



REPORT FIN-2015-027

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: July 15, 2015

SUBJECT: 2015 Grant Application Policy and Fee Reduction/Waiver Policy - Revised
File No. A09 GRA

RECOMMENDATIONS

That Report FIN-2015-027 regarding the 2015 Grant Application Policy and Fee Reduction/Waiver Policy - Revised, be received; and

That Council directs staff to proceed with holding a Public Meeting on September 3, 2015 at 7:00 pm in the Council Chambers, Municipal Complex in conjunction with the Fees and Charges Public Meeting to obtain public input on the proposed Grant Application Policy as outlined in Schedule C to Report FIN-2015-027 and the recommendations regarding fee reductions and waivers as outlined in Report FIN-2015-027; and

That staff publish notice in the Wellington Advertiser, Township website, and provide notice to previous funding recipients to advise of the Public Meeting; and

That staff report back on the results of the Public Meeting; and

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

- Organizations under separate agreement;
- The establishment of a facility use agreement with the Upper Grand District School Board; and
- Sports facility user fees collected from Minor Soccer, Old Timers Baseball, Senior Ladies Baseball, Junior/Intermediate Men's Fastball, Minor Baseball, Morriston Men's League, and Tennis.

DISCUSSION

Purpose

The purpose of this report is to provide Council with a revised draft Grant Application Policy and provide recommendations on fee reductions and waivers based on the discussions that took place at the Council Meeting held on May 20, 2015. 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.

Background

On May 6, 2015 Council requested that Report FIN-2015-021 . 2015 Grant Application Policy and Fee Reduction/Waiver Policy be deferred to the May 20, 2015 Council meeting in order to seek further input from Council. Report FIN-2015-021 is attached as Schedule A to this report.

On May 20, 2015, Council discussed the proposed Grant Application Policy and Fee Reduction/Waiver Policy and provided staff with direction on revisions to the policies contained in Report FIN-2015-021. This direction has been taken into consideration in this report.

Council at its special meeting held on December 22, 2014 for the purpose of setting goals and objectives for the 2014 to 2018 Council term included the following items as goals/objectives for their term:

- Development of a Grant Policy for the Spring of 2015 prior to consideration of the 2016 budget; and
- Development of a policy regarding the Use of Township Facilities by community groups 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.

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

Legislation

Section 106 and 107 of the Municipal Act, 2001 provides the following information with regards to granting of funds:

Assistance prohibited

Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

General power to make grants

Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1)

Fee Reductions/Waivers

Council requested that staff consider replacing the proposed fee reduction/waiver policy as identified in Schedule D of Report FIN-2015-021 with a reduced rate for not-for-profit organizations and unincorporated community groups as part of the User Fee by-law.

Township staff surveyed the reduced rates offered by the same comparator municipalities surveyed in the 2015 User Fees and Charges By-law No. 076/14. The results are outlined in Schedule B to Report FIN-2015-027. Please note, comparator information from the Township of Guelph Eramosa and the Town of Minto is not provided as these municipalities do not have reduced rates for not-for-profit organizations and unincorporated community groups.

The reduced rates for not-for-profit and unincorporated organizations range from 25% to 50%. Township staff recommend implementing a reduced rate of 40% for not-for-profit and unincorporated community groups in the Township for the use of Township owned facilities.

The comparator municipalities surveyed also have reduced rates for minor sports teams and schools as indicated in Schedule B to Report FIN-2015-027.

Aberfoyle Public School utilized the Township's facilities at a nominal consideration in 2014 as per Schedule E to Report FIN-2015-021. The Township's agreement with the Wellington County Board of Education (now known as the Upper Grand District School Board) dated the 2nd day of December 1996 expired. It is recommended by the

Township insurers that Township staff work with the Upper Grand District School Board to develop a new agreement for the use of Township facilities. It is recommended that an agreement be entered in 2016/2017.

Sports facility user fees are collected from minor sports teams at a nominal consideration (\$10 for each resident registrant and \$25 for each non-resident registrant). It is recommended that staff report back on sports facility user fees collected from the various sports clubs in 2016/2017.

It is recommended that the reduced rate of 40% be offered for the following Township 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

Applicant Qualifications

Council requested that staff consider an amendment to the proposed policies to:

- Include unincorporated community groups as qualified applicants
- Require qualified applicants to have their principal address in the Township
- Include religious organizations as a qualified applicant for events which benefit the Township and its residents

Township staff recommend that components of the Ontario lottery licensing eligibility criteria be utilized to address the above consideration.

Grant Application Policy Applicant Qualifications

To be eligible for the grant application policy, the following criteria must be met:

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

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.

Township staff 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.

It is recommended that the above organizations continue to be ineligible under the Grant Application Policy.

Council requested that staff include as an applicant qualification that the applicant is in good standing with other government bodies. There is no means for the Township to verify that the applicant is in good standing with other government bodies, however, the Grant Application Form attached as Schedule D to Report FIN-2015-027 now includes a declaration that is to be signed by the applicant indicating the following:

I declare that _____ is in good standing with the Township
"name of organization"
and other government bodies.

Reduced Rate for the Use of Township Facilities

To be eligible for a reduced rate for the use of Township facilities, the following criteria must be met:

- The organization must have been in existence for at least one year.
- The organization must have its principal address in the Township.
- The organization must be operating as a not-for-profit organization or an incorporated community group.

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.

Township staff 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.

It is recommended that the above organizations continue to be ineligible under the proposed fee reduction rate for the use of Township facilities.

The Recreation and Parks Master Plan dated May 2015 recommends that the Township build relationships with local religious institutions and adjacent municipalities to improve collaboration and ensure affordable access to facilities and programs for residents. Therefore, to ensure affordable access for facility usage, the 40% fee reduction is recommended to be applied to religious organizations which meet the applicant qualification criteria discussed above.

Funding Criteria

In Report FIN-2015-021, Township staff included the following funding category:

- Category 1 . Sustaining/Continuing Support . this category includes funding for the ongoing operational costs of an organization.

This category was included in the previous report (FIN-2015-021) as Township past practice has been to provide funds to organizations for their ongoing operational costs.

Council should be aware that the Recreation and Parks Master Plan dated May 2015 includes the recommendation that ongoing operational costs not be funded by the Township as part of the Grant Application Policy. Therefore, the Grant Application Policy attached as Schedule C to this report includes the following requests which 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.
- Operating costs.
- Retroactive costs for purposes which have already occurred.
- Funding of prior year deficits.
- Political campaigns, parties or events.

Application Requirements

Council requested that staff consider an amendment to the draft policy/future staff report that creates classes of applications based on the size of the cash request rather than on the use of the proceeds. The following classes of applications were recommended by Council:

- Donation (fund request of up to \$500)
- Sponsor or Contributor (fund request of greater than \$500 and up to \$5,000)
- Project Funder (fund request of greater than \$5,000)

Council also requested that staff consider an amendment to the draft policy to ensure each of the above classes of applications has scalable application and reporting requirements.

After further investigation conducted by Township staff, it is recommended that the following classes of applications be included in the Grant Application Policy.

- Donation (fund request of up to \$500)
- Sponsor or Contributor (fund request of greater than \$500 and up to \$3,000)
- Project funder (fund request of greater than \$3,000)

The recommendations outlined above relate to the actual grant allocations provided by the Township as part of the 2015 budget process:

Organization	Amount (\$)
Puslinch Lake Conservation Association	\$25,000
Aberfoyle Agricultural Society	\$3,000
Sunrise Therapeutic Riding & Learning Centre	\$2,500
Friends of Mill Creek . Grand River	\$1,250
Badenoch Community Centre	\$1,000
Community Oriented Policing Centre	\$500
Wellington County Farm and Home Safety Association	\$125
Wellington County Plowmens Association	\$100
Kiwanis Music Festival	\$100
Total	\$33,575

It is recommended that the classes have scalable application and reporting requirements as outlined below:

- Donation (fund request of up to \$500)
 - It is recommended that the Township continue to utilize the current grant funding requirements for funding requests of up to \$500. The information requested from the applicant include detailed information regarding the grant request including how the funding requested meets the evaluation criteria identified in Section 4.0 . Criteria of the Grant Application Policy as outlined in Schedule C to this report. Similar to the current practice, the organization must also provide their most current financial statements and budget.

- Sponsor or Contributor (fund request of greater than \$500 and up to \$3,000)
 - It is recommended that applicants requesting funds of greater than \$500 and up to \$3,000 complete the application form as outlined in Schedule D to Report FIN-2015-027. This application form includes specific information requests that are to be provided to the Township for review.

- Project funder (fund request of greater than \$3,000)
 - It is recommended that applicants requesting funds of greater than \$3,000 complete the application form as outlined in Schedule D to Report FIN-2015-027 and present their request to Council during the budget process. It is also recommended that these organizations provide post project reporting within three (3) months of the project's completion or within three (3) months of the organization's fiscal year-end, whichever comes first. The report must include a financial statement and/or receipts, outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization. It is recommended that the final report also be presented to Council at a future announced date.

Approval - Budget

It is recommended that the summarized information obtained from organizations requesting funds be provided to Council in the form of a report prepared by the Finance Department as part of the operating budget process. The 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.

Grant Funding and In-Kind Bookings and Contributions as a Percentage of Taxes Levied

Report FIN-2015-021 included the following information:

Table 1 below provides an analysis of grant funding and in-kind bookings and contributions as a percentage of taxes levied:

Table 1: Includes Grant Funding & In-Kind Bookings and Contributions

2015 Figures	Puslinch	Wellington County	Caledon	Halton Hills	Oakville	Centre Wellington	Thames Centre	Central Huron
Grant Budget	\$33.6K	\$52.9K	\$54.5K	\$16.5K	\$843.8K	\$52K	\$22K	\$40K
In-Kind Budget	\$49.4K	N/A	\$25K	\$56K	Note A	Note A	Note B	Note A
Tax Base	\$3.4M	\$84.5M	\$49.8M	\$40.8M	\$165.1M	\$11M	\$8.2M	5.8M
%	2.46%	0.06%	0.16%	0.18%	0.51%	0.47%	0.27%	0.69%
Avg. %								0.33%

The in-kind budget amount of \$49.4K indicated above for the Township includes funds provided to organizations under separate agreement.

Note A . the 2015 in-kind bookings and contributions budget is included in the total 2015 grant budget.

Note B . An amount is not budgeted for in-kind bookings and contributions.

Note: Based on discussions with the Director of Financial Services/Treasurer of the Municipality of Thames Centre, Council has discontinued the Community Partnership Fund due to significant budget restraints. Also, waiving of fees will be dealt with on a case by case basis by Council in accordance with the Waiver of Fees program.

Note: Based on discussions with the Director of Finance of the Municipality of Central Huron, the funds granted for the Central Huron Donation Fund are revenues obtained from the OLG Casino.

The Township's 2015 approved taxation levy based on 2015 Budget By-law No. 017/15 is \$3,366,369. The 2015 budgeted grants (excluding in-kind bookings and contributions) amounted to \$33,575. The 2014 actual in-kind bookings and contributions amounted to \$49,355. Therefore, the Township is currently providing grant and in-kind contribution funding of 2.5% of taxes levied.

Council requested that staff consider including in the report the total grants and in-kind bookings and contributions as a percentage of the total tax levy by including and excluding the \$25,000 grant for Puslinch Lake Conservation Association (PLCA).

Table 2 below provides an analysis of grant funding and in-kind bookings and contributions as a percentage of taxes levied excluding the \$25,000 of funding provided to PLCA.

Table 2: Excludes \$25,000 of Grant Funding Provided to PLCA

2015 Figures	Puslinch	Wellington County	Caledon	Halton Hills	Oakville	Centre Wellington	Thames Centre	Central Huron
Grants	\$8.6K	\$52.9K	\$54.5K	\$16.5K	\$843.8K	\$52K	\$22K	\$40K
In-Kind	\$49.4K	N/A	\$25K	\$56K	Note A	Note A	Note B	Note A
Taxes	\$3.4M	\$84.5M	\$49.8M	\$40.8M	\$165.1M	\$11M	\$8.2M	5.8M
%	1.72%	0.06%	0.16%	0.18%	0.51%	0.47%	0.27%	0.69%
Avg. %								0.33%

To be in line with the 0.33% indicated in Table 1 above, the Township would need to limit grant funding (including organizations under separate agreement) to \$11,109 per year.

