



The Corporation of the City of Cornwall
Regular Meeting of Council
Report

Department: Financial Services
Division: Finance
Report Number: 2020-234-Financial Services
Prepared By: Tracey Bailey, General Manager
Meeting Date: January 27, 2020
Subject: Municipal Grants Fund Program Review

Purpose

The purpose of this report is to provide Council with recommendations following an extensive review of a Municipal Grants Program by the Municipal Grants Program Review Working Group for the City of Cornwall.

Recommendation

That Council approve the following:

- a) Municipal Grants Program Policy;
- b) Municipal Grants Review Committee - Terms of Reference;
- c) Municipal Grants Guidelines; and
- d) Community Partnership Program Policy.

And, that Council, upon approval of the above:

- a) Open the application period on February 10, 2020 and close the application period on March 9, 2020, for the year 2020, and
- b) Form a Municipal Grants Review Committee pursuant to the Municipal Grants Review Committee – Terms of Reference.

The Working Group maintained the current funding levels for the Municipal Grants Program, which have been included in the 2020 budget submission to Council for consideration; which includes, a combined envelope of \$200,000 for Program 1: Financial and In-Kind Assistance and for Program 2: Multi-Government Funding Support.

The Municipal Grants Review Committee would be responsible for the review of all applications received through the Municipal Grants Program and approval of the allocation of funds from the annual budget.

Background / Discussion

In 2008, Council endorsed Policy Fl.adm08-01 *Municipal Grants Program* (with amendments in 2009 and 2012) to recognize the valued contributions being provided through the volunteer efforts of community organizations and agencies for the citizens of Cornwall.

Corporate grant funding demonstrates Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the City's ability to provide funding to these groups.

At the Council meeting of September 23, 2019, Council provided direction for the review of the current Policy for Municipal Grants. A Working Group was setup to review the current program and to make recommendations to Council for a Municipal Grants Program for the City. The Group was created to perform this specific task and would be dissolved when the task was completed and the final recommendations provided to Council.

The Working Group is comprised of six members: Councillors Bennett, Hollingsworth and McIntosh, Mark Boileau, General Manager, Planning, Development and Recreation, Tracey Bailey, General Manager, Financial Services and Treasurer and Cindy Delgreco, Financial and Risk Management Coordinator.

The Working Group has met several times to review the Program.

As a result of a comprehensive review of the City's current policy, the Group created updated draft policies, terms of reference, and guidelines for Council's consideration.



For Council's review, the following documents accompany this report:

- Municipal Grants Program Policy;
- Municipal Grants Review Committee – Terms of Reference;
- Municipal Grants Program Guidelines;
- Community Partnership Program Policy.

The Working Group also drafted an Application Form, Letter of Agreement, and Final Report for both Program 1 and Program 2 for the Municipal Grants Review Committee to finalize.

Highlights of the Municipal Grants Program

Program 1 - Financial and In-Kind Assistance

The intent of the Municipal Grants Program 1 is to provide modest levels of support and assistance to community non-profit organizations by way of a financial grant or in-kind contributions for initiatives benefiting the Cornwall community.

The maximum amount available to any one eligible organization in any one year is \$10,000 (in total support).

Repeat grant applications must show how their initiative differs from their previous application(s) and applications illustrating new initiatives may be prioritized over returning applications.

If an organization has received grant funds for three consecutive years, they must wait two years before applying for a grant through this program.

Program 2 – Multi-Government Funding Support

The intent of the Municipal Grants Program 2 is to provide financial support to community non-profit organizations that require a municipal financial contribution in order to receive federal and/or provincial government grant(s).

The maximum amount available to any one eligible organization in any one year is \$30,000.

Grant funding to any one organization in any one year will be capped at a maximum cash value of 20% of the total government funding, including those approved by Council.

Funding in any one year or over several years is not to be interpreted as a commitment to future years' funding.



Both Programs include the following criteria:

Only one application per organization can be submitted per year.

Organizations cannot submit an application for an initiative that has been reviewed and denied twice.

Applicants can have no more than 20% of the expenditures for administration costs.

The organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was approved.

The application period would open annually on September 1 and close the last Friday in September. For 2020 only, the Working Group is recommending that the application period open on February 10, 2020 and close on March 9, 2020.

A report will be submitted by the Committee to Council annually. The report will identify: the applicants who received funding in that year, the use of the funds, and the benefit to the community from the grants. The report will also identify any recommendations for changes to the Municipal Grants Program (Policy and/or Guidelines) that Council may consider. Any changes to the Program would require Council approval.

Highlights of the Community Partnership Program

Through its discussions, the Working Group considered putting in place a formal process for those requests submitted to Council that fall outside of the Municipal Grants Program. A Community Partnership Program Policy was designed for Council's consideration to address these requests.

The Policy outlines the framework that would govern the establishment of partnerships for capital projects between community groups and the City of Cornwall.

The Community Partnership Program, open to non-profit organizations, is a project-based program that through a partnership arrangement will fund capital projects that are aligned with the needs of the City and have the support of the community.

The Policy outlines criteria for the Program, including: eligibility, criteria for assessment, the City's contribution (by a cash grant, provision of land, services in-kind, waiver of municipal fees), and accountability and monitoring for the project.



The Policy notes that capital projects are projects of an unusual or extraordinary nature, with a total project capital cost of at least \$100,000 that will build upon, add to, or improve a capital asset.

Submissions for this Program are to be directed to the Financial Services Department. Requests will be evaluated in accordance with the Community Partnership Program Policy. Administration will bring a report to Council for consideration. Council will decide whether to enter into the partnership.

No monies have been set aside in the 2020 budget submission to support this Program.

Community Partners

Community Partners that have a Memorandum of Understanding or an Agreement with the City do not fall under the Municipal Grants Program.

Community Events

Two community events have been recognized as separate from the Municipal Grants Program. The in-kind assistance provided for the Santa Claus Parade event and Canada Day celebrations will continue to be budgeted through the City's annual budget.

Document Title:	Municipal Grants Program Review - 2020-234-Financial Services.docx
Attachments:	<ul style="list-style-type: none">- Municipal Grants Program Policy (draft).docx- Municipal Grants Review Committee - Terms of Reference (draft).docx- Municipal Grants Program Guidelines (draft).docx- Community Partnership Program Policy (draft).docx
Final Approval Date:	Jan 21, 2020

This report and all of its attachments were approved and signed as outlined below:

No Signature found

Mark A. Boileau - Jan 20, 2020 - 9:32 AM

Tracey Bailey - Jan 20, 2020 - 1:25 PM

Maureen Adams - Jan 21, 2020 - 8:01 AM