



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

Department: Financial Services  
Division: Finance  
Report Number: 2020-347-Financial Services  
Prepared By: Tracey Bailey, General Manager  
Meeting Date: November 23, 2020  
Subject: 2020 Annual Report on the Municipal Grants Program

**Purpose**

The purpose of this report is to provide Council with information on the status/activity of 2020 Municipal Grants Program.

**Recommendation**

- a. That Council receive Report 2020-347-Financial Services for the 2020 Annual Report on the Municipal Grants Program.
- b. That Council approve the recommended changes to the Municipal Grants Policy FI-2020-01-27-4 attached as Appendix A.
- c. That Council approve the recommended changes to the Municipal Grants Program Guidelines attached as Appendix B.

**Financial Implications**

Grants are intended to provide modest levels of support and assistance to community non-profit organizations. Support is provided each year from the City's operating budget to qualifying organizations through an annual application process. Unused funds in the Municipal Grants Program at the end of each year will be carried over to the next year. The combined total of carryover of funds and current year funding that will be available in any year will not exceed \$200,000.

**2020 Applications**

The 2020 application period was open from February 10, 2020 to March 9, 2020.



- 16 applications were received requesting \$177,420 of funding (both financial grants and services in-kind)
- 14 applications were approved totaling \$157,420

Due to COVID-19, some events that were to occur in 2020 were cancelled or modified. The total amount of funding and in-kind services allocated at November 6, 2020 is \$111,484.

## **Strategic Priority Implications**

The Municipal Grants Program aligns with the City's Strategic Plan's mission of providing services that enable a financially sustainable community which will care and provide for the needs and the values of its residents. The Program assists the City in achieving its vision of a welcoming and healthy community.

## **Background / Discussion**

In 2020, Council endorsed Policy FI-2020-01-27-4 Municipal Grants Program Policy to recognize the valued contributions being provided through the volunteer efforts of community organizations and agencies for the citizens of Cornwall. The Policy identified the need for a Grants Review Committee to examine and award grants based on the eligibility criteria and available funds.

The Grants Review Committee members were appointed by Council in February 2020.

### **Grants Review Committee**

Five (5) voting members:

- Councillor Todd Bennett, Chair
- Councillor Dean Hollingsworth
- Councillor Syd Gardiner
- Lorne Taillon, Supervisor, Recreation and Programming
- Tracey Bailey, General Manager, Financial Services

Resource Staff (non-voting):

- Diane Brown, Recording Secretary
- Justin Cordell, Accounting and Budget Coordinator
- Cindy Delgreco, Financial and Risk Management Coordinator

### **Municipal Grants Programs**

There are two (2) types of Municipal Grants Programs:



- Program 1 – Financial and In-Kind Assistance: provides eligible financial grants and in-kind contributions to support specific initiatives that promote inclusiveness and a broad community benefit through improving the well-being of the community and the quality of life for its residents.
- Program 2 – Multi-Government Funding Support provides assistance to organizations in obtaining defined federal and/or provincial government grants when these government bodies require that the municipality participate in funding the initiative.

### Committee Meetings

The Committee met and reviewed the 2020 applications in accordance with the Municipal Grants Program Policy and Guidelines on the following dates:

- April 14, 2020
- April 21, 2020
- April 28, 2020
- May 19, 2020

### Annual Report

Annually, the Committee is to report to Council and the Public its activity during the current year. The Annual Report is to identify the applicants who received funding in that year, the use of funds, and the benefit to the community.

The Committee met on October 20, 2020 and November 10, 2020 to complete the 2020 Annual Report. A summary of the 2020 applications received and the funding provided through the Municipal Grants Program is included as Appendix C – 2020 Grant Applicants.

In addition, the Committee is also recommending changes to the Municipal Grants Policy (Appendix A) and the Municipal Grants Program Guidelines (Appendix B) which has been red-lined to reflect the proposed changes to the existing Policy and Guidelines.

Subject to Council approval, Policy FI-2020-01-27-4 Municipal Grants Program Policy and the Municipal Grants Program Guidelines will be updated to include these changes.

### 2021 Application Process

The Municipal Grants Program application period opened October 1 and closed October 30, 2020.



Advertisements were placed in the City Hall Bulletin of the Standard-Freeholder on September 19, 2020, October 3, 2020 and October 17, 2020, as follows:

## **Municipal Grants Program**

The City of Cornwall provides financial grants and in-kind services to non-profit organizations through its Municipal Grants Program.

This Program offers a number of funding opportunities each year for the purpose of starting and/or supporting community-based initiatives; such as, events, projects, festivals, and programs.

The application period opens Thursday, October 1, 2020 and closes on Friday, October 30, 2020.

For further details and to access the online application form, please visit [www.cornwall.ca/grants](http://www.cornwall.ca/grants)

The City's Public Information Coordinator also included announcements through Social Media (facebook, twitter, etc.); as well as, running the following on the radio (to October 30):

"Your information update is brought to you by the City of Cornwall. The City is now accepting applications for the Municipal Grants Program. Learn more at [Cornwall.ca/grants](http://Cornwall.ca/grants)."

Document Title:	2020 Annual Report On the Municipal Grants Program - 2020-347-Financial Services.docx
Attachments:	<ul style="list-style-type: none"><li>- Appendix A - Municipal-Grants-Program-Policy (Red Lined).pdf</li><li>- Appendix B - Municipal-Grants-Program-Guidelines (Red Lined).pdf</li><li>- Appendix C - 2020 Municipal Grants Report.pdf</li></ul>
Final Approval Date:	Nov 16, 2020

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

**Tracey Bailey - Nov 14, 2020 - 1:09 PM**

**Maureen Adams - Nov 16, 2020 - 2:58 PM**