



COMMUNITY GRANT POLICY (Finance – 2024-01)

Policy Type: Finance

Subsection:

Policy Title: Community Grant Policy

Policy Number: Finance 2024-01

Policy Approved By: Northumberland County Council

Effective Date: November 20, 2024

Reviewed: County Council Meeting – November 20, 2024

Revised:

Applicable To: Organizations or groups (registered charities, non-profit organizations, and community agencies/groups) making requests for financial support from Northumberland County that meet the eligibility requirements set out in this policy.

If you require this information in an alternate format, please contact the Accessibility Coordinator at 1-800-354-7050 ext. 2327.

Community Grant Policy Statement

Northumberland County recognizes the role philanthropy plays in strengthening our community and that the benefits of such acts ultimately improve the quality of life for all residents. Therefore, annually, through the budget process, Council will determine an amount they deem appropriate to be given to charitable/not-for-profit organizations or groups for initiatives that are complimentary to the County's mandate and uphold the County's strategic pillars for the community which are:

- Innovate for Service Excellence
- Ignite Economic Opportunity
- Foster a Thriving Community
- Propel sustainable Growth
- Champion a Vibrant Future

Definitions

Grant – A cash or in-kind contribution that is awarded by Northumberland County for specified purposes to an eligible recipient.

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In good standing – An organization, group or individual that either does not owe money to Northumberland County (for property taxes or other County services) or; if money is owed to the County, payments are current and in compliance with any applicable agreement with the County.

In-Kind Contributions - The provision of County property/facilities, materials, or resources to an applicant. This type of contribution does not include the provision of cash funds to, or on behalf of the applicant. While cash funds are not provided in relation to In-Kind Grants, it is recognized that such grants will involve either an expense or loss of revenue for the County.

Objective(s)

1. This policy outlines the scope, goals, objectives and guidelines for accessing Community Grants that are designed to invite, evaluate and distribute funds to philanthropic community organizations or groups.
2. To provide County funds within budgetary limits to an eligible applicant(s) as defined under eligibility below for approved community-based activities that align with a specific granting priority.
3. To ensure that all grant related activities and projects are administered and operated in a fiscally responsible manner by well organized, competent and properly structured organizations or groups.
4. To ensure accountability and transparency on the part of community organizations requesting and receiving approval for grant assistance and from the County in its administration of community-based grants.
5. To build and advance the self-sustainability and effectiveness of the not-for-profit sector by providing an appropriate level of support that strengthens the capacity of community organizations to deliver programs and services to the local community.

Authority

Pursuant to Section 107 of the Municipal Act, 2001 Council has the legislative authority to provide grants as follows:

“Despite any provision of this or any 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,

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within or outside the boundaries of the municipality for any purpose that Council considers to be in the interests of the municipality.”

Scope

This policy governs community-based grants to support initiatives that benefit the Northumberland County community and are aligned with the County’s strategic values and goals.

This policy is not applicable to individuals or organizations that receive funding (or financial support) through other programs administered by Northumberland County.

Cash and in-kind contributions will be awarded through the Community Grant program. Tax increment-based grants or proposals for the waiver, reduction and/or the forgiveness of property taxes will not be considered.

Procedures (Guidelines)

1.0 Principles

- 1.1 To evaluate each application or request on its own merit and ensure that all applications and/or requests are evaluated fairly and equitably utilizing criteria-based assessments.
- 1.2 Community grants issued by the County are designed to be supplemental to the overall requirements necessary to carry out a project for which an applicant is seeking grant assistance. Community-based grants should not be considered a primary source of assistance for a project or initiative.
- 1.3 Approved grants can only be used for a project or initiative that satisfies all requirements of the Ontario Human Rights Code and/or the Charter of Rights and Freedoms.
- 1.4 Grant funding or assistance is not guaranteed. All grant programs or initiatives are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the right to cancel or alter the Community Grant policy as needed and without notice.

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- 1.5 The County reserves the right to restrict the number of applications submitted by a single organization in a calendar year based on the amount of funding or type of grants already awarded to the same community organization.
- 1.6 Approved grants are not to be regarded as a commitment for future assistance and/or ongoing financial support.
- 1.7 Applicants may be required to demonstrate that they have fully explored alternate and/or other funding sources such as: private donors, federal and provincial grant programs.
- 1.8 Applicants who have or will have funding from alternate sources must disclose other grants or funding sources for the proposed project under grant consideration from the County in their application.
- 1.9 No application for a community grant can be for more than 25% of the total annual budget allocation for community grants unless specifically authorized by council.
- 1.10 In-kind grants must be compliant with all relevant legislation and legal agreements.

2.0 Eligibility

- 2.1 Not-for-profit corporations, non-profit organizations, registered charities, volunteer groups, and community clubs are eligible to be considered for grant assistance. Eligibility requirements are subject to change without notice at the discretion of Council.
- 2.2 Applicants must be in compliance with all conditions and requirements contained in the Ontario Human Rights Code and the Charter of Rights and Freedoms.
- 2.3 Applicants must be located in Northumberland County and/or must serve Northumberland County in its catchment area. Applicants that can demonstrate that the proposed project will have a significant benefit to Northumberland County residents may also be considered for a grant.
- 2.4 Applicants must be able to demonstrate financial need and how denial of grant assistance would impact their ability to carry out the project or initiative for which they are seeking grant assistance from the County.

