

Grant Application Policy Reduced Rates for the use of Township Facilities

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SEPTEMBER 17, 2015

MARY HASAN, DIRECTOR OF FINANCE/TREASURER

Agenda

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- Council Goals and Objectives
- Recreation and Parks Master Plan Recommendations
- Reduced Rate for the use of Township Facilities
- Grant Application Policy
- Total Upset Limit of Grant Funding
- Implementation Strategy
- Future Reporting

Council Goals and Objectives

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- Special Meeting held on December 22, 2014 for the purpose of setting goals and objectives for this term of Council
 - ✦ Development of a Grant Application Policy prior to consideration of the 2016 budget
 - ✦ Development of a policy regarding the use of Township facilities by community groups prior to consideration of the 2016 budget

Recreation and Parks Master Plan

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- Adopt a community grant system policy with an annual intake of applications 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.

Recreation and Parks Master Plan

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- To establish a policy to address special requests for fee waivers in an equitable and transparent manner.
 - Ie. providing each affiliated community organization with one two-hour room rental free each year for an annual meeting.

Reduced Rate - Recommendations

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- Reduced rate of 40% recommended for the use of Township owned facilities based on a survey of reduced rates offered by comparator municipalities
- Reduced rate of 40% be offered for the following facility rentals:
 - Optimist Recreation Centre – Gymnasium, Arena, Rink
 - Puslinch Community Centre – Alf Hales Room, Archie MacRobbie Hall, and Kitchen
 - Sports fields
 - Rink board advertising, ball diamond advertising and electronic sign rental advertising

Reduced Rate - Applicant Qualifications

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- To be eligible for a reduced rate for the use of Township facilities, the organization must:
 - have been in existence for at least one year.
 - have its principal address in the Township.
 - be operating as a not-for-profit organization or an unincorporated community group.

Reduced Rate – Required Documentation

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- The following information will be required by the Township to review the eligibility of the organization
 - A copy of its letters patent or articles of incorporation, if applicable.
 - A copy of its constitution and by-laws
 - 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

Reduced Rate - Ineligibility

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- Recommend that the following organizations not be eligible for receiving a reduced rate for the use of Township facilities:
 - 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.
 - Organizations not in good financial standing with the Township or in litigation with the Township.
 - Organizations that have not fulfilled any other obligations that they have with the Township.

Reduced Rate – Financial Impact

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Organization	2014 In-Kind	Amount Payable with 40% Reduced Rate
Puslinch Optimist Club	\$15,645	\$9,387
Seniors' Euchre Club	\$1,243	\$746
Mill Creek Subwatershed Community Liaison Team	\$848	\$509
Friends of Mill Creek	\$1,260	\$756
Community Oriented Policing	\$311	\$187
Morrison United Church	\$1,650	\$990
Junior Garden Club	\$497	\$298
Aberfoyle Agricultural Society	\$3,374	\$2,024
Puslinch Minor Soccer Club	\$1,034	\$620
Total	\$25,862	\$15,517

Grant Application Policy - Applicant Qualifications

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- To be eligible for the grant application policy, the organization must:
 - have been in existence for at least one year.
 - have its principal address in the Township.
 - be operating as a not-for-profit organization or an unincorporated community group.
 - propose to use proceeds for the benefit of the Township and its residents
 - be able to demonstrate that there is volunteer involvement in the day to day provision of its services.
 - demonstrate financial need and should indicate the impact on the activity that will take place if the funding is not received.

Grant Application Policy – Required Documentation

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- The following information will be required by the Township to review the eligibility of the organization
 - A copy of its letters patent or articles of incorporation, if applicable.
 - A copy of its constitution and by-laws
 - 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 its most current budget.
 - A copy of its most current financial statements.
 - A list of its Board of Directors.

Grant Application Policy - Ineligibility

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- Recommend that the following organizations not be eligible under the grant application policy:
 - Groups or organizations of a religious nature.
 - 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.
 - Organizations not in good financial standing with the Township or in litigation with the Township.
 - Organizations that have not fulfilled any other obligations that they have with the Township.
 - Organizations that have entered into an agreement for the use of a municipally owned or controlled facility at a nominal rate.

Grant Application Policy – Ongoing Operational Costs

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- Recreation and Parks Master Plan includes the recommendation that ongoing operational costs not be funded by the grant program
 - Therefore, ineligible funding requests include:
 - ✦ Donations to charitable causes
 - ✦ Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
 - ✦ Attendance at conferences, workshops or seminars.
 - ✦ Personnel costs.
 - ✦ Insurance and accounting costs.
 - ✦ Operating costs.
 - ✦ Retroactive costs for purposes which have already occurred.
 - ✦ Funding of prior year deficits.
 - ✦ Political campaigns, parties or events.