Table 3 below provides an analysis of grant funding (excluding in-kind bookings and contributions and organizations under separate agreement) as a percentage of taxes levied.

Table 3: Excludes In-Kind Bookings and Contributions and Organizations under Separate Agreements

2015 Figures	Puslinch	Wellington County	Caledon	Halton Hills	Oakville	Centre Wellington	Thames Centre	Central Huron
Grants	\$33.6K	\$52.9K	\$54.5K	\$16.5K	\$843.8K	\$52K	\$22K	\$40K
Taxes	\$3.4M	\$84.5M	\$49.8M	\$40.8M	\$165.1M	\$11M	\$8.2M	5.8M
%	1.00%	0.06%	0.11%	0.04%	0.51%	0.47%	0.27%	0.69%
Avg. %								0.31%

Total Upset Limit of Funds

Report FIN-2015-021 included the following information:

It is recommended that a grant application policy and fee reduction/waiver policy include a combined upset limit of funding per organization per calendar year.

Notwithstanding the above, where an organization is hosting a community event (excluding fundraising activities and events), funds available to the organization are limited to a maximum of \$XXX per event capped at three (3) events per calendar year.

Council requested that staff consider the upset limits of funds provided to an organization per calendar year.

It is recommended that Council set a maximum threshold of grant funding as a percentage of the tax levy. It is recommended that total grant funding not exceed 0.5% of the tax base to be more in line with the comparator municipalities reviewed.

The total amount of grant funding to be provided to all organizations requesting funds (excluding organizations under separate agreement) to be more in line with a 0.5% tax base threshold is a total budget of \$16,832.

Township staff recommend the establishment of a budgetary limit to be incorporated into the Grant Application Policy as outlined in Section 8 of the policy.

Organizations under Separate Agreement

The following organizations have a separate agreement with the Township for the use of facilities for nominal consideration:

- Badenoch (term of lease agreement is to December 31, 2026)
- Whistle Stop Daycare (facility use agreement expires June 19, 2015 and is renewed annually)
- Guelph Community Health Centre (Playgroup) (facility use agreement expires June 23, 2015 and is renewed annually)
- Puslinch Historical Society (term of lease agreement is to September 15, 2015)

It is proposed that organizations that have entered into an agreement for the use of a Township facility at a nominal rate not be eligible to receive funding under the Grant Application Policy.

The following organizations have a separate agreement with the Township for the use of facilities at negotiated rates.

- YMCA-YWCA . Puslinch Power Camp Agreement (agreement expires August 21, 2015 and is renewed annually)

- Aberfoyle Farmers Market (agreement expires on February 1, 2017)

It is recommended that a separate review be conducted for organizations that are currently under separate agreement to establish fair and consistent evaluation criteria and fees in 2016/2017. Further, it is recommended that no additional organizations be eligible for entering into a separate agreement for gratuitous use of Township owned facilities until such a review is completed.

Other Contributions

The practice in the past 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. It is recommended that the 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.

The practice in the past has been for the Township to pay for the advertising costs associated with the Santa Claus Parade, Aberfoyle Fall Fair, and the Plowing Match for advertisements on local newspapers. It is recommended that 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.

There have also been requests by community groups to waive fees associated with ball diamond and rink board advertising as well as sign rentals at the Puslinch Community Centre (electronic sign). It is recommended that fees not be waived for advertising on Township facilities and that the reduced rate of 40% discussed above apply for all qualified applicants.

Implementation Strategy

The implementation strategy is as follows:

It is recommended that the reduced rate for not-for-profit and unincorporated community groups be effective January 1, 2016. The User Fee By-law for 2016 will address the recommendations including applicant qualification requirements for the reduced rate.

It is recommended that the proposed Grant Application Policy be effective for the 2017 budget process. Township staff will send letters to previous funding recipients in June of 2016 providing details of the new process and application requirements. The Township will also place an advertisement in the local newspaper in June/July regarding the program. For future years, it is recommended that only an advertisement be included in the local newspaper regarding the program to invite applicants to apply for funding.

The deadline for submission of the required documentation from all applicants is proposed to be August 31, 2016 in time for the 2017 operating budget deliberations. For future years, the deadline for submission of the required documentation is by 2:00 pm on the last business day of August.

It is recommended that the summarized information obtained from organizations requesting funds be provided to Council in the form of a report prepared by the Finance Department as part of the operating budget process. The 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.

It is recommended that the 0.5% of the tax levy limit recommended in this report also apply for the 2016 budgeted grants.

FINANCIAL IMPLICATIONS

The 2014 actual in-kind bookings and contributions amounted to \$49,355 as outlined in Report FIN-2015-06.

The Township maintains a budget for grants in account number 01-0100-4600 and in the Badenoch Cost Centre in account number 01-0150-4325. See below for further details.

Account Number	Description	2014 Budget	2014 Actual	2015 Budget
01-0100-4600	Grants	\$32,800	\$32,925	\$32,575
01-0150-4325	Badenoch Comm Ctr Grant	\$1,000	\$1,000	\$1,000
Total		\$33,800	\$33,925	\$33,575

APPLICABLE LEGISLATION AND REQUIREMENTS

Accountability and Transparency Policy passed through By-law No. 60/08

Municipal Act, 2001

ATTACHMENTS

Schedule A: Report FIN-2015-021 . 2015 Grant Application Policy and Fee Reduction/Waiver Policy

Schedule B: Comparator Municipalities - Reduced Rates for Use of Facilities

Schedule C: Proposed Grant Application Policy

Schedule D: Proposed Grant Application Form



Schedule A to Report FIN-2015-027

REPORT FIN-2015-021

TO: Mayor and Members of Council

FROM: Mary Hasan, Director of Finance/Treasurer

MEETING DATE: May 6, 2015

SUBJECT: 2015 Grant Application Policy and Fee Reduction/Waiver Policy
File No. A09 GRA and A09 FEE

RECOMMENDATIONS

That Report FIN-2015-021 regarding the 2015 Grant Application Policy and Fee Reduction/Waiver Policy, be received; and

That Council directs staff to proceed with holding a Public Meeting on June 18, 2015 at 7:00 pm in the Council Chambers, Municipal Complex to obtain public input on the proposed Grant Application Policy and Fee Reduction/Waiver Policy as outlined in Schedule C and Schedule D respectively to Report FIN-2015-021; and

That staff publish notice in the Puslinch Pioneer, Township website, and provide notice to previous funding recipients to advise of the Public Meeting; and

That staff report back on the results of the Public Meeting; and

That staff report back in 2016/2017 with regard to organizations under separate agreement.

DISCUSSION

Purpose

The purpose of this report is to provide Council with a proposed Grant Application Policy and Fee Reduction/Waiver Policy as outlined in Schedule C and Schedule D to Report FIN-2015-021 respectively and to obtain direction from Council to proceed with holding a public meeting to solicit input on the proposed policies.

Background

For grant requests, the Township of Puslinch currently sends letters to community organizations in advance of operating budget deliberations requesting certain financial information for consideration. This information is brought to Council for review and approved by Council through the budgeting process (Schedule F).

For in-kind bookings, through Council Resolution Number 2015-043 which indicates that Report FIN-2015-06 regarding In-Kind Bookings and Contributions be received; and that the community groups identified in Report FIN-2015-06 be provided gratuitous use of the rooms in 2015 based on 2014 usage of the Puslinch Community Centre and Optimist Recreation Centre; and that staff report back to Council on the development of a policy regarding the use of Township facilities by community groups and the associated fees prior to consideration of the 2016 Budget. See Schedule E to Report FIN-2015-021 for the analysis performed on in-kind bookings and contributions in 2014.

Council at its special meeting held on December 22, 2014 for the purpose of setting goals and objectives for the 2014 to 2018 Council term included the following items as goals/objectives for their term:

- Development of a Grant Policy for the Spring of 2015 prior to consideration of the 2016 budget; and
- Development of a policy regarding the Use of Township Facilities by community groups for the Spring of 2015 prior to consideration of the 2016 budget.

The draft Recreation and Parks Master Plan 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 adopt a policy relating to special requests for fee waivers for the purposes of equity and transparency.

Considering that a fee reduction/waiver is essentially an informal grant program, it is important to view the Grant Application Policy in conjunction with the Fee Reduction/Waiver Policy.

Benefits

In the interest of consistency and clarity, there is merit in establishing a common approach to dealing with grant funding and in-kind contribution requests in the Township. The creation of these policies allows for Council to approve a series of policy guidelines from which all applications will be evaluated against.

The newly proposed policies enhance accountability and transparency and provide a streamlined and consistent process in reviewing applications. This is in keeping with the

Township's Accountability and Transparency Policy passed through By-law No. 60/08. Grant recipients will be accountable to the Township once funding is utilized through submission of post-event/year-end/project completion reports. These policies are included in Schedule C and D to Report FIN-2015-021. The Grant Application Form is detailed in Schedule G to Report FIN-2015-021. The Fee Reduction/Waiver Application Form is detailed in Schedule H to Report FIN-2015-021.

Annual in-kind bookings and contributions amounted to \$49,355 in 2014 as outlined in Report FIN-2015-06. The proposed Fee Reduction/Waiver Policy provides Council with numerous benefits to effectively administer fee reduction/waiver requests to eligible groups within the community utilizing a consistent and transparent framework. Groups who have not traditionally been aware of the opportunity for fee reductions/waivers will receive clear and concise information to determine their eligibility. By allocating specific funds as part of the Township annual budget process, Council will have a clear understanding of the cost to provide this level of support to the invaluable network of groups and organizations in the community.

Recovering expenses associated with the daily cost of operating recreation facilities is a fundamental component of an overall strategy to manage and maintain community assets for future use and enjoyment. The fee reduction/waiver policy establishes a framework for consistent application and evaluation criteria.

Research

Grant Application Policy:

Township staff obtained policies and application forms from municipalities that have an established program including the County of Wellington, Town of Caledon, Town of Halton Hills, Town of Oakville and Township of Centre Wellington in order to appropriately define the framework going forward for applicants requesting funding from the Township. The summarized results of the review of these municipalities are outlined in Schedule A to Report FIN-2015-021.

Fee Reduction/Waiver Policy:

Township staff obtained fee reduction/waiver policies and application forms from municipalities that have an established program including the Town of Caledon, Town of Halton Hills, Municipality of Thames Centre and Municipality of Central Huron. The summarized results of the review of these municipalities are outlined in Schedule B to Report FIN-2015-021.

The following municipalities were not reviewed for the fee reduction/waiver policy for the following reasons:

- The County of Wellington does not have a policy for waiving or providing favourable fees for community groups and charitable organizations as they do not provide special rates to these organizations.
- The Town of Oakville does not have a separate policy for fee reduction/waivers.

- Organizations in Centre Wellington requesting a reduction in the Township's fees for the purpose of Parks and Recreation facility rental/service are required to submit a written request directly to Council.

Grant Funding and In-Kind Bookings and Contributions as a Percentage of Taxes Levied

Table 1 below provides an analysis of grant funding and in-kind bookings and contributions as a percentage of taxes levied:

Table 1:

2015 Figures	Puslinch	Wellington County	Caledon	Halton Hills	Oakville	Centre Wellington	Thames Centre	Central Huron
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%	2.46%	0.06%	0.16%	0.18%	0.51%	0.47%	0.27%	0.69%
Avg. %								0.33%

Note A . the 2015 in-kind bookings and contributions budget is included in the total 2015 grant budget.

Note B . An amount is not budgeted for in-kind bookings and contributions.

Note: Based on discussions with the Director of Financial Services/Treasurer of the Municipality of Thames Centre, Council is in the process of potentially disbanding the Community Partnership Fund and the Waiver of Fees program due to significant budget restraints.

Note: Based on discussions with the Director of Finance of the Municipality of Central Huron, the funds granted for the Central Huron Donation Fund are revenues obtained from the OLG Casino.