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- 2.5 Organizations or groups that apply for a Northumberland community grant must be in good standing with the County and must not have past due debts to Northumberland County.
- 2.6 Organizations that have agreements with Northumberland County for the provision of services may apply for community grants as long as the proposed project or initiative doesn't duplicate the service that is already being provided.

3.0 Ineligibility

- 3.1 Any project, organization or group that falls under the scope or jurisdiction of another municipality, the Federal Government, the Provincial Government and/or demonstrates a better alignment with another grant funding organization.
- 3.2 Any project located or being held outside of the boundaries of Northumberland County unless there is a demonstrated benefit to Northumberland County residents as outlined in 2.3.
- 3.3 Funding or projects to raise money for core operating expenses, debt servicing costs, travel and accommodation expenses, or providing payments to a third party and/or any other activity that does not uphold the County's strategic values or align with its strategic goals.
- 3.4 For-profit entities, individuals and commercial ventures or other individual-specific projects, such as individual athletic competitions, religious or faith-based groups.
- 3.5 Projects or initiatives that received a Northumberland County community grant within the previous three (3) granting cycles.

4.0 Process

- 4.1 Northumberland County council will approve an amount to be set aside for the Community Grant Program each year during the annual budget process.
- 4.2 Staff will collect, review, and evaluate grant applications and then award grants (up to the approved budget amount) based on a set procedure that ensures a fair and transparent process.

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- 4.2.1 Grant applications will be considered on the merits of the application, relevant to the county's strategic priorities and annual budget consideration.
 - 4.2.2 Applications will be assessed in terms of the need for the project or initiative, benefit to the community, financial viability, cost effectiveness, and achievable goals.
- 4.3 Staff will report back to council annually on the grants that are approved.

5.0 Accountability/Liability

- 5.1 Those approved for a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives and goals.
- 5.2 The funds awarded are not transferrable between projects, organizations or groups. The awarded funds must be used for the specific purposes outlined.
- 5.3 If the project, initiative or event does not go forward, the grant shall be returned.
- 5.4 A final project/initiative report is required to be submitted to the County within 30 days of the project/initiative end date or agreed upon date by the recipient and the County representative. This report will include details on how the funds were used to meet the goals of the project/initiative, its' positive impact on the community and how Northumberland County was recognized.
- 5.5 Northumberland County is not liable for the success or failure of the funded project or initiative. The County cannot be held liable for any error, omission, or act of the event/project organizer or its members.

6.0 Terms and Conditions of Grants

- 6.1 Successful grant recipients ("Grantees") will be subject to terms and conditions relating to the grant. All Grantees will be expected to acknowledge their agreement to be bound by the following terms and conditions:
 - 1. Confirmation by the Grantee that the information contained in the Grant Application and supporting documentation is true and correct in every respect.

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2. Confirmation that the Grant shall be used by the Grantee for the activities set out in the application.
3. The Grantee shall immediately notify the County, if the funds cannot be used for the approved activities, or if all or part of the Grant funds has not been spent after completion of the activities. The County may, at its sole discretion, permit the Grantee to use the remaining Grant funds for a different, related purpose, or may require their immediate return.
4. The Grantee shall be solely responsible for complying with all laws, regulations, by-laws and other governmental directives or orders in the course of spending the Grant.
5. The Grantee shall indemnify and hold harmless the County against any claims, costs, causes of action, fines, or any other losses or other penalties the Grantee or County suffers relating to the giving of the Grant to the Grantee.
6. The Grantee shall acknowledge and agree that the County's provision of the Grant does not and is not intended to create any partnership, agency, joint venture, or any similar relationship between the Grantee and the County and the County shall in no way be held responsible for the success or failure of any programs, events or other endeavors supported by the Grant, which shall be the sole responsibility of the Grantee and that the provision of the grant does not include any warranty or guarantee on behalf of the County.
7. The Grantee may be required to obtain or provide proof or insurance acceptable to the County.
8. The Grantee shall notify the County immediately, in writing, of its impending or actual bankruptcy, insolvency, appointment of a receiver, dissolution, cessation of carrying on business or bulk sale of assets.
9. The Grantee shall acknowledge the financial support of the County in all publicity material related to the services and the Grant.
10. The Grantee shall immediately notify the County, in writing, if any of the information provided by the Grantee to the County is determined to be inaccurate in any material respect, or if there has been any material adverse change in any of the information provided to the County in support of the Grant.

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11. The Grantee must comply with all the reporting requirements as outlined in this Community Grant Program Policy and such additional requirements as may be reasonably required by the County.
12. The Grantee consents to the County using information regarding the details of the grant awarded, including the name of the Grantee, the activities carried out and the community impact of the activities in reports and on the County's website and other relevant media, provided that the County shall not release any information, including financial information and personal information of the Grantee, its members or Board members, which is confidential pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

Review

Initial Review – Finance and Audit Committee Meeting (November 5, 2024)

- Regular County Council Meeting (November 20, 2024)

Attachments

N/A

Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the **XX Policy** of County of Northumberland. Further, I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules or procedures outlined in this policy, I may face disciplinary action up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

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Witness: _____

Date of new or revised policy:

DRAFT