Grant Application Policy – Other Contributions

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Photocopies and Mailings:

- Past practice has been to provide photocopies and mailings free of charge on behalf of certain community organizations.
- As indicated in the Township's User Fee By-law No. 076/14, photocopy costs for community groups and neighbourhood associations are exempt.
- Recommend mailings completed on behalf of certain community organizations be discontinued in accordance with the Township's agreement with Pitney Bowes on the use of the postage equipment.

Grant Application Policy – Other Contributions

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Advertising Costs:

- Past practice has been for the Township to pay for the advertising costs associated with the Santa Claus Parade, Aberfoyle Fall Fair, and the Plowing Match
- Recommend the Township provide advertising on the Township's website for qualified applicants hosting community events for the benefit of the Township and its residents.
- Should a qualified applicant request reimbursement of advertising costs for advertisements for special events on local newspapers, the applicant should include this as part of their annual grant request.

Grant Application Policy – Classes of Applications - Donations

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- Donation (fund request of up to \$500)
 - ✦ 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.
 - ✦ A letter from the applicant indicating detailed information regarding the grant request including how the funding requested meets the evaluation criteria below:
 - 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

Grant Application Policy – Classes of Applications – Sponsor or Contributor

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- Sponsor or Contributor (fund request of greater than \$500 and up to \$3,000)
 - ✦ Grants are to be given to organizations for the purpose of a community event or program that benefits the Township and its residents. Examples include the Santa Claus Parade, Fall Fair, Canada Day Pancake Breakfast and Fireworks, and the Mill Creek Stewardship Ranger Program.
 - ✦ Completion of a Grant Application Form

Grant Application Policy – Classes of Applications – Project Funder

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- Project Funder (fund request of greater than \$3,000)
 - ✦ Grants are to be given for special purposes and/or projects for an activity deemed to be of significant value to the Township and its residents.
 - ✦ Completion of a Grant Application Form
 - ✦ Presentation of grant request to Council during budget process
 - ✦ Post project reporting within three (3) months of the project's completion or within three (3) month's of the organization's fiscal year-end, whichever comes first.
 - Report to include financial statement and/or receipts, outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization
 - Final report to be presented to Council

Total Upset Limit of Grant Funding

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- Recommend Council set a maximum threshold of grant funding as a % of the previous year's tax levy.
- Recommend total grant funding not exceed 0.5% of the previous year's approved tax base to be more in line with the comparator municipalities reviewed.
- This amounts to \$16,832 based on the 2015 taxation levy of \$3,366,369.
- Recommend that this limit be applied for the 2016 budget year.

Budget Approval Process

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- First step is for applications to be reviewed by Finance for completeness and to ensure organizations applying for funding meet the eligibility requirements.
- Finance to develop a report as part of the Operating Budget process providing Council with summarized information regarding the requests and amounts requested.
- Purpose of this is to ensure approved grant funding is in line with the set pool of money allocated for grants as recommended in the Recreation and Parks Master Plan and adopted as part of the Grant Application Policy.

Implementation Strategy

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- Reduced Rate of 40%
 - ✦ Be effective January 1, 2016 and details be included as part of the User Fee By-law for 2016

- Grant Application Policy
 - ✦ Effective for the 2017 budget process
 - ✦ Township to send letters to previous funding recipients in June/July of 2016 providing details of the new process and application requirements
 - ✦ Township to place an advertisement in the local newspaper and Township website in June/July of 2016 regarding the program
 - ✦ For 2018 budget and future year budgets, only an advertisement is to be included in the local newspaper and Township website regarding the program to invite applicants to apply for funding
 - ✦ Deadline for submission of the required documentation – by 2:00 pm on the last business day of August

Future Reporting

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Staff to report back in 2016/2017 with regard to the following:

- Organizations under separate agreement
 - Badenoch - term of lease agreement is to December 31, 2026
 - Whistle Stop Cooperative Preschool - facility use agreement is renewed annually
 - Guelph Community Health Centre (Playgroup) – facility use agreement is renewed annually
 - Puslinch Historical Society – term of lease agreement is to September 15, 2015
 - YMCA-YWCA – Puslinch Power Camp Agreement – facility use agreement is renewed annually
 - Aberfoyle Farmers’ Market – agreement expires on February 1, 2017

Future Reporting

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Staff to report back in 2016/2017 with regard to the following:

- Establishment of a facility use agreement with the Upper Grand District School Board
- Sports facility user fees collected from the various sports clubs