That Report FIN-2017-011 regarding the Grant Application Policy - Update be received;
and

That Council directs staff to proceed with holding a Public Meeting on September 5, 2017 at 7:00 pm in the Puslinch Community Centre to obtain public input on the proposed Grant Application Policy as outlined in Schedule A to Report FIN-2017-011;
and

That staff publish notice in the Wellington Advertiser, Puslinch Pioneer, Township website, and provide notice to the interested parties and 2017 grant funding recipients to advise of the Public Meeting; and

That staff report back on the results of the public input received.

DISCUSSION

Purpose

The purpose of this report is to provide Council with a revised Grant Application Policy based on the direction provided by Council at the June 15, 2016 Special Council Meeting. The purpose of this report is to also obtain direction from Council to proceed with holding a public meeting to solicit input on the proposed policy and recommendations.

The purpose of the creation of a policy is to create a fair, equal and transparent process for grant requests from all organizations that provide services that benefit the Township and its residents.

Background

Council at its Special Council Meeting held on December 22, 2014 for the purpose of setting goals and objectives for the 2014 to 2018 Council term included the following item as a goal/objective for their term:

- Development of a Grant Policy for the Spring of 2015 prior to consideration of the 2016 budget.

The Recreation and Parks Master Plan dated May 2015 includes the following recommendations:

- To adopt a community grant system policy (with an annual intake from a set pool of money within the Township's budget) through which community organizations can apply for funds to:
 - Offset start-up funds associated with a group or activity (but not ongoing operational costs);
 - To install, build, renovate or upgrade smaller scale parks or recreation facilities that are needed within the community; and/or
 - To assist with a special program or event that would not otherwise be financially viable but that provides a justifiable social or economic return to the Municipality as a whole.

A public meeting was held on September 17, 2015 to seek input and comments on the proposed Grant Application Policy and Fee Reduction/Waiver Policy.

At the Special Council Meeting held on June 15, 2016, Council directed staff to revise the Grant Application Policy and provide a further report to Council including the following:

- The total amount of grants available to be set at 0.50% of the budget
- The levels of grant amounts be set at \$500 to \$2,999, \$3,000 to \$5,000, and any requests greater than \$5,000 come forward directly to Council for consideration
- County wide organizations to be excluded from the grant program

2017 Grant Allocations

The Township's 2017 grant allocations approved as part of the 2017 budget are outlined in the table below:

Organization	Amount (\$)
Aberfoyle Agricultural Society	\$3,000
Sunrise Therapeutic Riding & Learning Centre	\$2,500
Wellington County Farm and Home Safety Association	\$125
Friends of Mill Creek – Grand River	\$1,250
Puslinch Lake Conservation Association	\$25,000
Community Oriented Policing Centre	\$500
Wellington County Plowmen's Association	\$100
Total	\$32,475

Grant Funding as a Percentage of Taxes Levied:

2017	Puslinch - Total	Puslinch – Excluding Puslinch Lake	Wellington County **	Cambridge	Centre Wellington	Guelph Eramosa
Grant Funding	\$32.5K	\$7.5K	\$601.9K	\$1.6M	\$52K	\$23.8K
Taxes Levied	\$3.5M	\$3.5M	\$91.4M	81.7M	\$11.8M	\$6.4M
%	0.93%	0.21%	0.66%	1.99%	0.44%	0.37%

**** The County of Wellington grant funding amount includes the social services grants given to various organizations but excludes amounts given to hospitals.**

Grant Funding as a Percentage of Taxes Levied Continued:

2017	Guelph	Hamilton	Mapleton	Milton	Minto	Wellington North	Erin
Grant Funding	\$2.0M	\$5.7M	\$15K	\$250K	\$49K	\$55K	\$35.1K
Taxes Levied	\$225M	\$828M	\$6.6M	\$52.4M	\$4.7M	\$7M	\$6.3M
%	0.89 %	0.69%	0.23%	0.48%	1.04%	0.79%	0.56%

The average grant funding as a percentage of taxes levied for the comparator municipalities outlined above is 0.74%.

As directed by Council in the June 15, 2016 Special Council Meeting minutes, it is recommended that the funds available under this program be limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. Therefore, for the 2018 Operating Budget, this amounts to \$17,416.

Other Contributions

In the past, it has been the practise of the Township to provide photocopying services and mailings free of charge on behalf of certain community organizations.

The proposed policy includes the cost of mailings as an eligible grant request. Therefore, it is recommended that the practise of completing mailings for certain community organizations be discontinued in accordance with the Township's agreement with Pitney Bowes.

The proposed policy includes the cost of photocopying as an eligible grant request. Therefore, it is recommended that the practise of providing photocopying services for certain community organizations be discontinued, with the exception of Remembrance Day as the Township is a partner of this event.

