

# Municipal Grants Program Guidelines

## Purpose

To outline the eligibility criteria, as determined by Council, for grant funding opportunities through the Municipal Grants Program Policy and to define the process for accepting applications.

## Scope

This guideline applies to all organizations seeking funding through the Municipal Grants Program.

## Definitions

Terms not otherwise defined in this Program Guideline have the meanings given in the City's Municipal Grants Program Policy.

## Communication

The City will promote the Municipal Grants Program and the application process through various communication methods, including the City's website, social media, print materials, and other communication methods as appropriate. Timelines for application would be communicated and published on the City's website.

## Accountability

Prior to the disbursement of any municipal funds, all grantees must sign a Letter of Agreement on the approved form, which specifies the terms and conditions of the grant.

Organizations awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

Funds granted under this program must be used for the specific purposes outlined in the application. They are not transferable between initiatives or groups without prior Committee approval.

Any unspent funds at the end of the initiative must be returned to the City of Cornwall.

~~Prior to December 31<sup>st</sup> in the year the grant was received, a Final Report must be completed and submitted to Financial Services; OR if the funded initiative was not completed by December 31<sup>st</sup>, the organization must file an Interim Report along with a request for an extension of the Final Report deadline.~~

By the last Friday of October in the year the grant is received, a Final Report must be completed and submitted to Financial Services in order to qualify for future funding; OR if the funded initiative was not completed by this deadline the organization must submit an Interim Report which shall include the requested date of extension and reason for extension of the Final Report filing.

The Final Report form is available on the City's website.

Failure to submit the report, and/or meet any of the grant conditions outlined above will result in the organization being ineligible to apply for funding in future years or any approved funds may be withheld until such time the above conditions are met.

## Program 1: Financial and In-Kind Assistance

Municipal Grants Program 1 provides financial and in-kind assistance contribution grants to eligible non-profit organizations to support their initiatives.

### Application Process

- a) The application and submission date shall be available on the City's website.
- b) The application is required to be completed and submitted to the City's Financial Services Department.
- c) The Committee shall meet in accordance with the Municipal Grants Review Committee Terms of Reference.
- d) Grant applications submitted will be evaluated and approved by the Committee for eligibility based on the criteria noted below and available funds.
- e) All decisions of the Committee are final.
- f) Applicants will be notified of the decision.
- g) Applicants recommended for funding will be forwarded to the Financial Services Department for payment.

### Grant Application and Criteria

Applications will be completed and submitted electronically. The electronic version of the application has been designed to ensure all required information is submitted.

- a) The application period will open annually on ~~September~~ October 1, and close the last Friday in ~~September~~ October. No exceptions will be made. The application will no longer be accessible after that time.
- b) The application form outlines the documents that are to accompany the application.

- c) An organization can only submit one application per year, whether it be for Program 1 or Program 2.
- d) Organizations cannot submit an application for an initiative that has been reviewed and denied twice.
- e) Applicants can have no more than 20% of the expenditures for administration costs.
- f) The maximum amount available to any one eligible organization in any one year is \$10,000.00, as determined by the Committee.
- g) It is important to note that if an organization is also requesting an in-kind contribution, the total combined benefit to any organization in one year is \$10,000.00. Therefore, an organization that receives the full \$10,000.00 through the financial grant process will be ineligible for any in-kind contributions during the funding year.
- h) The Committee may or may not fund to the limit of the maximum grant amount at its discretion.
- i) The organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was approved.
- j) 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.
- k) If an organization has received grant funds for three consecutive years, they must wait two years before applying for a grant through this program.
- l) Funding in any one year is not to be interpreted as a commitment to future years' funding.

## **Program 2: Multi-Government Funding Support**

Municipal Grants Program 2 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.

### **Application Process**

- a) The application and submission date shall be available on the City's website.
- b) The application is required to be completed and submitted to the City's Financial Services Department.
- c) The Committee shall meet in accordance with the Municipal Grants Review Committee Terms of Reference.

- d) Grant applications submitted will be evaluated and approved by the Committee for eligibility based on the criteria noted below and available funds. If required, a recommendation made to Council for final approval.
- e) All decisions of the Committee (Council, if required) are final.
- f) Applicants will be notified of the decision.
- g) Applicants recommended for funding will be forwarded to the Financial Services Department for payment.

## **Grant Application and Criteria**

Applications will be completed and submitted electronically. The electronic version of the application has been designed to ensure all required information is submitted.

- a) The application period will open annually on ~~September~~October 1, and close the last Friday in ~~September~~October. No exceptions will be made. The application will no longer be accessible after that time.
- b) The application form outlines the documents that are to accompany the application.
- c) An organization can only submit one application per year, whether it be for Program 1 or Program 2.
- d) Organizations cannot submit an application for an initiative that has been reviewed and denied twice.
- e) Applicants can have no more than ~~30%~~20% of the expenditures for administration costs.
- f) The maximum amount available to any one eligible organization in any one year is \$30,000.00, as determined by the Committee. If an organization is requesting more than \$30,000.00, the Committee will review the application and through the Financial Services Department, may bring a report to Council for consideration. Council has the discretion to increase this maximum for an extraordinary, one-time project need or circumstance which may be considered and only if the annual budget allows.
- g) 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.
- h) The Committee may or may not fund to the limit of the maximum grant amount at its discretion.
- i) The organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was approved.
- j) Funding in any one year or over several years is not to be interpreted as a commitment to future years' funding.

## Evaluation Criteria (Programs 1 and 2)

Grants shall be evaluated using the following criteria:

### First Stage Assessment

Are all eligibility criteria outlined in the Application Checklist provided?

Does the financial information provided indicate that the organization is financially stable?

If applicable, has the application outlined funding from regional or other municipal government(s)?

If applicable, has the application outlined funding from provincial and/or federal government(s)?

### Second Stage Assessment

The following scores will be used to assess how each criterion has been met:

0-Not met      1-Barely met      2-Partially met      3-Fully met

#### Evidence of Need

1. Has evidence of need been demonstrated and is it clear how the initiative will address the need identified?
2. Is it clear how the initiative will support and provide direct and indirect benefit(s) to Cornwall residents?

#### Outcomes

3. Have clear outcomes been stated?
4. Have clear targets been stated?
5. Is it clear what evidence will be available to show that the initiative has achieved its outcomes?

#### Access to the Initiative

6. Is it clear how the intended beneficiaries will have access?
7. Is it clear how many and how the initiative will involve volunteers?

#### Cost of the Initiative

8. Has the applicant provided clear and reasonable costs that match the proposed initiative?
9. Has the applicant provided clear plans for funding any balances?
10. Has the applicant provided clear plans for sustaining or exiting the initiative at the end of the funding period?

#### New or Repeat Initiative

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.

Is this a New or Repeat Application? \_\_\_\_\_

Additional information

Is there any other information you would like to include that is relevant to your application? Any relevant information provided can be used to adjust scores awarded in any of the sections above.

Total Score \_\_\_\_\_ (Maximum Score 30)

Applications must achieve a minimum score of 70% (21 of 30). Applications that do not meet the minimum score may be rejected.

The application should be thoroughly reviewed for completeness prior to submission to ensure that it contains all the information required.

Applications are evaluated based on their relative merit, and funding in one year does not guarantee funding for an initiative in the following year.

**Appendices**

Appendix 1: Application Form – Program 1

Appendix 2: Letter of Agreement – Program 1

Appendix 3: Final Report – Program 1

Appendix 4: Application Form – Program 2

Appendix 5: Letter of Agreement – Program 2

Appendix 6: Final Report – Program 2