The Township's 2015 approved taxation levy based on 2015 Budget By-law No. 017/15 is \$3,366,369. The 2015 budgeted grants (excluding in-kind bookings and contributions) amounts to \$33,575 as outlined in Schedule F to Report FIN-2015-021. The 2014 actual in-kind bookings and contributions amounted to \$49,355 as outlined in Schedule E to Report FIN-2015-021. Therefore, the Township is currently providing grant and in-kind contribution funding of 2.5% of taxes levied.

Total Upset Limit of Funds

It is recommended that a grant application policy and fee reduction/waiver policy include a combined upset limit of funding per organization per calendar year.

Notwithstanding the above, where an organization is hosting a community event (excluding fundraising activities and events), funds available to the organization are limited to a maximum of \$XXX per event capped at three (3) events per calendar year.

Table 2 below includes the upset limits per calendar year for the municipal policies reviewed:

Table 2:

Upset Limit	Wellington County	Caledon	Halton Hills	Oakville	Centre Wellington	Thames Centre	Central Huron
Grants	\$2,000	No limit	\$5,000	No limit	\$5,000	No limit	No limit
In-Kind	N/A	\$2,500	No limit	No limit	Included above	No limit	\$500
Total	\$2,000	\$2,500	\$5,000	No limit	\$5,000	No limit	\$500

Recommendations

Combined Upset Limit Analysis

Table 3 below includes a summary of combined upset limit amounts ranging from \$750 to \$1,250 and their impact as a percentage of the Township's 2015 tax base. The table also includes estimates of the amount of 2016 funding eligible to organizations that received previous grant funding and/or in-kind bookings based on the proposed Grant Application Policy and Fee Reduction/Waiver Policy.

As noted in Table 1 above, the average of grant and in-kind contribution funding as a percentage of taxes levied is 0.33%. Establishing a combined upset limit of \$750 would result in 1.09% of grant and in-kind contribution funding as a percentage of taxes levied as noted in Table 3 below. This is 0.75% higher than the average of the sample municipalities. To be in line with the 0.33% indicated in Table 1 above, the Township would need to limit grant and in-kind contribution funding (including organizations under separate agreement) to \$11,109 per year.

Table 3:

Organizations	\$	\$	Combined Upset Limit \$ - 2016			Proposed Policy Linkages
	2014 In-Kind	2015 Grant	\$750	\$1,000	\$1,250	
Aberfoyle Agricultural Society	3,490	3,000	1,500	2,000	2,500	Assumption of one (1) community event (excluding fundraising activities/events) based on past events, ie. Fall Fair.
Aberfoyle Public School	1,927	Nil	Nil	Nil	Nil	It is proposed that educational institutions are not eligible for funding. See recommendation for Aberfoyle Public School below.
Community Oriented Policing Centre	311	500	1,500	2,000	2,500	Assumption of one (1) community event based on past events.
Crime Stoppers Guelph Wellington	Nil	Nil	750	1,000	1,250	
Friends of Mill Creek	1,260	1,250	750	1,000	1,250	In-kind bookings for facility space
Guelph Community Health Centre (Playgroup)	4,520	Nil	4,520	4,520	4,520	Organization under separate agreement . see below.
Junior Garden Club	497	Nil	750	1,000	1,250	In-kind bookings for facility space
Kiwanis Music Festival	Nil	100	750	1,000	1,250	
Mill Creek	848	Nil	750	1,000	1,250	In-kind bookings for facility space
Mindful RemedEase	Nil	Nil	750	1,000	1,250	
Morrison United Church	1,650	Nil	Nil	Nil	Nil	It is proposed that groups or organizations of a religious nature are not eligible for funding.
Optimist Club of Puslinch	15,739	Nil	3,000	4,000	5,000	Assumption of three (3) community events (excluding fundraising activities/events) based on past events, ie. Winter Classic Tournament, Santa Claus Parade, Canada Day Pancake Breakfast.
Puslinch Historical Society . Library Rental	5,000	Nil	5,000	5,000	5,000	Organization under separate agreement . see below.
Puslinch Lake Conservation Association	Nil	25,000	750	1,000	1,250	
Puslinch Minor Soccer Club	1,034	Nil	750	1,000	1,250	In-kind bookings for facility space

Organizations	\$	\$	Combined Upset Limit \$ - 2016			Proposed Policy Linkages
	2014 In-Kind	2015 Grant	\$750	\$1,000	\$1,250	
Senior Community Event (Euchre)	1,243	Nil	Nil	Nil	Nil	Note C
Sunrise Therapeutic Riding & Learning Centre	Nil	2,500	750	1,000	1,250	
Wellington County Farm and Home Safety Association	Nil	125	750	1,000	1,250	
Wellington County Plowmen's Association	Nil	100	750	1,000	1,250	
Whistle Stop Daycare	11,838	Nil	11,838	11,838	11,838	Organization under separate agreement . see below.
Badenoch Community Centre	Nil	1,000	1,000	1,000	1,000	Organization under separate agreement . see below.
Grand Total	82,930		36,608	41,358	46,108	
% of 2015 Tax Base	2.46%		1.09%	1.23%	1.37%	

Note C: Note that the estimates of 2016 funding in Table 3 above are preliminary. There are specific applicant qualification criteria that must be met for an organization to be eligible for funding and requires a detailed review of pertinent documentation submitted by the applicant.

Organizations under Separate Agreement

The following organizations have a separate agreement with the Township for the use of facilities for nominal consideration:

- Badenoch (term of lease agreement is to December 31, 2026)
- Whistle Stop Daycare (facility use agreement expires June 19, 2015 and is renewed annually)
- Guelph Community Health Centre (Playgroup) (facility use agreement expires June 23, 2015 and is renewed annually)
- Puslinch Historical Society (term of lease agreement is to September 15, 2015)

It is proposed that those organizations that have entered into an agreement for the use of a Township facility at a nominal rate are not eligible to receive funding under the Grant Application Policy and the Fee Reduction/Waiver Policy.

The following organizations have a separate agreement with the Township for the use of facilities at negotiated rates.

- YMCA-YWCA . Puslinch Power Camp Agreement (agreement expires August 21, 2014 and is renewed annually)
- Aberfoyle FarmersqMarket (agreement expires on February 1, 2017)

It is recommended that a separate review be conducted for organizations that are currently under separate agreement to establish fair and consistent evaluation criteria and fees in 2016/2017. Further, it is recommended that no additional organizations be eligible for entering into a separate agreement for gratuitous use of Township owned facilities until such a review is completed.

Aberfoyle Public School

Aberfoyle Public School utilized the Township's facilities at a nominal consideration in 2014 as per Schedule E to Report FIN-2015-021. The Township's agreement with the Wellington County Board of Education (now known as the Upper Grand District School Board) dated the 2nd day of December 1996 expired. It is recommended by the Township's insurers that Township staff work with the Upper Grand District School Board to develop a new agreement for the use of Township facilities.

Other Contributions

The practice in the past has been to provide photocopies and mailings free of charge on behalf of certain community organizations. It is recommended that the costs to the Township of providing free photocopies and mailings on behalf of certain community organizations be encompassed in the organization's total upset limit of funding per calendar year. See costs below:

Photocopies - \$0.25 per page as per the Township's User Fee By-law No. 076/14
Per Mailing - postage - \$0.77; envelope - \$0.06

The practice in the past has been for the Township to pay for the advertising costs associated with the Santa Claus Parade and Aberfoyle Fall Fair. There have also been requests by community groups to waive fees associated with ball diamond and rink board advertising as well as sign rentals at the Puslinch Community Centre (electronic sign). It is recommended that the fees associated with these be encompassed in the organization's total upset limit of funding per calendar year.

FINANCIAL IMPLICATIONS

The 2014 actual in-kind bookings and contributions amounted to \$49,355 as outlined in Report FIN-2015-06.

The Township of Puslinch maintains a budget for grants in account number 01-0100-4600 and in the Badenoch Cost Centre in account number 01-0150-4325. See below for further details.

Account Number	Description	2014 Budget	2014 Actual	2015 Budget
01-0100-4600	Grants	\$32,800	\$32,925	\$32,575
01-0150-4325	Badenoch Comm Ctr Grant	\$1,000	\$1,000	\$1,000
Total		\$33,800	\$33,925	\$33,575

APPLICABLE LEGISLATION AND REQUIREMENTS

Accountability and Transparency Policy passed through By-law No. 60/08

Municipal Act, 2001

Directly from the Municipal Act, 2001 regarding Grants:

Assistance prohibited

Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

General power to make grants

Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1)

ATTACHMENTS

Schedule A: Other Municipal Grant Application Policies

Schedule B: Other Municipal Fee Reduction/Waiver Policies

Schedule C: Proposed Grant Application Policy

Schedule D: Proposed Fee Reduction/Waiver Policy

Schedule E: Report FIN-2015-06 . In-Kind Bookings and Contributions

Schedule F: 2015 Approved Grant Allocations

Schedule G: Grant Application Form

Schedule H: Fee Reduction/Waiver Application Form

**Schedule A to Report FIN-2015-021
Other Municipal Grant Application Policies**

	County of Wellington	Town of Caledon	Town of Halton Hills
Purpose	Establish a set of guidelines to provide financial assistance to not-for-profit organizations by means of a grant.	Support organizations with goals and objectives that support the Town's Community Based Strategic Plan and Vision.	Provide support to individuals, community organizations, groups and businesses that maintain and improve the quality of life for residents by providing facilities and services.
Applicant Qualification/ Criteria	<p>1.) The applicant must be operating as a not-for-profit organization.</p> <p>2.) The applicant must have a formal organizational structure (ie. a Board of Directors, Committee Structure, or a structure similar in nature).</p> <p>3.) The applicant must be providing services, products, etc. that are benefiting the County and its residents.</p>	<p>Priority will be given to groups or organizations that are aligned with the following criteria:</p> <p>1.) Community-based and fairly represent their own interest and those of the communities which they serve.</p> <p>2.) Maintain a historical and community link between our agricultural, rural and urban communities.</p> <p>3.) Must be in adherence with the requirements of the Ontario Government, including the Ontario Human Rights Code</p>	<p>1.) Demonstrate the aims, objectives and activities are of benefit to the community and support the strategic priorities of Council.</p> <p>2.) Criteria to evaluate proposals: benefits the majority of residents; affordable, accessible, inclusive and diverse; demonstrates collaboration, positive community engagement and civic pride; promotes volunteerism, participation and leadership development; new or complimentary to existing services; facilitates self-sufficiency and/or sustainability; promotes efficient/effective use of municipal resources; fosters a healthy, safe and active community.</p> <p>3.) Must be in good standing with the Town.</p>
Applicants Not Eligible	See eligibility discussion above.	For profit organizations; foundations that raise funds for another organization and their associated groups or agencies; groups or organizations of a religious nature; groups or organizations affiliated with any political party or event; 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 Town or in litigation with the Town.	<p>1.) faith organizations; political affiliations; service clubs; hospitals, clinic based or medical treatment services; educational institutions; government (federal, provincial, regional, municipal).</p> <p>2.) Consideration may be given to the organizations noted above for activities/events that support the strategic priorities of Council as contained in the Town's strategic plan and municipal assistance policy.</p> <p>3.) Fundraising activities/events are only eligible when 100% of the net funds raised are directed back to a Town facility, program and/or service.</p>
Application Requirements	<p>1.) Must be submitted to the Clerk by the specified date and time as printed in the application page (November 30th).</p> <p>2.) Must be completed in full, with all requested information attached</p> <p>3.) A copy of operating budget and recent financial statements for the organization/project.</p> <p>4.) A letter of reference upon request.</p>	<p>1.) An operating budget for the organization's operating year in which the funds would be utilized; if not available, most recent operating budget is required.</p> <p>2.) Previous years' financial statements (reviewed or audited); if not available, most recent financial statements are required.</p> <p>3.) Complete and submit an official application form in accordance with guidelines and deadlines</p> <p>4.) An organization applying for multiple grants must complete an application form for each separate funding request.</p> <p>5.) Not mandatory but invited to present grant requests to Council at a future announced date after all of the above information is provided (maximum 10 minute presentation to Council)</p> <p>6.) Deadline - October 31st of a given year</p>	<p>1.) Projects must present a detailed budget including actual and projected revenue and expenses; copies of invoices are required with submission for funding; proposals for major initiatives must be received 6 months in advance of the proposed initiative to facilitate the review process; initiatives must take place in the Town and serve Town residents; initiatives must have community-wide benefit and not duplicate the efforts of existing initiatives/events.</p> <p>2.) Proposals will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures; only complete proposals will be forwarded under a staff report to the Community Affairs Committee of Council for consideration at the designated meetings (see Deadlines for Applications.); community affairs committee of Council may request a presentation of the applicant's proposal.</p>
Grant Categories and Funding Allocation	None	<p>1.) Sustaining/Continuing Support - grants for organizations that are community based and fairly represent both their own interest and those of the communities in which they serve. Priority will be given to organizations that maintain a historical and community link between our agricultural, rural and urban communities. No guarantee on future funding regardless of past funding received.</p> <p>2.) Project-Based Support/One-Time - Grants are to be given only to organizations for the purpose of a specific and measurable project or program. Priority will be given to organizations that maintain a historical and community link between our agricultural, rural and urban communities.</p> <p>3.) Special Event Activity Support - Grants are to be given as "seed" money. Funds are allocated to provide start-up funding for a new organization, or a new program within an already existing organization, for activity deemed to be of significant value to the community at a large.</p>	<p>all proposals are subject to available funds</p> <p>1.) Marketing/Promotion</p> <p>2.) Special Purposes, Projects or Start-up Costs</p>