In the past, it has been the practise for the Township to pay directly for the advertising costs associated with various special events. The following is proposed:

- The Township provide advertising on the Township's website for qualified applicants hosting community events for the benefit of the Township and its residents.
- The proposed policy includes the cost of advertising as an eligible grant request. Therefore, it is recommended that qualified applicants request reimbursement of advertising costs as part of their annual grant request and directly arrange for the advertisement to be placed in the media.

Implementation Strategy

The recommended implementation strategy for the 2018 budget process is as follows:

- Grant Application Policy be effective for the 2018 budget process
- Township staff to send letters to previous funding recipients in early October of 2017 providing details of the new process and application requirements
- Township to place an advertisement in the local newspaper and the Township website in October regarding the program
- Deadline for submission of the required documentation is 2:00 pm on October 31, 2017
- Summarized information obtained from organizations will be provided to Council in the form of a report as part of the operating budget process

For future years, an advertisement will be included in the local newspaper and Township website regarding the program to invite applicants to apply for funding. The deadline for submission of the required documentation is by 2:00 pm on the last business day of August.

FINANCIAL IMPLICATIONS

The Township maintains a budget for grants in account number 01-0100-4600. The amount approved as part of the 2017 Budget was \$32,475.

As recommended in Schedule A to this report, funds available under the grant program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. Based on the tax levy of \$3,483,130 approved in the 2017 budget, this would amount to \$17,416 in grant funds to be provided in 2018.

APPLICABLE LEGISLATION AND REQUIREMENTS

Accountability and Transparency Policy passed through By-law No. 60/08
Section 106 and 107 of the Municipal Act, 2001

ATTACHMENTS

Schedule A: Proposed Grant Application Policy
Schedule B: Proposed Grant Application Form



TITLE: GRANT APPLICATION POLICY
DATE: October 2017
SUBJECT: GRANT APPLICATION POLICY
File No. A09 GRA

1.0 Purpose

To establish a set of guidelines for providing support to not-for-profit organizations and unincorporated community groups that maintain and improve the quality of life for residents of the Township of Puslinch ("Township").

2.0 Organization Eligibility

Organizations applying for grant funding must meet the following eligibility criteria:

- Be in existence for at least one year; and
- have its principal address in the Township; and
- be a not-for-profit organization or an unincorporated community group; and
- offer services that primarily benefit the Township and its residents; and
- demonstrate financial need; and
- be in good financial standing with the Township and not in litigation with the Township; and
- be in compliance with any other Township by-laws and policies.

For the purposes of this policy, Puslinch Minor Sports Organizations and the Aberfoyle Agricultural Society are deemed to meet the eligibility criteria.

The following organizations are not eligible for funding:

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes
- Groups or organizations of a religious nature.
- County-wide organizations.
- Groups or organizations affiliated with any political party or event.
- Individuals, commercial organizations, and coalitions such as ratepayer associations.

- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions including universities, colleges, schools and associated auxiliary groups.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Donations to charitable causes.
- Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
- Attendance at conferences, workshops or seminars.
- Personnel costs.
- Insurance and accounting costs.
- Food and beverages
- Office equipment, furniture, and supplies
- Retroactive costs for purposes which have already occurred.
- Funding of prior year deficits.
- Political campaigns, parties or events.

4.0 Criteria

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

- Demonstrates collaboration, positive community engagement and civic pride
- Promotes volunteerism, participation and leadership development
- Fosters a healthy, safe and active community
- Fiscal and overall accountability
- Responsiveness to existing community need

5.0 Categories of Funding

Category 1 – Donation (funds requested - \$500 to \$2,999)

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. Services, programs and activities must demonstrate a benefit to the Township and its residents.

Category 2 – Sponsor or Contributor (funds requested - \$3,000 to \$5,000)

Grants for organizations for the purpose of a community event or program that benefits the Township and its residents. Examples include the Santa Claus Parade, Aberfoyle Fall Fair, Canada Day, and Family Day.

Category 3 – Project Funder (funds requested – greater than \$5,000)

Grants for organizations for special purposes and/or projects for an activity deemed to be of significant value to the Township and its residents.

6.0 Annual Application Requirements

- The grant application form must be completed in full with all requested information attached. Only complete and accurate proposals will be forwarded under a staff report to Council for consideration at the Operating Budget meeting.
- An organization applying for multiple grants must complete an application form for each separate funding request.
- Organizations requesting grants of greater than \$5,000 (Category 3) are required to present their requests to Council during the budget process.
- A copy of the most current budget.
- A copy of the most current financial statements.

7.0 Initial Application Requirements

- A copy of the letters patent or articles of incorporation, if applicable.
- A copy of its Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable.
- A copy of mandate, constitution and by-laws, as applicable.

