

THE CORPORATION OF THE TOWNSHIP OF NORTH FRONTENAC

BY-LAW #51-18

BEING A BY-LAW TO ESTABLISH AN AMENDED POLICY FOR COMMUNITY GRANTS FOR THE CORPORATION OF THE TOWNSHIP OF NORTH FORNTENAC AND REPEAL BY-LAW #29-16

WHEREAS Council passed By-law #38-15 adopting a Community Grants Policy on April 27, 2015; and By-law #29-16 to amend said Policy on March 18, 2016;

AND WHEREAS Council passed Resolution #59-18 approving the annual donation being increased from \$500 to \$1,500 for the Sand Lake and Mazinaw Lake Swim Programs;

AND WHEREAS Council has deemed it necessary to make amendments to the Community Grants Policy and passed Resolution #269-18 on June 1, 2018 approving an annual donation of \$2,000 starting 2019 and instructing that an amending By-law brought forward to amend the Community Grants Policy to include North Addington Education Centre Outdoor Program as a Community Organization that is exempt and not required to submit an Application or Final Report unless their request is for a different purpose (special project) and/or amount;

NOW THEREFORE the Council of The Corporation of the Township of North Frontenac does hereby adopt the amended "Community Grants Policy" attached hereto as Schedule "A"; Schedule "B: and Schedule "C";

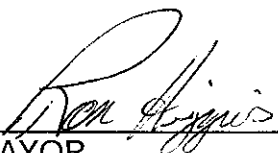
AND THAT all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law are hereby repealed;

AND THAT By-law #29-16 is hereby repealed;

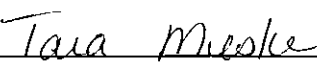
AND THAT this By-Law shall come into force and take effect on the date of its passing.

READ A FIRST AND SECOND TIME, THIS 3rd DAY OF AUGUST, 2018.

READ A THIRD TIME AND FINALLY PASSED THIS 3rd DAY OF AUGUST, 2018.



MAYOR



CLERK

SCHEDULE "A" TO
BY-LAW #51-18

COMMUNITY GRANTS POLICY

1. Definitions

In this Policy:

- a) "Community Organization" means not-for-profit unincorporated groups or registered charitable organizations who operate a business or provide a service within the geographic boundaries of the Township and have been in existence for a period of a minimum of two (2) years.
- b) "Council" means the Council of The Corporation of the Township of North Frontenac.
- c) "Township" means The Corporation of the Township of North Frontenac.

2. Purpose

Community Grant funding demonstrates Council's commitment to working with Community Organizations. The purpose of this Policy is to establish a procedure for all proposed grants to Community Organizations.

The goal of the Community Grants program is to assist in the development and operation of not-for-profit community organizations who provide programs, services or events that promote and/or enhance the overall wellbeing of the community.

3. Guidelines

- a) Council shall determine the amount of funds to be available for the Community Grants program through its annual operating budget process.
- b) Criteria for Community Grant Recipients
 - Projects must have a well-defined purpose and take place within the calendar year of receiving the Community Grant.
 - The request could provide a new or improved community service or an economic and/or social benefit.
- c) Community Grants will not be given to cover deficits or retire debt or to provide money for fundraising activities or to sustain support.
- d) Community Grants will not normally be given to contribute to major renovation or capital construction costs, with the exception of partnering for a Township Asset.
- e) Previously approved Community Organizations may reapply for a project and be approved for further funding if there is evidence the program is developing successfully.
- f) The Clerk will publish annually on the Township's website and in the local paper a Notice regarding the application process.

- g) The Treasurer will publish annually on the Township's website a list of the Community Organizations receiving Community Grants as well as a brief description of the project and the amount they received.
- h) Applications received after the annual Application deadline may be considered the following year, unless there is an urgent need for funding and the request is within the annual budget allocated by Council for such Community Grants.
- i) Only one Application for all requests per Community Organization may be submitted in each funding year.
- j) Council may award Community Grants that include terms and conditions with respect to the use of the funds. Community Organizations who fail to comply with the terms and conditions shall be ineligible for further funding.
- k) Community Organizations who Council determines do not conform to the requirements of this Policy may have any promissory Community Grants revoked and may be ineligible for further funding.
- l) Some Community Organizations are provided funding through the annual budget; however if these Community Organizations require additional funding for special projects they are permitted to apply for same through this Community Grants Policy.

4. Application Submission (see Schedule "B")

- a) The Community Organization will obtain an Application from the Township's website or by contacting the Municipal Office.
- b) The Application is to be completed and signed by two Principal Officers, authorized to sign on behalf of the Community Organization (unless the Community Organization only has one person appointed to have signing authority).
- c) The Application must be accompanied by the Community Organization's budget with a breakdown of how the grant funding will be used for the requested project(s) or proposal(s) including a list and description of actual and pending costs.
- d) Applications shall be submitted in person, by fax, by email or by mail to the attention of the Clerk of the Township of North Frontenac and marked "Community Grant Application".
 - Address: 6648 Road 506, Plevna, ON K0H 2M0.
 - Fax: 613-479-2352
 - Email: clerkplanning@northfrontenac.ca.
- e) Applications must be received and date stamped prior to the annual deadline of November 30th in order to be considered for a Community Grant under this Policy (for the following year's annual Budget).
- f) It is the responsibility of the Applicant to ensure the Application is complete and submitted by the deadline.

