

The Corporation of the Township of Hornepayne

By-Law No. 2026

**Being a By-Law to establish a
Municipal Grants Policy for the
Township of Hornepayne**

WHEREAS the Council of the Township of Hornepayne wishes to establish a policy designed to establish eligibility requirements and expectations involved in providing grant(s) (financial and/or in-kind) assistance to community organizations;

BE IT THEREFORE ENACTED by the Council of the Corporation of the Township of Hornepayne:

1. **THAT** Schedule "A" entitled "Municipal Grants Policy" attached hereto forms an integral part of this By-Law;
2. **THAT** the Mayor and the CAO/Clerk are hereby authorized to sign this By-Law and to affix the corporate seal thereto; and,
3. **THAT** this By-Law shall come into force and take effect upon passage.

Read a first and second time this 20th day of September, 2023.

Read a third time and finally passed this 20th day of September, 2023.



Cheryl Fort (Sep 27, 2023 00:15 EDT)

Presiding Officer



Aileen Singh (Sep 27, 2023 08:03 EDT)

Clerk

**The Corporation of the Township of Hornepayne
Municipal Grants Policy**

1. Policy Statement

1.1. The Council of the Corporation of the Township of Hornepayne is committed to supporting various community organizations and other entities in the community, as they provide important programs, activities, services, and events to the residents of the municipality. These programs and services enhance the life experience of citizens, as well as often complement and/or supplement programs beyond the Municipality's capability. Support through in-kind and/or financial means supports these community entities in fundraising, leveraging other funding, and supporting their various volunteer contributions. Providing municipal grants demonstrates Council's commitment to working with these community organizations, to provide further beneficial programs and services to the Township of Hornepayne.

2. Purpose of Policy

2.1. The purpose of this policy is to establish eligibility requirements and expectations involved in providing grant(s) (financial and/or in-kind) assistance to community organizations. Through the eligibility criteria, the Township will be able to ensure the community program or service being applied for meets the Township's strategic priorities and supports the needs of the community.

3. Definitions

Community Organization – means an eligible not-for-profit or charitable organization within the Township of Hornepayne, or within the region, which contributes to the well-being of the community and quality of life for residents.

Council – means Council of the Corporation of the Township of Hornepayne.

In-Kind Support – means a form of Municipal Grant that is provided by Council to an eligible community organization, by way of a single in-kind contribution to support a program, event, activity, or service.

Support Funding – means a Municipal Grant provided by Council to an eligible community organization, by way of a dollar (\$) amount.

4. Qualifications and Criteria

4.1. Qualifications for Municipal Grant (Funding or In-Kind)

In order to qualify for Municipal Grant Funding, the community organization shall:

- Be a not-for-profit or charitable organization operating in the Township;
 - Other community groups may be considered, depending on the nature of the grant request and the demonstrated benefit to the community;
- Be hosting a program, activity, event, or service that primarily benefits the residents of the Township through the program, activity, event, or service;
- Be using the Municipal Grant for operating a program, activity, event or service; not debt payments;
 - Capital projects may be considered, depending on the nature of the grant request and the demonstrated benefit to the community;
- Demonstrate the program, activity, event, or service benefits the Township and supports Council's strategic goals;
- Demonstrate financial need;
- Demonstrate the use of volunteers;
- Demonstrate having explored additional sources of potential funding from other levels of government, the private sector, donations, fundraising efforts, etc., where applicable;
- Complete and submit a request made in writing to Council, stating why funding assistance is necessary, how it will be used, and, where appropriate, include the organization's mandate; and
- Organizations must have submitted all necessary reports from previous municipal grant funding and/or in-kind support received.

4.2. Evaluation Criteria

All applications for municipal grants, either by way of funding or in-kind support, will be evaluated based on the following:

- Demonstrated need of the community organization;
- Overall contributions to the community as an organization;
- Support and promotion of the Township's vision, values, and strategic priorities, as outlined in the Township's Strategic Plan;
- Financial management of the community organization;
- Demonstrated support of volunteers; and
- Demonstrated the benefit to the residents of the Township of Hornepayne.

5. Responsibility

5.1. CAO/Clerk

The CAO/Clerk and/or designate is responsible for:

- Receiving applications for Municipal Grants;
- Screening applications with appropriate staff for eligibility; and
- Providing eligible applications to Council for consideration.

5.2. Council

Council is responsible for:

- Setting the annual budget allotment for Municipal Grant funding, as part of the budget process; and
- Reviewing, approving, or denying applications for Municipal Grants.

5.3. Treasurer

The Treasurer is responsible for:

- Tracking the Municipal Grant budget and ensuring Council is made aware of the remaining budget available, with each new application that is received (if applicable); and
- Recording and tracking all Municipal Grants provided to community organizations, annually.

6. Municipal Grant Regulations

Municipal Grants fall under two categories:

- Funding; and
- In-kind.

All requests for Municipal Grant support are subject to eligibility requirements, budget availability, facility/staff availability, and Council approval. For in-kind requests, revenue-generating bookings may take precedence. Municipal Grants will not be provided retroactively for any programs, activities, events, or services etc., that have already taken place, or to organizations who cannot demonstrate a need. Municipal Grants do not waive other mandatory requirements, such as providing satisfactory liability insurance or providing damage/security deposits when required.

Overall, Municipal Grants cannot be used:

- To fund/assist with activities that serve only an individual versus benefitting the community at large;
- To achieve an operating surplus, which is kept by the organization and/or donated to a separate entity.

6.1. Funding Grant Requests

Municipal Grant Funding is provided by Council to an eligible community organization, by way of a dollar (\$) amount. Council, on an annual basis, will determine the total funding (\$) available for Municipal Grants under this type, as part of the annual operating budget.

Organizations may only have a maximum of one (1) request per year.

Support Funding cannot be used:

- To support ongoing operating costs;
- To retire debt; or,
- To increase endowment funds.

6.2. In-Kind Requests

In-Kind requests are provided by Council to an eligible community organization, by way of an in-kind contribution to support a program, activity, event, service, etc.

Eligible In-Kind requests include, but are not limited to, waiving fees for:

- Town Facilities
- Town Equipment
- Town Staff Time

6.3. Approval Process

The Clerk's Office will receive requests from community organizations for Municipal Grants, review the requests for eligibility and bring forward eligible applications for Council consideration.

Council will review the reports and/or action items and approve or deny requests.

The community organization will receive confirmation of approval or denial of their request, following the Council meeting where their application was presented.

Note: Council's decision is not subject to appeal.

7. Municipal Grant Report

The community organization must provide a municipal grant report to Council outlining all funds received, their usage, and the community impact, within 90 days of the program, activity, event, service, etc.