The completed grant application form and supporting documentation must be submitted to the attention of the Finance Department by 2:00 pm on the last business day of August.

The Corporation of the Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
Attention: Grant Application Program

8.0 Conditions of Funding

- Grant funding assistance may not be used for purposes other than the purposes described in the application.
- Recipients awarded a grant of greater than \$5,000 are required to submit an annual report. The annual report must include a financial statement and/or receipts and outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization. The annual report must also be presented to Council.
- Adherence to all applicable municipal by-laws, policies and procedures is required.
- Organizations will not be considered for future grant funding until all required reports are received by the Township's Finance Department. Any grant recipient that does not comply with the requirements may not receive future grant funding.

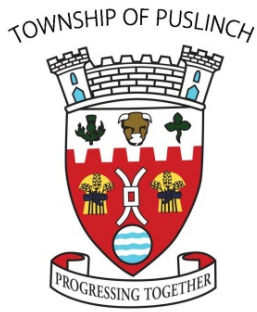
9.0 Approval – Budget

A report will be prepared by the Finance Department as part of the annual budget process outlining the summarized information obtained from organizations requesting grant funding.

Funds available under this program are limited to a maximum of 0.50% of the previous year's taxation levy per calendar year. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.

10.0 Attachments

- Grant Application Form



Township of Puslinch
7404 Wellington Road 34
Puslinch, ON, N0B 2J0
T: (519) 763 – 1226
F: (519) 763 – 5846
www.puslinch.ca

Schedule B to Report FIN-2017-011 - Grant Application Form

Applicant Information:

Organization Name: _____

Contact Name and Position: _____

Organization Mailing Address: _____

Town/City/Province: _____

Postal Code: _____

Email Address: _____

Website: _____

Telephone Number: _____

Questionnaire:

Grant amount applied for: _____

Organization's Goals and Objectives related to the Grant Request:

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as not eligible for funding under Section 3.0 of the Grant Application Policy are not listed.

Please provide a narrative description explaining how the Township’s approval of grant funding would enable your organization to sustain or provide additional support to the community.

If your organization is unsuccessful in receiving a Township grant, what will be the effect on the proposed event, service, or project?

Please provide a list of board of directors and/or executive officers (if further space is needed, please re-print this page and continue the list):

Name: _____ **Position:** _____

Name: _____ **Position:** _____

Name: _____ **Position:** _____

Please Check Appropriate Boxes:

Choose one category of funds requested:

- Category 1: Donation (funds requested - \$500 to \$2,999)
- Category 2: Sponsor or Contributor (funds requested - \$3,000 to \$5,000)
- Category 3: Project Funder (funds requested – greater than \$5,000)

- Grant application form completed in full **(mandatory)**
- Delegation scheduled to present request to Council during the budget process **(for Category 3 applications only)**
- A copy of the most current budget **(mandatory)**
- A copy of the most current financial statements **(mandatory)**
- If your organization was a successful applicant in a previous year, the annual reporting requirements have been submitted in accordance with Section 8 of the Township Grant Application Policy **(mandatory for previous funds received of greater than \$5,000)**
- The applicant has reviewed the Grant Application Policy, the Terms and Conditions, and has signed the application **(mandatory)**

Submission of the following items is required for the initial application only:

- A copy of letters patent or articles of incorporation, if applicable
- A copy of Notification of Charitable Registration letter from the Canada Revenue Agency with any supporting documentation indicating the applicant's status and terms of registration, if applicable
- A copy of mandate, constitution and by-laws, as applicable

Terms and Conditions:

- The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes.
- The applicant will inform the Township if the project is delayed or changed substantially for any reason.

- Funds received are to be used as described in this application.
- All applicable municipal by-laws, policies and procedures will be adhered to.

I agree to the terms and conditions outlined above. I have reviewed the Grant Application Policy. The information given in support of this application is true, correct and complete in every respect. I acknowledge that the contents of this application will be discussed in an open Council forum. I declare that _____ is

 “name of organization”
 in good standing with the Township and other government bodies.

 Signature of Applicant

 Date of Application

 Position on Executive

The last day for filing an application is by 2:00 pm on the last business day of August.

For Office use only:

Date and Time Received: _____

Received by: _____

Amount Approved: _____

Personal information on this form is collected under the authority of the Municipal Act and will be used for the purpose of determining the eligibility of a grant. The information is used for the purpose of processing this application and administering the Grant Application Program and is maintained in accordance with the Municipal Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information may be directed to the Township Clerk’s office.

The Township of Puslinch is committed to providing accessible formats and communication supports for people with a disability. If another format would work better for you, please contact the Township Clerk’s office for assistance.