**Schedule A to Report FIN-2015-021
Other Municipal Grant Application Policies**

	County of Wellington	Town of Caledon	Town of Halton Hills
Requirements after Approval of Grant Request	No requirements.	<p>1.) Recognizing the Town's grant contribution at the organization's event or activity and acknowledging funding on all promotional material (if the Town logo is used, approval must be obtained from the Communication Department prior to printing of the promotional material).</p> <p>2.) Recipients awarded a grant for a specific project or event are required to submit a final report within 3 months of project/event completion. The report must evaluate the outcomes of the events, as well as identify how the project/event met its goals and objectives. Such reports may be used in awarding grants in subsequent years. Must identify and advise of any surplus funds. Surplus funds may be required to be returned to the Town and/or deducted from future grant considerations.</p> <p>3.) Recipients awarded a grant for sustaining/continuing support are required to submit a year-end report which evaluates how the funding was utilized and how it contributed to overall goals and objectives of the organization.</p> <p>4.) Any grant recipient that does not comply with the requirements may not receive future grant funding.</p>	<p>1.) Successful proposals will acknowledge the Town's support in all communications and promotions.</p> <p>2.) Funds received are to be used as specified by the Community Affairs Committee of Council</p> <p>3.) All unused funds will be returned</p> <p>4.) Adherence to all applicable municipal by-laws, policies and procedures is required</p>
Threshold	Community Programmes and Community Events that apply for a grant will be allotted a maximum of \$2,000 per application. All requests over \$2,000 will be considered by the Administration, Finance and Personnel Committee as a special grant request.	No limit . based on request and past history	Special Purposes, Projects or Start-up Costs - a one-time start up grant is available for new initiatives/events which have community-wide benefit. The Town may provide a grant up to 25% of project costs, to a maximum of \$5,000. Request over \$5,000 will be referred to Council by the Community Affairs Committee of Council.
Special Exemptions	<p>1.) Exempt from the formal application process: All Agricultural Societies within Wellington County; Wellington 4H; Wellington Farm and Home Safety; Wellington County Plowmens Association; Wellington Soil and Crop Improvement; Wellington County Cattlemen's Association (these organizations are included in the County's 2015 budget figure of \$52,900 for the grant application program).</p> <p>2.) In order to apply for a grant, a letter must be sent to the County from the exempted organization(s). The letter must identify the need for a grant for the year in question and the general intent of use of the funds. These letters must be received by November 30th annually before any grant funds are to be forwarded to the organization(s).</p> <p>3.) The Committee will review the Organizations listed every year. Any changes (additions or deletions) to this section will be communicated to the affected Organizations in writing.</p>	None	None

**Schedule A to Report FIN-2015-021
Other Municipal Grant Application Policies**

	Town of Oakville	Township of Centre Wellington
Purpose	Acknowledges and supports the enhancement and preservation of a positive quality of life for its citizens. One means of achieving this goal is the provision of financial assistance through grants, donations, loans, fee assistance or in-kind services to organizations, community groups and individuals for purposes which support the town's corporate goals and strategy.	Provide financial assistance to not-for-profit organizations by means of a grant to enhance the overall well-being of the community.
Applicant Qualification/ Criteria	<p>1.) Community assistance funding is available only to Oakville-based, non-profit volunteer community groups which exist for the purpose of providing municipally-related programs, services or projects specifically to the residents of Oakville subject to criteria and limitations contained herein.</p> <p>2.) Organizations requesting funding for a purpose which meets the criteria of a funding opportunity offered by another level of government will be referred to that funding source. Assistance received should not be considered as the primary source of funding. The applicant must show that there has been exploration of other financial support mechanisms (i.e. fundraising) prior to making the request and adequate volunteer support.</p> <p>3. Not-for-profit community group or organization (registered as a charitable organization by Revenue Canada) initiating or delivering programs and services to the municipality.</p> <p>4. Formal organizational structure with an active Board of Directors and/or Executive committee/Officers.</p> <p>5. Based in Oakville, with a majority of members being Oakville residents.</p> <p>6. Services, programs and activities that primarily benefit Oakville citizens.</p> <p>7. Demonstrate the fiscal viability and accountability of the organization.</p>	<p>1.) Not-for-profit organization; independent volunteer board of directors, meet regularly, maintain appropriate minutes and recordings of proceedings; based in the Township, majority of members residents; membership and programs open to all Township citizens, and services, programs and activities benefit primarily to Township citizens; programs or services serve clearly identified community needs not already adequately addressed by another organization, be it government, corporate or another not-for-profit organization; existence for one or more years; community commitment to programs through participation in organization/attendance at functions sponsored by organization; support from other sources than public funds (ie. through ticket sponsorships or membership sales); not in arrears with Township.</p> <p>2.) Council may grant special consideration to entities that do not meet the eligibility requirements but are unique in nature and fulfill a specific need in the community.</p> <p>3.) Criteria: merit and achievement; professional standards; community service and participation; fiscal and overall accountability of the applicant; administrative accountability; responsiveness to existing community need; degree of accessibility; economic impact.</p>
Applicants Not Eligible	Religious organizations for sacred or sectarian purposes; political parties, ridings, associations and candidates; individuals; donations to charitable causes; debt retirement; as replacement for other funding sources; commercial and/or third-party fundraising individuals; coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these groups; on a retroactive basis for purposes which have already occurred; travel	Profit oriented organizations; individuals; marketing, travel or accommodation, uniforms, personal equipment, banquets, trophies or entertainment; rent (excluding Township facilities), utilities or debt repayment; attendance at conferences, workshops or seminars; request for funding prior year deficits; failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds; requests for grants to an individual, or an individual group that is controlled by a parent organization (parent organization should apply instead); organizations that receive other subsidies from the Township; service clubs, except under the Specific Annual Grants category.
Application Requirements	All requests for community assistance funding shall be by application, directed to the Commissioner of Corporate Services and Treasurer or his/her delegate, and contain: Proof of registration as a charitable organization with Revenue Canada or status as a Not for Profit organization (NPO); Organization structure with Board of Directors' names, positions, and phone numbers; Information about the organization and how its programs or services benefit the community; A statement of the organization's goals and objectives, constitution and by-laws or, operating guidelines; amount financial assistance requested, including where the funds will be used; a current business plan/budget as well as audited financial statements for the immediately preceding year; completed application form	Preparation and submission of operating budgets and complete financial statements (both balance sheet and income statement including comparative information from previous year); verification of non-profit/charitable status (ie. incorporating documents, constitution, by-laws, etc.); listing of executive officers of the organization; two letters of reference at arm's length to applicant.
Requirements after Approval of Grant Request	Community funding assistance may not be used for purposes other than the purposes approved by Council. If such assistance is used for a purpose other than that approved by Council, it must be repaid. An organization receiving other than in-kind contributions will be required to provide verification through financial statements or receipts that the financial assistance provided was expended according to the resolution of support approved by Council. Community assistance recipients will be required to acknowledge the support of the Town in all advertising, publicity, programs, signage and plaques relating to the project for which funds were provided. The recipient may not represent the town as a partner, or hold the town responsible for any obligations relating to the project.	Acknowledge the support of the Township of Centre Wellington in all printed materials; provide a written statement of use of funds within two months of the event/program/service. Organizations will not be considered for future grant funding until all required reports are received by the Township. Grant Application Exempt Organizations awarded Specific Annual Grants are exempt from this requirement. Funds to be used for the purposes described in the application. Council must be informed if the project is delayed or changed substantially for any reason. In the event the project does not go forward, the applicant will return those funds granted for the proposed project.

**Schedule A to Report FIN-2015-021
Other Municipal Grant Application Policies**

	Town of Oakville	Township of Centre Wellington
Threshold	Budget of \$964,300 in grants in 2015. This includes recreation subsidies, heritage grants, sports grants, cultural grants as well as BIA support for community events. \$120,500 of the amount relates to Seniors Tax Reductions and Registered Charity Rebates.	Grant funds available to an organization in a budget year are limited to a maximum of \$5,000 which includes requests for subsidized Township parks and recreation facility rentals.
Special Exemptions	None	<p>The following organizations have been approved by Council for annual funding without application (\$20.1K total)- Fergus and District Horticultural Society - \$1,650; Elora and Salem Horticultural Society - \$1,950; Elora Lions Club (Elora Santa Claus Parade) - \$1,600; Elora Cataract Trailway Association - \$5,000; Fergus Lions Club (Fergus Santa Claus Parade) - \$1,700; Royal Canadian Legion Wreaths - \$450; Wellington County Farm and Home Safety Association - \$500; Senior Summer Games - \$750; Ponsonby Recreation Club - \$1,500; Centre Wellington Food Bank - \$5,000</p> <p>In order to be eligible, a letter must be received by the Township annually prior to August 31st before any grant funds are to be considered from the exempt organization identifying the need for the grant and the general intent of use of the funds. If the organization wants to submit a request for increased funding, must identify the need and the amount of increase within the required letter noted above. The budget committee will review the grant application exempt organizations listed above annually in September during preliminary annual budget process. Any changes will be communicated to the affected organizations in writing prior to the grant application process advertisement.</p>
Grant Categories and Funding Allocation	None	<p>1.) Performing/Visual Arts (\$20K budget) - enhance quality of life for residents by fostering and strengthening the arts and culture, supporting artistic excellence and stimulating wider community appreciation and participation.</p> <p>2.) Special Events (\$5K budget) - enhance the quality of life for residents by fostering and strengthening special events and stimulating wider community appreciation and participation.</p> <p>3.) Social/Environmental Organizations (\$6K budget) - enhance the quality of life by fostering, strengthening and stimulating wider community appreciation and participation in social and/or environmental activities.</p> <p>4.) Specific Annual Grants (\$20.1K budget) - enhance the quality of life by fostering, strengthening and stimulating wider community appreciation and participation in the community.</p>

