



# Community Grants Policy

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## Policy Statement

Through the Community Grant Program, the Corporation of the City of Brockville (the "City"), strives to support community initiatives and non-profit groups that contribute to the overall health, social, cultural and economic well-being of its residents.

## Purpose

The purpose of this policy is to outline the criteria and guidelines for the City's community grants program. Grant funding will be provided in the form of cash and will be granted to recipients to advance community benefits.

Through this policy, the City will:

- a) Provide a fair, equitable and transparent process for the issuance of grants;
- b) Provide clear eligibility criteria for applicants;
- c) Confer delegated authority to issue grants within the terms and conditions set out in this policy; and
- d) Establish standards and guidelines for the management and accounting of the funding received through community grants.

## Application

This policy shall govern the actions of the applicable staff, the Community Grant Review Committee, and Council regarding the administration of community grants and will serve as a resource for those seeking information about the City's community grant program.

## Definitions

**"Applicant"** means the Not-for-Profit or Charitable Organization requesting grant funding.

**“Community Grant Review Committee”** means the Committee established by Council tasked with reviewing and awarding grants according to set criteria and shall include staff and Council representation.

**“Memorandum of Understanding”** means the mutual statement of commitment between a recipient and the City to assist in the implementation of a grant.

**“Not-for-Profit or Charitable Organization”** means an organization that:

- a) Is a registered corporation formed for the purpose of providing services, activities, programs and opportunities that improve or benefit one or more communities; or
- b) Is an ad hoc organization, or community group that operates on a not-for-profit basis and is not incorporated but has their own separate bank account or has partnered with a not-for-profit or charitable organization; and
- c) Does not generate revenue to be distributed amongst its members, directors, officers or trustees for their financial gain; and
- d) Reinvests revenue remaining after expenditures into the organization to further its aims and activities.

**“Recipient”** means the successful applicant that has been awarded a grant.

## **Procedures**

### Council’s Allocation of Funds

Through the adoption of this policy, Council has directed that 15% of the City’s share of the Municipal Accommodation Tax collected in the previous year be used to fund this grant program.

The total amount of funding available for grants will be determined annually by March 31<sup>st</sup> and will vary from year to year.

50% of the funds will be available for Intake One and the remaining 50% will be available for Intake Two. If funds remain, they will be added to the funds available in the following intake.

## Eligibility Criteria

### *Applicant Eligibility*

Applicants must:

- a) Be a registered not-for-profit or charitable organization as defined in this policy;
- b) Be located primarily within the City or offer programs or events within the City;
- c) Have a good track record of successfully completing, implementing, and planning programs, activities, events or projects;
- d) Demonstrate strong financial responsibility and capability in carrying out the funded program, activity, event, or project and continued growth and sustainability into the future;
- e) Be in good financial standing with the City, including fulfilling all obligations of previous grants, donations, or programs of the City, including mandatory reporting;
- f) Be in existence for a minimum of one (1) year prior to being considered; and
- g) Ensure adequate levels of property and general liability insurance naming the Corporation of the City of Brockville as an additional insured.

Grants will not be considered for the following:

- a) Commercial or for profit purposes;
- b) Political purposes;
- c) Special interest groups and clubs and/or clubs with exclusive membership;
- d) As a loan, or for other financing, financing charges, debt restructuring, interest payments, to use towards outstanding deficits;
- e) Religious activities or instruction, including renovations to a place of worship unless it is also used for community activities;
- f) Day-to-day operating costs of an organization (i.e., staffing, rent excluding municipal facilities, property taxes, office supplies including electronic equipment, etc.);
- g) Attendance at conferences, workshops, and seminars;
- h) Travel, accommodation, uniforms, or personal equipment that is not distributed or available to the public, or equipment that is distributed to individual members of a group or organization for personal use;
- i) Projects or programs taking place on private property, which is not accessible to the public or used for community activities, unless the project or program is available to the community at large;

- j) To fund a third party or as donations to other charitable causes;
- k) To fund the cost of alcohol or cannabis-related products.

A grant should not be considered as the sole source of funding for an applicant. Community grants are intended to be supplementary to other sources of funding. Applicants will be expected to leverage opportunities for funding from other funders and to provide information about other sources of funding, both received and applied to, to the City, upon request.

#### *Program, Activity, Event and Project Eligibility*

To be eligible, proposed programs, activities, events and projects must:

- a) Be located primarily within the City;
- b) Be open to the public; and
- c) Meet a need for filling a void in the community and/or aligning with the City's established Strategic Goals.

#### Application Process

Community Grant applications will be considered in two intakes in the months of April and November.

Application deadlines will be established and promoted by staff each year following the annual budget process and determination of available funding.

An application guide will be available annually that outlines the application process, deadline, evaluation criteria and approval process.

All applications must be submitted on or before the application deadline determined for each intake. Applications that are incomplete or not submitted by the due date will not be considered.