5. Application Evaluation

- a) Community Grant Applications shall be evaluated by Council who will review them and rate them on their impact to the community and the ability to support and improve the quality of life for residents.
- b) Should multiple Applicants meet the Application requirements and goals of the funding, a fixed amount will be granted to each Community Organization based on Council's evaluation and within budget constraints and the amount applied for by each Community Organization.
- c) Council may refuse an Application that:
 - does not meet the criteria set out in this Policy for funding;
 - Council believes, with reasonable grounds, has made false statements on the Application;
 - has breached Conditions of this Policy in the past;
 - Council believes the Community Organizations goals or projects are not in the public's interest or that the Community Organization may not carry on business with honesty or integrity; or
 - Council believes has a financial situation that indicates the Community Organization will not be conducted in a financially feasible manner.
- d) All Applicants shall be notified by the Clerk, in writing of Council's decision made during the annual budget deliberations on the Community Grant Application. If the Community Grant is approved the Letter of Award shall include any terms and conditions that apply to the Community Grant.

6. Reporting (see Schedule "C")

- a) Within sixty (60) days of the end of the project or by December 31st of the year the Community Grant was provided, the Community Organization shall submit a Final Report to the Clerk. The Final Report is intended to help you evaluate the initiative and help Council evaluate the effectiveness of our grants in supporting and improving the quality of life in our community.

7. Effective Date

- a) This Community Grants Policy will start effective the 2016 Budget Process (see Section 4e) re: November 30th deadline).

8. Exemptions

- a) Some Community Organizations are provided funding through the annual budget. These include:
 - i. Clarendon Central Public School - \$50
 - ii. Cloyne and District Historical Society - \$500
 - iii. Conservationists of Frontenac Addington (COFA) - \$200

- iv. Land O' Lakes Community Services - \$1.25 per household in Ward 1 per Resolution #103-15
- v. Land O' Lakes Emergency Food Bank - \$2,000
- vi. Land O' Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$500
- vii. Land O' Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
- viii. Mazinaw Lake Swim Program - \$1500 per Resolution #59-18
- ix. North Frontenac Community Services – Northern Rural Youth Program - \$5400 per Resolution #103-15
- x. Ompah Community Volunteers Association – ATV Fundraiser (posters/laminating/printing) - \$400 – Per Resolution #77-10
- xi. Ompah Community Volunteers Associations – Fireworks - \$600
- xii. Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
- xiii. Sand Lake Swim Program - \$1500 per Resolution #59-18
- xiv. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18

b) These exempted Community Organizations are not required to submit an Application or a Final Report unless their request is for a different purpose (special project) and/or amount.

SCHEDULE "B" TO
BY-LAW #51-18



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
www.northfrontenac.ca

COMMUNITY GRANT APPLICATION FORM

Thank you for applying for a Community Grant for your Organization!

Our priority is to support programs or projects with tangible results that enrich and connect residents to their community.

Please answer the following questions.

Date:	
Committee or Organization Name:	
Organization	
Address	
Phone Number	
Email Address	
Website	
Contact Person	
Name	
Phone Number	
Email Address	
Alternate Contact Person	
Name	
Phone Number	
E-mail Address	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes <input type="checkbox"/> No <input type="checkbox"/>

Project or Proposal

Project Overview Description: (750 words maximum) and Desired Outcomes

The project description should provide in depth details of how you plan to bring your project to life. Include some of the key next steps and activities you will undertake. What will be accomplished and the desired outcomes. (This could include reference letters, website pages, photos, etc.)

Amount requested:

\$

Has your organization received a grant previously from this Township program?

Yes

No

Amount (cumulative)	\$	Year(s)	

Other Information:

The following are to be included with this Application. Please check to indicate attached.

- A statement of the Community Organization's constitution and a mission or statement of purpose**
- Description of services and programs offered and geographical area served by your organization**
- Description of clientele participating or utilizing services/program**
- Statement of the Community Organizations budget breakdown on how the funds will used for the requested project(s) or proposal(s)**

Disclaimer and Signature:

*We certify that our answers are true and complete to the best of our knowledge.
We agree to complete a "Final Report" and disclose all relevant information to the Township.
The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.*

Principal Officer:

Signature: _____ Date: _____

Principal Officer:

Signature: _____ Date: _____

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Information Accessibility - Information provided by the Applicant and contained within the Application Form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an open, to the public, meeting format of Council.

SCHEDULE "C" TO
BY-LAW #51-18



6648 Road 506, Plevna, Ontario K0H 2M0
Tel: (613) 479-2231 or 1-800-234-3953, Fax: (613) 479-2352
www.northfrontenac.ca

COMMUNITY GRANT FINAL REPORT

Within sixty (60 days of the end of the project or by December 31st of the year the Community Grant was provided) the Community Organization shall submit a final Report to the Clerk. Please answer the following questions.

Date:	
Committee or Organization Name:	
Organization	
Name	
Phone Number	
Email Address	
Website	
Contact Person	
Name	
Phone Number	
Alternate Contact Person	
Name	
Phone Number	

A statement of Budget versus actual on how the grant funding was used for the project(s) must be included with the Final Report.

Please check to indicate attached

Summary of the Project or Proposal Outcome

Include any other useful information from your project. This could include reference letters, website pages, photos of projects, partnerships, etc.
(200 words maximum)

Disclaimer and Signature:

We certify that our answers are true and complete to the best of my knowledge. And have disclosed all relevant information.

The Community Organization takes full responsibility for the actions of all members and volunteers associated with the Community Organization.

Principal Officer:

Signature: _____ Date: _____

Principal Officer:

Signature: _____ Date: _____

Note: Principal Officer(s) shall be authorized to sign on behalf of the Community Organization.

Privacy and Accessibility

The information contained within this Application Form and any applicable attachments is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, and will be used solely by the Corporation of the Township of North Frontenac to evaluate and recommend funding allocations. Applications will be reviewed in an Open, Public meeting of Council, and therefore will become Public information.