**Schedule B to Report FIN-2015-021
Other Municipal Fee Reduction/Waiver Policies**

	Town of Caledon	Town of Halton Hills	Municipality of Thames Centre	Municipality of Central Huron
Purpose	The Town supports special events planned by community groups based in Caledon and acknowledges that local events celebrate and strengthen communities, fostering a spirit of involvement, learning, sharing and giving.	Provide the process, categories of eligibility and support documents related to submitting a proposal for waiver of municipal fees.	Guide employees, Council, Not-for-Profit organizations and the public on how the municipality will handle special requests to waive or reduce fees at Municipal Facilities.	Create consistency and parameters around the waiving or reduction of fees to such parties. To streamline the fee waiver process and provide a consistent approach in the information that is provided for consideration. To consistently record the revenue for the parks and facilities as they are utilized.
Applicant Qualification/ Eligibility	<p>1.) Groups must exist for the benefit of Caledon and provide services that are available to residents of Caledon. Groups eligible are Caledon-based groups that are not-for-profit, volunteer-based organizations.</p> <p>2.) Financial Responsibility - must demonstrate capability of carrying out its objectives and meeting its financial obligations</p> <p>3.) Constitution and By-laws - must operate in an open and democratic manner through the holding of annual membership meetings and the election of an executive from the general membership; annual general meetings must be advertised to the group's membership no less than 30 days prior to the meeting; all members must be eligible to vote; groups must adhere to the Human Rights Code.</p> <p>4.) Majority of voting members of executive/board must be residents or ratepayers of the Town.</p> <p>5.) Consideration for event funding will be given if the event meets the following: the event has a broad appeal, the event is free or a low cost to participants and attendees, the event is organized with community partners.</p>	<p>1.) For fundraising activities/events facility fee waivers are only eligible when 100% of the net funds raised are directed back to a Town facility, program or service.</p> <p>2.) Events should be approved community-wide events where admissions are free.</p> <p>3.) This application is for rental fees for municipally owned or controlled facilities.</p> <p>4.) Groups registered with the Town who conduct an Annual General Meeting where the election of officers takes place. Some restrictions may apply.</p> <p>5.) Community events where an admission charge is levied, fees may be waived when costs are not recovered due to extenuating circumstances.</p>	<p>1.) Not for profit organizations</p> <p>2.) Thames Centre Council will make a decision to approve or deny a request utilizing the following criteria: availability of the venue; the potential for detrimental noise impacts of the event on nearby residents and businesses; other events scheduled; adherence to all relevant municipal policies.</p>	Operate as non-for-profit; based in the Municipality of Central Huron; School Groups; activity does not duplicate an existing program or activity; activity will provide benefit to the community/public; Event/activity/function will occur within the Municipal boundaries at a designated Municipal facility or park; Organizations must demonstrate financial need.
Applicants Not Eligible	Fundraising events	Fundraising activities/events; costs for personnel services are ineligible for Municipal Assistance; third party fees; request for relief from licences, development charges, building permits; requests for relief from fees not controlled by the municipality.	On occasion, Thames Centre Council or staff receives requests to raise money for a cause, to sponsor a particular organization, or to help underwrite the cost of a trip by a class, a club or a sports organization by making a financial contribution to the organization. The municipality shall not make financial contributions to support organizations or clubs.	Private events such as weddings, birthdays, anniversary parties, engagement parties, etc.; for-profit organizations, individuals or groups; events or activities that are not open to the general public; organizations based outside the Municipality of Central Huron (unless the demonstrated benefits are primarily to the residents of the Municipality of Central Huron); projects or organizations that did not fulfill their obligation during previous events or activities for which park or facility fees were waived or reduced; Any activity, event or program that contravenes the Municipality's existing policies.
Requirements after Approval of Grant Request	All approved events must acknowledge the Town in all advertising pieces (must be provided to and approved by Parks and Recreation prior to event date). Must provide a post event report to the Parks and Recreation Department designate within 90 days of event date. This will include a detailed financial report and attendance numbers.	Post event financial statement must be submitted to secure the fee waiver(s).	Acknowledge municipality in all materials and announcements about the event.	Advertisement of events must include acknowledgement of the Municipality's contribution.

**Schedule B to Report FIN-2015-021
Other Municipal Fee Reduction/Waiver Policies**

	Town of Caledon	Town of Halton Hills	Municipality of Thames Centre	Municipality of Central Huron
Application Requirements	<p>1.) The event must utilize the Town's facilities or services. The event must comply with Town requirements for events and facility rentals including necessary insurance, permits and approvals in place within the required timelines. All rentals are subject to facility service/availability. Community groups will be required to apply for funding on an annual basis.</p> <p>2.) Annual financial statements must be included with the application.</p> <p>3.) A constitution must be submitted with the application.</p> <p>4.) All applicants must be received a minimum of 6 months prior to the event date.</p>	<p>1.) Proposals reviewed by staff for accuracy, completeness and compliance</p> <p>2.) Only complete proposals will be forwarded under a staff report to the Community Affairs Committee of Council for consideration at the designated meetings.</p> <p>3.) Request for waiver of municipal fees must be received prior to activity/event</p> <p>4.) Community Affairs Committee of Council may request a presentation of the applicant's proposal.</p> <p>5.) Special consideration may be granted to proposals at the discretion of the Community Affairs Committee of Council.</p>	<p>1.) Consider providing grants to not-for-profit organizations to support services they provide to Thames Centre community through the Community Partnership Fund provided the application is submitted by the last Friday in October annually.</p> <p>2.) Organization is required to indemnify the municipality from and against any and all injuries and claims for damages incurred as a result of their use of the Municipal facility.</p>	<p>1.) Any approval given for the reduction or waiver of fees will only be applied to a single event. Any future or ongoing (annual) events will require further applications to be submitted.</p> <p>2.) Community groups, individuals or organizations that wish to be considered for waiving or reduction of rental fees for parks and facilities must apply in writing to the Clerk's Department using the detailed application form. Applications must be submitted to the Clerk's Department a minimum of 60 days prior to the event for consideration.</p> <p>3.) The application will be reviewed by the Clerk and Facilities Manager for eligibility and assessed based on the application provided. If the Clerk and Facilities Manager are unable to approve the application because the request falls outside eligibility criteria, the applicant has the option to make a formal request to Council for consideration. Council will then, through resolution at a Regular Council meeting, make the final decision with regard to approval, partial approval or denial of the waiver or reduction of fees request.</p>
Threshold	<p>1.) Events hosted by community groups up to a maximum of \$2,500 per calendar year regardless of the number of events hosted. Required to apply on a per event basis.</p> <p>2.) Requests exceeding \$2,500 require the host group to delegate to Council. Written requests shall be received by the Parks and Recreation Department staff and be administered on a first-come-first served basis subject to approved annual budget. The program and its funding shall be reviewed annually as part of the Town's budget process. The amount of funding awarded will be subject to availability within the annual budget.</p>	<p>All proposals are subject to available funds.</p>	<p>No limit</p>	<p>The maximum allotment of fees to be waived will be \$500 per group, per annum and will be determined after review of the completed application form by the Clerk and Facilities Manager.</p>



TITLE: GRANT APPLICATION POLICY
DATE: May 6, 2015
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 that maintain and improve the quality of life for residents of the Township of Puslinch (Township).

2.0 Applicant Qualifications

Organizations applying for funding must meet the following qualifications:

- The organization must be operating as a not-for-profit organization.
- The applicant must have a formal organizational structure (ie. a Board of Directors, Committee Structure, or a structure similar in nature) and hold regular meetings.
- The agency or group is a Puslinch-based organization or an organization that benefits Township residents. The service or project provided by the group provides a unique benefit to the residents of the Township.
- The organization must be able to demonstrate that the funding assistance requested from the Township supplements funding the organization has received through other sources and its own fundraising efforts.
- The applicant must be able to demonstrate that there is volunteer involvement in the day to day provision of its services.
- The applicant must show that the service or project is needed and not in conflict with a similar service provided by another organization in the community.
- The applicant must demonstrate financial need and should indicate the impact on the activity that will take place if the funding is not received.

The following organizations are not eligible for funding:

- 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 who did not meet the requirements or fulfill their obligations of a previous grant application or fee reduction/waiver application.
- Organizations that have entered into an agreement for the use of a municipally owned or controlled facility at a nominal rate.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Fundraising activities and events.
- Donations to charitable causes.
- Travel or accommodations, uniforms, personal equipment, banquets, entertainment.
- Attendance at conferences, workshops or seminars.
- Personnel costs.
- 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 – Sustaining/Continuing Support

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. There is no guarantee on future funding regardless of past funding received. Services, programs and activities must demonstrate a benefit to the majority of residents.

The following costs are eligible for funding:

- Marketing or advertising costs including fees associated with ball diamond, rink board and sign rental advertising.
- Photocopy costs
- Mailing costs including postage and envelopes

Category 2 – Project-Based/One Time/Start-Up Support

Grants are to be given as needed money. Funds are allocated to provide start-up funding for a new not-for-profit organization, or a new program within an already existing not-for-profit organization, for an activity deemed to be of significant value to the community at large.

Category 3 – Community Event Support

Grants are to be given to organizations for the purpose of a community event that benefits the majority of residents. Examples include the Santa Claus Parade, Fall Fair, and the Canada Day Pancake Breakfast and Fireworks. Note, for the use of a Township owned facility at a reduced or waived fee, refer to the Fee Reduction/Waiver Policy.

6.0 Application Requirements

The following items are required as part of the grant application process:

- The grant application must be submitted to the attention of the Finance Department by 2:00 pm on the last business day of September.
The Corporation of the Township of Puslinch
7404 Wellington Road 34
Guelph, ON, N1H 6H9
Attention: Grant Application Program
- 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.
- Verification of not-profit/charitable status (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only.
- Organization structure with Board of Directors or Executive Officers names and positions.
- An operating budget for the organization's operating year in which the funds would be utilized; if not available, most recent operating budget is required.
- Previous years' financial statements (reviewed or audited); if not available, most recent financial statements are required.
- An organization applying for multiple grants must complete an application form for each separate funding request.

- Invited to present grant requests to Council at a future announced date. This is not mandatory.

7.0 Conditions of Funding

- Grant funding assistance may not be used for purposes other than the purposes described in the application.
- Recipients awarded a grant for a specific project or event are required to submit a final report within three (3) months of project/event completion. The report must include a financial statement and/or receipts.
- Recipients awarded a grant for sustaining/continuing support are required to submit a year-end report within three (3) months of the end of the fiscal period (December 31st of a given year) which outlines how the funding was utilized and how it contributed to the overall goals and objectives of the organization.
- 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.

8.0 Maximum of Funds Available

Funds available to an organization are limited to a maximum of \$XXX per organization per calendar year which includes requests for fee reductions/waivers. 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.

Notwithstanding the above, where an organization is hosting a community event (excluding fundraising activities and events), funds available to the organization are limited to a maximum of \$XXX per event capped at three (3) events per calendar year.

9.0 Attachments

- Grant Application Form



TITLE: FEE REDUCTION/WAIVER POLICY
DATE: May 6, 2015
SUBJECT: FEE REDUCTION/WAIVER POLICY
File No. A09 FEE

1.0 Purpose

To establish a set of guidelines for providing financial assistance, in the form of a fee reduction or waiver for municipally owned or controlled facilities including the Optimist Recreation Centre, Puslinch Community Centre, and playing fields and surfaces to not-for-profit organizations that maintain and improve the quality of life for residents of the Township of Puslinch (Township).

2.0 Applicant Qualifications

Organizations applying for funding must meet the following qualifications:

- The organization must be operating as a not-for-profit organization.
- The applicant must have a formal organizational structure (ie. a Board of Directors, Committee Structure, or a structure similar in nature) and hold regular meetings.
- The agency or group is a Puslinch-based organization or an organization that benefits Township residents.
- The organization must be able to demonstrate that the fee reduction/waiver assistance requested from the Township supplements funding the organization has received through other sources and its own fundraising efforts.
- The applicant must be able to demonstrate that there is volunteer involvement in the community event.
- The applicant must show that the service or event is needed and not in conflict with a similar service or event provided by another organization in the community.
- The applicant must demonstrate financial need and should indicate the impact on the activity that will take place if the funding is not received.

The following organizations are not eligible for funding:

- 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 who did not meet the requirements or fulfill their obligations of a previous grant application or fee reduction/waiver application.
- Organizations that have entered into an agreement for the use of a municipally owned or controlled facility at a nominal rate.

3.0 Funding Criteria

The following requests are not eligible for funding:

- Fundraising activities and events
- Requests for relief from licences, development charges, building permits, inspections, insurance.
- Requests for relief from fees not controlled by the Township.
- Township staff labour.
- Political campaigns, parties or events.