Applications that do not relate to the use of municipal property or property owned by the applicant shall include letters of permission from the property owner.

Community Grant application forms shall be designed to capture sufficient information about the program, activity, event, or project and applicant to assist in the eligibility review and evaluation.

Depending on the nature and value of the requested grant, additional information may be requested after the initial application.

If an application is denied, applicants may only resubmit for the same program, activity, event or project in future intakes if new information that could impact the grant decision becomes available that, for good reason, was not available at the time of the initial application or if a procedural error was made when assessing the grant application.

### Review Process

As there are many worthwhile projects and limited funds annually, it is important that all applications be scored following a set rubric to ensure fairness and transparency. Staff will first review all applications received by the deadline for completeness. Completed applications will then be forwarded to the Community Grant Review Committee for consideration. The Community Grant Review Committee may decide to fund applications in full or in part, or to deny applications. Each application will be scored using the same criteria, based on the review process outlined below:

- a) **Demonstrated need for the project, program or service within the City of Brockville: (30%)** Applicant demonstrates its thorough understanding of current community needs and addresses these through its activities and partnerships in the application in an open, equitable and inclusive manner. The applicant demonstrates how the application meets one or more of the City's Strategic Priorities.
- b) **Financial sustainability and feasibility: (30%)** Applicant demonstrates sound financial management and revenue generation. Operating surplus or reserve accounts should not exceed 25% of total operating costs without acceptable explanation. Board oversight and skills are appropriate for the size and scope of funding requests to ensure success of the application. The organization identifies a clear plan for how the funds will be allocated and used
- c) **Strategic Direction and Previous Funding: (25%)** Applicant identifies strategic goals for organizational development. The applicant has clear plans to sustain themselves, develop their audience, program, service and/or participation. If applicable, the application identifies the impact of previous Community Grant support.
- d) **Other Funding & Community Support: (15%)** Applicant identifies community support for the project, program or service through

funding from other levels of government, foundations, sponsorship, local business, service clubs and evidence of community partnerships.

### Conditions of Grants

In approving grants, the City may impose conditions as it deems fit. Specific terms and conditions will be outlined in the Memorandum of Understanding upon award of funding.

Applicants and recipients must notify the City in writing of any significant changes to the supported program, activity, event or project. In the event the program, activity, event or project is not completed, or does not move forward, the City reserves the right to request the return of any funding provided.

Receipt of a grant in one year does not guarantee approval of a grant in the following or any subsequent year.

The City reserves the right to request acknowledgement on promotional materials related to the funding program, activity, event or project.

All recipients are required to submit a final report to the City on the required template within 60 days of the completion of the funded initiative, including financial statements and a summary of community impact.

Nothing in this application or approval of any grant funding will constitute or be construed to be or create a partnership or joint venture between the City and the applicant or any of its employees, volunteers or contractors. Without limiting the generality of the foregoing, the parties acknowledge that neither will be considered to be an agent, representative, master or servant of any other party for any purpose; and no party has any authority to enter into any contract, to assume any obligations or give any warranties or representations on behalf of the other party.

## **Roles and Responsibilities**

### **Council**

Council will:

- a) Approve this policy and any changes to this policy as needed; and
- b) Establish a Community Grant Review Committee and authorized this Committee to review and approve applications as per this policy.

Community Grant Review Committee will:

- a) Meet at least twice per year to review complete applications submitted prior to the established deadline and issue decisions within 30 days;
- b) Consider and evaluate applications based on this policy and established criteria; and
- c) Approve or deny applications in full or in part as per this policy and established criteria and communicate these decisions to the Clerk's Office and Finance Department.

The Clerk or designate will:

- a) Manage any administrative procedures including maintaining the application forms;
- b) Providing notice of intakes, rules and procedures;
- c) Promote the grant program and provide educational support to those wishing to apply;
- d) Prepare communication for applicants concerning the status of their application and arranging for the execution of Memorandums of Understanding;
- e) Support the Community Grant Review Committee;
- f) Maintain all records pertaining to applications and the Community Grant Review Committee; and
- g) Report annually on the status of issued grants.

The Treasurer or designate is responsible for:

- a) Calculating the annual contributions available from the MAT as per this policy;
- b) Where funding is not fully subscribed, recommend that the remaining dollars be rolled over into the following year's funding allocation; and
- c) Issue cheques for distribution by the Clerk's Office in a timely manner.

## **References and Related Policies**

Budgetary Control Policy

Ontario Regulation 435/17

Bylaw Number 020-2018 Being a Bylaw to Establish a Municipal Accommodation Tax, as amended

## **Consequences of Non-Compliance**

Non-compliance with this policy may result in verbal or written warnings, suspension of grant funding and/or bans on future applications for funding.

### **Review Cycle**

This policy will be reviewed annually or as needed to ensure its continued relevance and effectiveness.