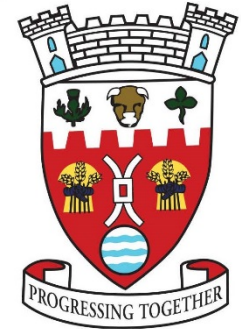


TOWNSHIP OF PUSLINCH



# PROPOSED GRANT APPLICATION POLICY

---

# PUBLIC INFORMATION MEETING

Township of Puslinch  
September 5, 2017

# Tonight we will discuss...

- The purpose of the Grant Application Policy
- A summary of the proposed policy
- Total Upset Limit of Grant Funding
- Implementation Strategy
- Feedback from the public.

# What is the purpose of the Grant Application Policy?

- To create a fair, equal and transparent process for grant requests from all organizations that provide services that benefit the Township and its residents
- The creation of a Grant Application Policy is in line with:
  - Council's goals/objective for the 2014 to 2018 Council term.
  - The recommendations from the Recreation and Parks Master Plan dated May 2015.

# Which organizations are eligible?

- 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.

# Which organizations are not eligible?

- Adult sports organizations ie. Old Timers, Puslinch Kodiak's, Morriston Men's League, The Aberfoyle Dukes
- Groups or organizations of a religious nature.
- County, provincial, and federal 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.

# Which funding 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.

# What criteria will be used to evaluate grant applications submitted?

- 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

# What are the 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.



# What are the initial application requirements (ie. for the first application only)

- 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.

# What are the annual application requirements?

- Completed grant application form with all requested information attached.
- A copy of the most current budget.
- A copy of the most current financial statements.
- Organizations requesting grants under Category 3 applications are required to present their requests to Council during the budget process.
- Recipients awarded a grant under a Category 3 application 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.

# What is the proposed total upset limit of grant funding?

- Directed by Council at the June 15, 2016 Special Council Meeting
  - The funds available under the program be limited to a maximum of 0.50% of the previous year's taxation levy per calendar year.
    - Based on 2017's taxation levy - \$17,416 Grant Budget for 2018

# What is the implementation strategy for this program?

## 2017

- Letters sent to previous funding recipients in early October 2017.
- Advertisement placed in local newspaper and Township website in October.
- Organization submission deadline - 2:00 pm October 31, 2017.
- Summarized information provided to Council in the form of a report as part of Operating Budget process.

## Future

- Advertisement placed in local newspaper and Township website in August.
- Organization submission deadline - 2:00 pm on the last business day of August.
- Summarized information provided to Council in the form of a report as part of Operating Budget process.