4.0 Criteria

The following criteria will be used to evaluate fee reduction/waiver requests for events:

- 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 Application Requirements

The following items are required as part of the fee reduction/waiver application process:

- All applications must be received a minimum of sixty days prior to the facility usage date(s) to the Finance Department in order to ensure timely processing.
The Corporation of the Township of Puslinch
7404 Wellington Road 34
Guelph, ON, N1H 6H9
Attention: Fee Reduction/Waiver Program

**Township of Puslinch
Corporate Policy
Schedule D to Report FIN-2015-021**

- Application forms received after this time will be processed, however, groups must assume responsibility for any consequences associated with delays in the confirmation/administration process. All applications are subject to facility service/availability.
- The fee reduction/waiver application form must be completed in full with all requested information attached.
- Verification of not-profit/charitable status (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only.
- Organization structure with Board of Directors or Executive Officers names and positions.
- An operating budget for the organization's operating year in which the fee reduction/waiver is being requested; if not available, most recent operating budget is required.
- Previous year's financial statements (reviewed or audited); if not available, most recent financial statements are required.
- Organizations will be required to apply for funding on a per event basis or annually depending on the nature of the application.

6.0 Conditions of Funding

- The facility usage must comply with Township requirements for events and facility rentals including necessary insurance, permits, and approvals in place within the required timelines.
- Adherence to all applicable municipal by-laws, policies and procedures is required.

7.0 Maximum of Funds Available

Funds available to an organization are limited to a maximum of \$XXX per organization per calendar year which includes requests for grants. The granting of fee reductions/waivers in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.

8.0 Attachments

- Fee Reduction/Waiver Application Form



Schedule E to Report FIN-2015-021

REPORT FIN-2015-06

TO: Mayor and Members of Council
FROM: Mary Hasan, Director of Finance/Treasurer
MEETING DATE: January 28, 2015
SUBJECT: In-Kind Bookings and Contributions

RECOMMENDATIONS

That Report FIN-2015-06 regarding the 2014 In-Kind Bookings and Contributions be received; and

That Council consider the financial implications as noted in Report FIN-2015-06.

DISCUSSION

Purpose

The purpose of this report is to provide Council with the financial implications of in-kind bookings and contributions to the various service groups, community groups, clubs, daycare and playgroups. The 2014 actual grants provided and 2015 grants requested are discussed in Report FIN-2015-05.

Background

Township staff provided this information to Council during the 2014 operating budget process through Report ADM-2014-010.

FINANCIAL IMPLICATIONS

The following chart indicates the amount of the 2014 in-kind contributions received from the following organizations:

Group	2013 In-Kind	2014 Photocopying	2014 Advertising	2014 In-Kind	2014 Total
Optimist Club	\$5,600	Photocopies Note A	Santa Claus Parade . \$94	\$15,645	\$15,739
Seniors Community Event (Euchre)	Nil	Nil	Nil	\$1,243	\$1,243
Mill Creek Subwatershed Community Liaison Team	\$660	Nil	Nil	\$848	\$848
Friends of Mill Creek	\$650	Photocopies and mailings Note A	Nil	\$1,260	\$1,260
COPS	Nil	Nil	Nil	\$311	\$311
Morrison United Church . Mount Carmel-Zion United Church	\$1,460	Nil	Nil	\$1,650	\$1,650
Junior Garden Club	Nil	Nil	Nil	\$497	\$497
Agriculture Society	\$2,800	Nil	Aberfoyle Fall Fair - \$116	\$3,374	\$3,490
Aberfoyle Public School	\$780	Nil	Nil	\$1,927	\$1,927
Puslinch Minor Soccer Club	\$825	Nil	Nil	\$1,034	\$1,034
Whistle Stop Daycare	\$6,015	Nil	Nil	\$11,838	\$11,838
Guelph Community Health Centre (Playgroup)	\$2,035	Nil	Nil	\$4,520	\$4,520
Puslinch Historical Society . Library Rental	\$5,000	Nil	Nil	\$5,000	\$5,000
Total	\$25,825	Note A	\$210	\$49,145	\$49,355

Note A - Amounts have not been quantified at this time.

APPLICABLE LEGISLATION AND REQUIREMENTS

Township User Fee By-law No. 076/14

Municipal Act, 2001

Directly from the Municipal Act, 2001 regarding Grants:

Assistance prohibited

Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

General power to make grants

Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1)

ATTACHMENTS

Schedule A . In-Kind Bookings - Service Community Groups and Clubs

Schedule B . In-Kind Bookings - Daycares/Playgroups

Schedule "A"

Service Community Groups and Clubs

User Group	Event	Facility Used	Details	Revenues
Optimist Club	Euchre	Community Centre - Archie MacRobbie	<p>Jan . May, Oct, Nov, 2014 1st Friday of Jan . May & 2nd Tues of Oct & Nov</p> <p>Jan . May (3 hrs/booking) Oct & Nov (4 hrs/booking)</p> <p>7 bookings total Friday bookings: \$479.00 + HST x 5 = \$2,706</p> <p>Tuesday bookings: \$215.00 + HST x 2 = \$485.90</p> <p>Total: 3191.90</p>	\$3,191.90
	Regular Meetings	Community Centre - Alf Hales	<p>Jan . Feb, March 4 & 11, April . May, Sept 2 & 9</p> <p>1st or 2nd Tuesday 1.5 hours/bookings</p> <p>8 bookings total 1.5 x \$25.00 + HST = \$42.38 8 x \$42.38 = 339.04</p> <p>Total: \$339.04</p>	\$339.04
	Dinner Meetings	Community Centre - Archie MacRobbie	<p>Jan . June, Sept . Dec, 2014</p> <p>Tuesday Evenings 4 hrs/booking</p> <p>10 bookings total</p> <p>\$215.00 + HST = \$242.95</p> <p>\$242.95 x 10 = 2,429.50</p> <p>Total: \$2,429.50</p>	\$2,429.50

	Winter Classic Tournament	Optimist Recreation Centre . Rink Pad	Feb 15 -17, 2014 Feb 15 (9:00 a.m. . 10:00 p.m. Feb 16 -17 (9:00 a.m. . 7:00 p.m.) <i>Feb 15 – 16:</i> \$155.00 +HST = \$175.15 \$175.15 x 23 hrs = \$2,101.80 <i>Feb 17:</i> 8 hrs @ \$78.00 + HST + 2 hrs @ \$155.00 + HST = \$1055.42 Total: \$3,157.22	\$3,157.22
	Santa Clause Parade	Optimist Recreation Centre . Rink Pad Community Centre . Kitchen Sign Rental	Nov. 23, 2014 Rink: 8:00 a.m. . 4:30 p.m. 8.5 hrs \$65.00 + HST = \$73.45 \$73.45 x 8.5 = \$625.32 Kitchen: 5.5 hrs First 4 hours = \$105.00 + HST = \$118.65 Additional hours = \$25.00/hr x 1.5 hrs + HST = \$42.58 Parade advertisement: (Nov. 13 . 24, 2014) 1 week 4 lines = \$63.00 + HST = \$71.19 Thank-you sign: (Dec. 8 . 14, 2014) 1 week 4 lines 1 week 4 lines = \$63.00 + HST = \$71.19 Total: 929.63	\$929.63

Breakfast with Santa	Community Centre Archie MacRobbie & Alf Hales	Nov 22, 2014 Large hall: 6 hrs (7:00 a.m. . 1:00 p.m.) Archie MacRobbie (rented on a 4 hours basis on Sun. 6 hours of use would be charged for 8 hours of use) 4 hrs = \$215.00 + HST = \$242.95 8 hrs = \$242.95 x 2 = \$485.90 Small hall: 6 hrs (7:00 a.m. . 1:00 p.m.) 1 hr = \$25.00 + HST = \$28.25 6 hrs = \$28.25 x 6 = \$169.50 Breakfast Advertisement: (Nov. 15 . 23, 2014) 1 week 5 lines = \$63.00 + HST = \$71.19 Total: \$726.59	\$726.59
Fish Fry	Community Centre Archie MacRobbie & Alf Hales	May 7, 2014 Thursday all day event Large hall (all day): \$365.00 + HST = \$412.45 Small hall 18 hrs (8:00 a.m. . 2:00 a.m.) 1 hr = \$25.00 + HST = \$28.25 18 hrs = \$28.25 x 6 = \$508.50 Fish Fry Advertisement: May 1 . 8, 2014 1 week 5 lines = \$63.00 + HST = \$71.19 Total: \$992.14	\$992.14

	Spring Classic Steak Night	Community Centre Archie MacRobbie & Alf Hales	<p>Oct. 24, 2014 Friday all day event</p> <p>Large hall (all day): \$479.00 + HST = \$541.27</p> <p>Small hall 18 hrs (8:00 a.m. . 2:00 a.m.) 1 hr = \$25.00 + HST = \$28.25</p> <p>18 hrs = \$28.25 x 6 = \$508.50</p> <p>Total: \$1,049.77</p>	\$1,049.77
	Cribbage Tournament	Community Centre . Archie MacRobbie & Alf Hales Sign Rental	<p>Jan. 25, 2014 Saturday all day event</p> <p>Large hall (all day): \$479.00 + HST = \$541.27</p> <p>Small hall 14 hrs (8:00 a.m. . 10:00 p.m.) 1 hr = \$25.00 + HST = \$28.25</p> <p>14 hrs = \$28.25 x 6 = 395.50</p> <p>Cribbage Advertisement: (Jan. 10 . 25, 2014) 2 weeks 6 lines</p> <p>1 week = \$63.00 + HST = \$71.19</p> <p>2 weeks = \$71.19 x 2 = \$142.38</p> <p>Total: \$1,079.50</p>	\$1,079.50 Usage Total: \$15,644.53
Seniors Community Event	Euchre	Community Centre Alf Hales	<p>Jan. 14 & 27, Feb. 11 & 25, Mar. 11 & 25, Apr. 8 & 22, Oct . Dec Small room 12:00 p.m. . 4:00 p.m.</p> <p>11 bookings</p> <p>\$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 4 hrs = \$113.00</p> <p>\$113.00 x 11 = \$1,243.00</p>	\$1,243 Usage Total: \$1,243

Mill Creek	Meeting	Community Centre Alf Hales	Jan . Sept & Nov Small room 1:00 p.m. . 4:00 p.m. 10 bookings \$25.00/hr + HST = \$28.25 \$28.25 x 3 hrs/meeting = \$84.75 \$84.75 x 10 = \$847.50	\$847.50 Usage Total: \$847.50
Friends of Mill Creek	Meetings	Community Centre Alf Hales Room	Jan . Dec, 2014 Monthly Meetings 3:30 p.m. . 5:00 p.m. 18 hrs Small room: \$25.00/hr + HST = \$28.25 \$28.25 x 18 = \$508.50	\$508.50
	BBQ	Archie MacRobbie	Aug. 21, 2014 Thursday 4:00 p.m. . 7:00 p.m. Large hall: 4 hrs = \$215.00 + HST = \$242.95 Total: 751.45	\$751.45 Usage Total: \$1,259.95
COPS	Meeting	Community Centre Alf Hales Room	Jan . Dec, 2014 Monthly Meetings 7:00 p.m. . 8:30 p.m. 11 hours Small room: \$25.00/hr + HST = \$28.25 \$28.25 x 11 = \$310.75 Total: \$310.75	\$310.75 Usage Total: \$310.75

Morrison United Church	Senior Luncheon	Community Centre Archie MacRobbie	<p>Wednesday, April ,June, Oct, Dec, 2014 8:30 a.m. . 3:00 p.m. * Charging full day rate, as it is less expensive than two 4 hour rental rates*</p> <p>Large room: \$365.00 + HST = \$412.45</p> <p>\$412.45 x 4 = \$1,649.80</p> <p>Total: 1,649.80</p>	<p>\$1,649.80</p> <p>Usage Total: \$1,649.80</p>
Junior Garden Club	Registration	Foyer/ Alf Hales	<p>April 2, 2014 6:00 p.m. - 9:00 pm 3 hrs</p> <p>Small room: \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 3 = \$84.75</p> <p>Total: \$84.75</p>	<p>\$84.78</p>
	Banquet	Archie MacRobbie	<p>Sept. 9, 2014 8:00 a.m. . 10:00 p.m. Large room</p> <p>\$365.00 + HST = \$412.45</p> <p>Total: \$412.45</p>	<p>\$412.45</p> <p>Usage Total: \$497.23</p>

