

# **The Corporation of the Township of North Frontenac**

## **By-law # 2024-03**

**Being a By-law to Establish a Policy for Community Grants for the Corporation of the Township of North Frontenac**

**Whereas** Council includes funding in the annual budget for Community Grants and deems it necessary to establish a Policy to allocate these funds to various community organizations;

**Now Therefore** the Council of The Corporation of the Township of North Frontenac does hereby adopt the “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That** all resolutions, by-laws or parts of by-laws, which are contrary to or inconsistent with this by-law are hereby repealed;

**And That** By-law #17-20 is hereby repealed;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 **January 12, 2024.**

**Read** a third time and finally passed this **January 12, 2024.**

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**Gerry Lichty, Mayor**

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**Tara Mieske, Clerk**

## Schedule "A"

### 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) To help ensure projects are prioritized based on the needs of the community and to provide financial guidelines, when Council is considering Applications Council commits a maximum of \$10,000 to the annual budget effective 2020 (over and above the existing approved expenditures).
- 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.
  - To ensure the Program remains sustainable for the future and to allow more Community Groups an opportunity to benefit from the Program, Council will only consider an annual Application from a Community Group (can submit for more than one project) for a total maximum of \$1,000.
  - Council will only consider requests for funding from Community Groups in accordance with the Community Grants Policy (not throughout the year).
- 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 Manager of Community Development will publish an annual Notice regarding the application process on the Township's website and Social Media accounts and in the local paper.
- g) The Manager of Community Development 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 will not be considered.
- i) 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.
- j) 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.
- k) 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.
- l) A project may not start prior to the Community Organization receiving approval for funding to be eligible within the Community Grant Program.

- m) The Community Grants Program shall be for Organization's that are within the geographic boundaries of the Township; with the exception of the North Addington Education Centre (NAEC) and Granite Ridge Education Centre (GREC); Community Service Agencies that provide direct benefit to residents of North Frontenac; and those already included in the existing exemptions (can apply annually for up to \$1,000 as well).

#### **5. 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 Manager of Community Development of the Township of North Frontenac and marked "Community Grant Application".
- Address: 6648 Road 506, Plevna, ON K0H 2M0.
  - Fax: 613-479-2352
  - Email: [recreation@northfrontenac.ca](mailto:recreation@northfrontenac.ca)
- e) Applications must be received and date stamped prior to the annual deadline of April 30th in order to be considered for a Community Grant under this Policy.
- 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 (not to exceed \$1,000).
- 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 Manager of Community Development, in writing of Council's decision on the Community Grant made during the Council Meeting where Community Grants are considered. 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 Manager of Community Development. The Final Report is intended to help the Community Organization evaluate the initiative and help Council evaluate the effectiveness of the grants in supporting and improving the quality of life in our community.

#### **7. Effective Date**

- a) This Community Grants Policy came into effect on February 28, 2020 (see Section 4e) re: April 30th deadline).

## 8. Exemptions

- a) Some Community Organizations are provided funding through the annual budget. These include:
- i. Cloyne and District Historical Society - \$500
  - ii. Land O' Lakes Community Services - \$1.50 per household in Ward 1 per Resolution #103-15 \$2,250
  - iii. Land O' Lakes Community Services Christmas Hamper Program \$500
  - iv. Land O' Lakes Lions Club Food Bank - \$2,000
  - v. Land O' Lakes Garden Club – Planter Boxes, Cloyne Pioneer Cemetery, etc. - \$700
  - vi. Land O' Lakes Lions Club – Santa Claus Parade - \$400 per Resolution #511-13
  - vii. Land O' Lakes Lions Club – Toll Road Hand Out \$180
  - viii. Central & North Frontenac Seniors and Law Enforcement Together (SALT) \$500
  - ix. Mazinaw Lake Swim Program – \$1500 per Resolution #59-18
  - x. North Frontenac Community Services – Northern Rural Youth Program - \$6000 per Resolution #07-23  
Ompah/Plevna – Santa Claus Parade - \$400 Per Resolution #511-13
  - xi. Sand Lake Swim Program - \$1500 per Resolution #59-18
  - xii. North Addington Education Centre Outdoor Education Program - \$2,000 per Resolution #269-18
  - xiii. Clarendon Central Public School – \$1,000
- 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"**

**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:	
<b>Organization</b>	
Address	
Phone Number	
Email Address	
Website	
<b>Contact Person</b>	
Name	
Phone Number	
Email Address	
<b>Alternate Contact Person</b>	
Name	
Phone Number	
E-mail Address	
Did you consult with Township Staff? (Note: This is only required if working on Township property)	Yes ____ No ____

**Project or Proposal:**

<b><u>Project Overview Description: (750 words maximum) and Desired Outcomes</u></b>	
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)	_____
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**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"**

**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 Manager of Community Development. Please answer the following questions.**

Date:	
Committee or Organization Name:	
<b>Organization</b>	
Name:	
Phone Number:	
Email Address:	
Website:	
<b>Contact Person</b>	
Name:	
Phone Number:	
<b>Alternate Contact Person</b>	
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 \_\_\_\_\_

<p><b>Summary of the Project or Proposal Outcome</b></p> <p>Include any other useful information from your project. This could include reference letters, website pages, photos of projects, partnerships, etc. (200 words maximum)</p>

**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.