Agriculture Society	Chicken BBQ	Community Centre Archie MacRobbie Alf Hales	<p>June 5, 2014 Large hall (all day) & small hall (7:30 a.m. . 10:00 p.m.)</p> <p>Large room: \$365.00 + HST = \$412.45</p> <p>Small room: 14.5 hrs \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 14.5 hrs = \$409.62</p> <p>Total = \$822.07</p>	\$822.07
	Meetings	Community Centre Alf Hales	<p>Jan, May, June, Aug, Oct -- Nov Small room 7:00 p.m. . 10:00 p.m.</p> <p>Small room: 18 hrs \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 18 hrs = \$508.50</p> <p>Total = 508.50</p>	\$508.50
	Fall Fair	Community Centre Soccer pitches Green shed storage Horse paddock	<p>Sept 5 & 6, 2014 Sept 5: Large & small room Sept 6: Large & small room</p> <p>Large room: \$479.00 + HST = \$541.27</p> <p>\$541.27 x 2 days = \$1,082.54</p> <p>Small room: 7:00 a.m. . 10:00 p.m. 18 hrs \$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 18 hrs = \$508.50</p> <p>N/A N/A Sept. 5 & 6, 2014 \$200.00 + HST per day = \$226.00 \$226.00 x 2 = \$452.00</p> <p>Total: \$2,043.04</p>	\$2,043.04
			Usage Total:	\$3,373.61

Aberfoyle Public School	Graduation	Community Centre Archie MacRobbie Alf Hales	<p>June 26, 2014 Large & small room</p> <p>Large room (all day) \$365 + HST = \$412.45</p> <p>Small room (6:00 p.m. . 10:00 p.m.) - 4 hours</p> <p>\$25.00/hr + HST = \$28.25</p> <p>\$28.25 x 4 hrs = \$113.00</p> <p>Total: \$525.45</p>	\$525.45
	Cross Country Event	Community Centre Grounds	N/A . No charge	N/A
	Kids Skate	Optimist Recreation Centre . Rink	<p>Jan . March, 2014 Based on invoices issued and paid</p> <p>Total: \$745.80</p>	\$745.80
	Chess Tournament	Archie MacRobbie	<p>April 9 & 10, 2014 Large room</p> <p>April 9, 2014 (Set-up): 1:30 p.m. . 3:30 p.m. . 2 hrs</p> <p>*Archie MacRobbie (rented on a 4 hours basis on Wed. 2 hours of use would be charged for 4 hours)*</p> <p>\$215.00 + HST = \$242.95</p> <p>April 10, 2014: All day</p> <p>\$365.00 + HST = \$412.45</p> <p>Total: \$655.40</p>	<p>\$655.40</p> <p>Usage Total: \$1,926.65</p>

Puslinch Minor Soccer Club	Meetings	Alf Hales	<p>Monthly</p> <p>January 16, 2014 . Annual general meeting Large room (Thursday) 4 hours/booking = \$215.00 + HST = \$242.95</p> <p>Jan . March, May, Aug - Sept, Nov. 6 & 27 Small room (7:00 p.m. . 10:00 p.m.) 8 bookings 3 hrs/booking = 75.00 + HST = \$84.75</p> <p>84.75 x 8 = \$678.00</p> <p>Total: \$920.95</p>	\$977.45
	Registration	Alf Hales	<p>Jan. 23, 2014 Small room 6:30 p.m. . 8:30 p.m. 1 hr = \$25.00 x HST = \$28.25</p> <p>\$28.25 x 2 = \$56.50</p> <p>Total: \$56.50</p>	\$56.50
	BBQ	Grounds	N/A . No charge	N/A
Total:				Usage Total: \$1,033.95
				27,786.97

Schedule "B"

Daycare /Playgroup

Daycare/Playgroup		Details	
Whistle Stop Daycare	Community Centre Foye/Alf Hales Daycare	Daycare Monday, Wednesday, Friday 8:30 a.m. – 12:00 p.m. – 3.5 hrs/booking Jan (beginning Jan 6), Feb (except Feb. 17), March (except Mar. 10, 12, 14), April (except April 18 & 21), May (except May 19), June (until week of June 23), Sept. (beginning Sept. 8), Oct (except Oct. 13), Nov, Dec (except Dec. 3, ending Dec. 12) Small room \$25.00 + HST per hour = \$28.25 \$28.25 + 3.5 hrs/booking = \$98.87 Total of 95 bookings at \$98.87/booking \$98.87 x 95 = \$9,392.65 Total: \$9,382.65	\$9,382.65
	Community Centre Alf Hales Toy Clean	Jan. 8, 2014 7:00 p.m. . 9:00 p.m. April 16, 2014 6:30 p.m. . 9:30 p.m. June 18, 2014 6:30 p.m. . 9:30 p.m. Dec. 17, 2014 7:00 p.m. . 9:00 p.m. Small Room \$25.00 + HST per hour = \$28.25 \$28.25 x 10 hrs = \$197.75 Total: \$282.50	\$282.50
	Community Centre Archie MacRobbie Christmas Party	Dec. 15, 2014 Large room (all day) \$365.00 + HST = \$412.45	\$412.45

		Total: \$412.45	
	Community Centre Alf Hales Pre-School Meeting	Nov. 17, 2014 7:00 p.m. . 9:00 p.m. Small Room \$25.00 + HST per hour = \$28.25 \$28.25 x 2 hrs = \$56.50 Total: \$56.50	\$56.50
	Community Centre Alf Hales Parent Meeting	Sept. 15, 2014 7:00 p.m. . 9:00 p.m. Small Room \$25.00 + HST per hour = \$28.25 \$28.25 x 2 hrs = \$56.50 Total: \$56.50	\$56.50
	Community Centre Alf Hales Teacher Interviews	Aug. 8, 2014 9:00 a.m. . 10:30 a.m. & 6:00 p.m. . 8:00 p.m. 3.5 hours Small Room \$25.00 + HST per hour = \$28.25 \$28.25 x 3.5 = \$98.87 Total: 98.87	\$98.87
	Graduation	June 20, 2014 9:00 a.m. . 1:00 p.m. Large room \$479.00 + HST = \$541.27 Total: \$541.27	\$541.27
	Workshop	June 2, 2014 6:30 p.m. . 9:00 p.m. Small room \$25.00 + HST per hour = \$28.25 \$28.25 x 2.5 hrs = \$70.62 Total: \$70.62	\$70.62
	Valentine's Day Dance	February 23, 2014 Large & small room Large room (all day): \$479 + HST = 541.27	\$936.77

		<p>Small room (all day) 8:00 a.m. . 10:00 p.m.</p> <p>\$25.00 + HST per hour = \$28.25</p> <p>\$28.25 x 14 hrs = \$395.50</p> <p>Total: \$936.77</p>	<p>Usage Total: \$11,838.13</p>
Guelph Community Health Centre (Playgroup)	Community Centre Foye/Alf Hales room Playgroup	<p>Tuesdays 8:00 a.m. – 12:00 p.m. - 4 hrs/booking</p> <p>(Jan, Feb, March, April, May, June, Sept (beginning Sept. 9), Oct, Nov, Dec (with the exception of Dec. 30))</p> <p>Small room</p> <p>\$25.00 + HST per hour = \$28.25</p> <p>\$28.25 + 4 hrs/booking = \$113.00</p> <p>Total of 40 bookings at \$113.00/booking = \$4,520</p> <p>Total: \$4,520</p>	<p>\$4,520</p> <p>Usage Total: \$4,520</p>
Total:			\$16,358.13
Total for all:			<u>44,145.10</u>



THE CORPORATION OF THE TOWNSHIP OF PUSLINCH
JANUARY 28, 2015 OPERATING BUDGET MEETING

Schedule F to Report FIN-2015-021.

Councillor Bulmer requested that staff work on a policy with respect to grant donations.

Resolution 2015-041: Moved by Councillor Roth and
Seconded by Councillor Fielding

That the grant allocations be provided as follows with approval of the budget:

Aberfoyle Agricultural Society	\$3,000
Community Oriented Policing Centre	\$500
Crime Stoppers Guelph Wellington	Nil
Friends of Mill Creek-Grand River	\$1250
Kiwanis Music Festival	\$100
Mindful RemedEase	Nil
Puslinch Lake Conservation	\$25,000
Sunrise Therapeutic Riding & Learning Centre	\$2,500
Wellington County Farm and Home Safety Association	\$125
Wellington County Plowmens Association	\$100
Badenoch Community Centre	\$1,000
Total:	\$33,575.00

CARRIED

*refer to item 2 - regarding Disclosure of Pecuniary Interest- Councillor Stokley.

Resolution 2015-042: Moved by Councillor Roth and
Seconded by Councillor Fielding

That the 2015 Cost of Living Adjustment be approved at the rate of 2%.

CARRIED

2. Report FIN-2015-06 – In-Kind Bookings and Contributions

Mary Hasan, Director of Finance/Treasurer provided Council with a summary of Report FIN-2015-06.

Mayor Lever advised that the Optimist Club has cancelled the Friday Euchre for 2015 and that the Breakfast with Santa is not an Optimist event as identified in Report FIN-2015-06.

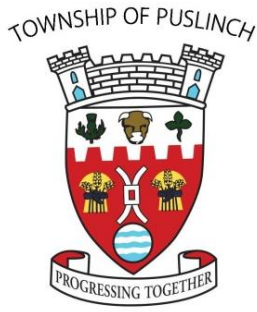
Resolution 2015-043 : Moved by Councillor Roth and
Seconded by Councillor Bulmer

That Report FIN-2015-06 regarding In-Kind Bookings and Contributions be received; and

That the community groups identified in Report FIN-2015-06 be provided gratuitous use of the rooms in 2015 based on 2014 usage of the Puslinch Community Centre and Optimist Recreation Centre; and

That Staff report back to Council on the development of a policy regarding the use of Township facilities by community groups and the associated fees prior to consideration of the 2016 Budget.

CARRIED



Township of Puslinch
7404 Wellington Road #34
Guelph, ON, N1H 6H9
T: (519) 763 . 1226
F: (519) 763 . 5846
www.puslinch.ca

Schedule G - Grant Application Form

Applicant Information:

Organization Name: _____

Contact Name and Position: _____

Current Mailing Address: _____

Town/City/Province: _____

Postal Code: _____

Email Address: _____

Website: _____

Telephone Number: _____

Fax Number: _____

Questionnaire:

Grant amount applied for: _____

Organization's Mandate:

a) Purpose/Mission:

b) Goals and Objectives:

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

Have funds been requested from other levels of government or organizations? If yes, please indicate which organizations, or to which level of government, and the current status of the request.

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.

Is there a local organization that provides similar services to those provided by your organization? If yes, how are your services different from this other organization?

Do volunteers participate in your organization? If yes, please indicate the number of volunteers and type of involvement.

The proposed event, project or service will involve the following demographics (check all that apply):

- Children Youth Seniors Volunteers
Persons with Disabilities Low income individuals
Other (describe) _____

Describe how the community has supported your organization in previous years (check all that apply):

- Participation Attendance Sponsorship
Other (describe) _____

Please describe the nature of the support.

What steps is your organization taking to reduce dependence on grants such as the Township Grant Application Program or the Fee Reduction/Waiver Program?

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:

Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____

Description of Categories of Funding

Category 1: Sustaining/Continuing Support

Grants for organizations that are community-based and fairly represent both their own interest and those of the community in which they serve. There is no guarantee on future funding regardless of past funding received. Services, programs and activities must demonstrate a benefit to the majority of residents. The following costs are eligible for funding: marketing or advertising costs including fees associated with ball diamond, rink board and sign rental advertising; photocopy costs; and mailing costs including postage and envelopes.

Category 2: Project-Based/One Time/Start-Up Support

Grants are to be given as seed money. Funds are allocated to provide start-up funding for a new not-for-profit organization, or a new program within an already existing not-for-profit organization, for an activity deemed to be of significant value to the community at large.

Category 3: Community Event Support

Grants are to be given to organizations for the purpose of a community event that benefits the majority of residents. Examples include the Santa Claus Parade, Fall Fair, and the Canada Day Pancake Breakfast and Fireworks.

Please Check Appropriate Boxes:

Category 1: Sustaining/Continuing **(choose one category only)**

Category 2: Project-Based/One Time/Start-Up **(choose one category only)**

Category 3: Community Event **(choose one category only)**

Most recent financial statements **(mandatory)**

Current year budget for the proposed event, service, or project **(mandatory)**

Verification of non-profit/charitable status attached (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only **(mandatory)**.

Time slot request for a short presentation to Council **(not mandatory)**

If your organization was a successful applicant in a previous year, the final reporting requirements have been submitted in accordance with Section 7 of the Township of Puslinch Grant Application Policy. **(mandatory)**

The applicant has reviewed the Grant Application Policy, the Terms and Conditions, and has signed the application. **(mandatory)**

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 Council 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. 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.

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 September.

For Office use only:

Date received: _____

Received by: _____

Grant Status: _____

Amount \$: _____

Manager Approval

Date of Approval

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.



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Schedule H - Fee Reduction/Waiver Application Form

Applicant Information:

Organization Name: _____

Contact Name and Position: _____

Current Mailing Address: _____

Town/City/Province: _____

Postal Code: _____

Email Address: _____

Website: _____

Telephone Number: _____

Fax Number: _____

Questionnaire:

Facility Requested: _____

Date(s)/Time(s): _____

Number of People: _____

Admission/Participation Fee: _____

Reduction/Waiver Amount: _____

Will the event include: (check all that apply)

Food

Alcohol

Music

Organization's Mandate:

a) Purpose/Mission:

b) Goals and Objectives:

Briefly describe the proposed event and/or service that will be funded by this fee reduction/waiver request. Please ensure that items identified as Ineligible for Funding under Section 3 of the Fee Reduction/Waiver Policy are not listed.

Have funds been requested from other levels of government or organizations? If yes, please indicate which organizations, or to which level of government, and the current status of the request.

Please provide a narrative description explaining how the Township’s approval of this fee reduction/waiver would enable your organization to sustain or provide additional support to the community.

Is there a local organization that provides a similar event/service to the community? If yes, how is your event/service different from this other organization?

Do volunteers participate in your event/service? If yes, please indicate the number of volunteers and type of involvement.

The proposed event/service will involve the following demographics (check all that apply):

- Children Youth Seniors Volunteers
- Persons with Disabilities Low income individuals
- Other (describe) _____

Describe how the community has supported your event/service in previous years (check all that apply):

Participation

Attendance

Sponsorship

Other (describe) _____

Please describe the nature of the support.

What steps is your organization taking to reduce dependence on grants such as the Township Grant Application Program or the Fee Reduction/Waiver Program?

If your organization is unsuccessful in receiving a fee reduction/waiver approval, what will be the effect on the proposed event/service?

Please provide a list of board of directors and/or executive officers:

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Name: _____ Position: _____

Please Check Appropriate Boxes:

Most recent financial statements **(mandatory)**

Current year budget for the proposed event **(mandatory)**

Verification of non-profit/charitable status attached (ie. incorporating documents, constitution, by-laws, etc.). This is a requirement for the initial application only **(mandatory)**.

If your organization was a successful applicant in a previous year, the final reporting requirements have been submitted in accordance with Section 7 of the Township of Puslinch Grant Application Policy. **(mandatory)**

The applicant has reviewed the Fee Reduction Waiver Policy, the Terms and Conditions, and has signed the application. **(mandatory)**

Terms and Conditions:

- The above application and supporting documents attached will be used for the assessment of eligibility and for Township reporting purposes.
- Organizations will be required to apply for funding on a per event basis or annually depending on the nature of the application.
- The facility usage must comply with Township requirements for events and facility rentals including necessary insurance, permits, and approvals in place within the required timelines.
- All applicable municipal by-laws, policies and procedures will be adhered to.

I agree to the terms and conditions outlined above. 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.

Signature of Applicant

Date of Application

Position on Executive

The last day for filing an application is sixty days prior to the facility usage date(s). Application forms received after this time will be processed, however, groups must assume responsibility for any consequences associated with delays in the confirmation/administration process. All applications are subject to facility service/availability.

For Office use only:

Date received: _____

Received by: _____

Fee Reduction/Waiver Status: _____

Amount of Fees Waived/Reduced \$: _____

Manager Approval

Date of Approval

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 fee reduction/waiver. The information is used for the purpose of processing this application and administering the Fee Reduction/Waiver 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.

**Schedule B to Report FIN-2015-027
Comparator Municipalities - Reduced Rates for Use of Facilities**

	Milton	Cambridge	Centre Wellington	Guelph	Hamilton	Wellington North	Mapleton	Erin
Groups eligible	Affiliation program available to not-for profit, volunteer based organizations and service clubs that provide and support leisure activities for Milton residents. An organization must apply for affiliation status.	Non-profit organizations or Community Groups listed on Cambridge's Schedule A including minor sports teams.	Non profit organizations and minor sports groups.	1.) Approved youth, school and groups for persons with disabilities. Subsidy is only available for organizational meetings and group oriented activities. 2.) Registered non-profit	1.) Affiliated/Not-for-Profit 2.) Community Groups	Community groups wanting a fee/waiver waived, apply for this waiver through the grants and donations application. Applications are reviewed as part of budget deliberations. The application is required to be completed by December 31 for the fee or waiver to take place in the following year.	Minor sports	1.) Minor sports 2.) Schools
Arena Floors	25% reduced rate	Minor sports receive a 45% reduced rate when compared to adult hourly rate.	Minor sports receive a 30% reduced rate compared to the regular rate	47.5% reduced rate for number 1 above.	1.) average of 30% reduced rate. 2.) N/A	Minor sports receive an average 25% reduced rate compared to the regular rate.	N/A	N/A
Advertising Space	25% reduced rate	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Outdoor Fields	25% reduced rate	Minor sports receive a 40% reduced rate when compared to adult hourly rate.	N/A	47.5% reduced rate for number 1 above.	1.) average of 50% reduced rate. 2.) N/A	Minor sports receive an average 25% reduced rate compared to the regular rate.	N/A	1.) up to 50% reduced rate.
Ice	25% reduced rate	Minor sports receive a 50% reduced rate when compared to adult hourly rate.	Minor sports receive a 30% reduced rate	47.5% reduced rate for number 1 above.	1.) average of 30% reduced rate. 2.) N/A	Minor sports receive an average 25% reduced rate compared to the regular rate. School rate of \$35/hour.	Minor sports receive a 12% reduced rate	1.) 16% reduced rate. 2.) 35% reduced rate.
Community Halls	25% reduced rate	N/A	Minor sports receive a 30% reduced rate	40% reduced rate for number 2 above.		N/A	Minor sports receive a 47% reduced rate	N/A
Meeting Space	25% reduced rate	Subsidized use of meeting rooms - 1 meeting, maximum of 2 hours per month . \$74.73 holding fee for a 12 month period.	Non profit organizations receive one free 2 hour meeting per month. Minor sports receive a 30% reduced rate.	47.5% reduced rate for number 1 above. 40% reduced rate for number 2 above.	1.) 67% reduced rate 2.) 53% reduced rate	Local user groups receive a meeting room at no charge when staff are working in the facility.	Minor sports - no charge	N/A
Gymnasium	25% reduced rate	N/A	N/A	N/A	1.) 65% reduced rate 2.) 58% reduced rate	N/A	N/A	N/A
Average for Not for Profit/Unincorporated Community Groups	25%	N/A - reduced rates apply to minor sports teams.	N/A - reduced rates apply to minor sports teams.	40%	51%	N/A - reduced rates apply to minor sports teams.	N/A - reduced rates apply to minor sports teams.	N/A - reduced rates apply to minor sports teams.



TITLE: GRANT APPLICATION POLICY
DATE: July 15, 2015
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 Applicant Qualifications

Organizations applying for funding must meet the following qualifications:

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

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.

The following organizations are not eligible for funding:

- 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 who 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.

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.
- Operating costs.
- 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 (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. There is no guarantee on future funding regardless of past funding received. Services, programs and activities must demonstrate a benefit to the Township and its residents.

Category 2 – 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.

Category 3 – 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.

6.0 Application Requirements

Category 1 Funding Requests:

- A letter from the applicant indicating detailed information regarding the grant request including how the funding requested meets the evaluation criteria identified in **Section 4.0 Criteria**.
- The letter 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
Guelph, ON, N1H 6H9
Attention: Grant Application Program
- An operating budget for the organizations' operating year in which the funds would be utilized; if not available, most recent operating budget is required.
- Previous years' financial statements; if not available, most recent financial statements are required.
- 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. This is a requirement for the initial application only.

- Organization structure with Board of Directors or Executive Officers names and positions.

Category 2 and Category 3 Funding Requests:

- The grant application form 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
Guelph, ON, N1H 6H9
Attention: Grant Application Program
- 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.
- 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. This is a requirement for the initial application only.
- Organization structure with Board of Directors or Executive Officers names and positions.
- An operating budget for the organization's operating year in which the funds would be utilized; if not available, most recent operating budget is required.
- Previous years' financial statements; if not available, most recent financial statements are required.
- An organization applying for multiple grants must complete an application form for each separate funding request.
- Organizations requesting grants of greater than \$3,000 (ie. under Category 3 funding requests) are required to present their requests to Council during the budget process.

7.0 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 \$3,000 (ie. under Category 3 funding requests) are required to submit a final report within three (3) months of project completion or within three (3) months of the organization's fiscal year-end, whichever comes first. The report must include a financial statement and/or receipts, outline how the funding was utilized and how it contributed to the overall goals and objectives of the organization. The final report must also be presented to Council at a future announced date.
- 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.

8.0 Maximum of Funds Available

Funds available under this program are limited to a maximum of 0.5% of the 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.

9.0 Attachments

- Grant Application Form



Township of Puslinch
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Schedule D - Grant Application Form

Applicant Information:

Organization Name: _____

Contact Name and Position: _____

Current Mailing Address: _____

Town/City/Province: _____

Postal Code: _____

Email Address: _____

Website: _____

Telephone Number: _____

Fax Number: _____

Questionnaire:

Grant amount applied for: _____

Organization's Mandate:

a) Purpose/Mission:

b) Goals and Objectives:

Briefly describe the proposed event, project or service that will be funded by this grant. Please ensure that items identified as Ineligible 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.

Do volunteers participate in your organization? If yes, please indicate the number of volunteers and type of involvement.

The proposed event, project or service will involve the following demographics (check all that apply):

- Children Youth Seniors Volunteers
Persons with Disabilities Low income individuals
Other (describe) _____

Describe how the community has supported your organization in previous years (check all that apply):

- Participation Attendance Sponsorship
Other (describe) _____

Please describe the nature of the support.

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:

Name: _____ **Position:** _____

Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____
Name: _____	Position: _____

Description of Categories of Funding Requiring Completion of this Application Form

Category 2 – 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.

Category 3: 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.

Please Check Appropriate Boxes:

Category 2: Sponsor or Contributor **(choose one category only)**

Category 3: Project Funder **(choose one category only)**

Most recent financial statements **(mandatory)**

Current year budget for the proposed event, service, or project **(mandatory)**

Grant application form completed in full **(mandatory)**

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. This is a requirement for the initial application only **(mandatory)**

Time slot request for a short presentation to Council on requested funds **(mandatory for fund requests of greater than \$3,000)**

If your organization was a successful applicant in a previous year, the final reporting requirements have been submitted in accordance with Section 7 of the Township Grant Application Policy **(mandatory for previous funds received of greater than \$3,000)**

The applicant has reviewed the Grant Application Policy, the Terms and Conditions, and has signed the application. **(mandatory)**

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 Council 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: _____

Grant Status: _____

Amount \$: _____

Manager Approval

Date of Approval

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.