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## POLICY ON MUNICIPAL GRANTS

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### A. OBJECTIVE

The Municipality of Mississippi Mills recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest assistance to such organizations through its municipal grant program. Support is provided each year from the Municipality's operating budget to qualifying organizations through an annual application process.

### B. PURPOSE

The Municipal Grant Policy has been established by Council to provide guidelines to organizations within Mississippi Mills who are seeking modest financial assistance with the following:

1. One time start-up funding for a new community event or festival.
2. Sponsorship funding for established community events or festivals.
3. Funding towards partnerships between the Municipality and Organizations
4. Funding to maintain and/or operate private structures or property that are used to the benefit of the community as a whole.
5. Funding to support federal and provincial government grant application requirements.

### C. CRITERIA

#### 1. ELIGIBILITY TO APPLY FOR A MUNICIPAL GRANT

Council will review applications for municipal grants after considering the following eligibility criteria:

- a. A not for profit organization that meets the criteria established in Chapter 4 "Eligibility Requirements" of the Lottery Licensing Policy Manual issued by the Province of Ontario. See Sections 2.1.0 -2.1.5 and Sections 2.3.0 – 2.3.1 attached. A registered charity meets these criteria.
- b. Is located in the Municipality of Mississippi Mills

- c. Provides without discrimination a recreation, cultural or community service to a significant proportion of Municipality citizens that the Municipality does not otherwise provide.
- d. Has demonstrated revenue-generating capability to sustain the service or event on its own.
- e. Requires municipal funding participation to support a federal or provincial grant application.
- f. Organizations demonstrate collaboration and cooperation with other local organizations in the sharing of resources.

## 2. GRANTS / CONDITIONAL GRANTS

Organizations that receive any funding are required to acknowledge the support of the municipality through the use of the municipal web site and tag line on any promotion material for the event, service, activity, etc.

The use of the municipal logo, web site and tag line must be in accordance with the Municipal Sponsorship Guidelines

- a. Start-up funds for a new community event or festival.
  - *Start-up funds may be provided, on a ONE TIME basis only, to assist in the initial costs for providing the community with a new community event or festival.*
- b. Sponsorship funds for established community events or festivals.
  - *Sponsorship funds may be given to organizations provided that Council acknowledges that the municipality is obtaining an economic benefit for funds given.*
  - *Depending on the monetary success of the event, Council may determine that the sponsorship funding or portion thereof be repaid or be carried forward to a subsequent year.*
- c. Funding may be provided to organizations that provide a service or engage in a community festival in partnership with the Municipality.
- d. Funding may be provided to maintain and/or operate private structures or properties that are used for the benefit of the community.
  - *Funding may be provided to organizations to offset operating costs such as taxes and insurance for private structures and properties if Council acknowledges that those facilities are used for the benefit of the community.*

- e. Funding to support Federal or Provincial Government grant application requirements.
  - *Funding may be provided to assist organizations in obtaining defined Federal or Provincial Government grants when these government bodies require that the municipality participate in the funding of an event or festival and where Council deems that the purpose of the event or festival provides an economic benefit to the community.*

### 3. WHAT/WHO IS NOT ELIGIBLE FOR MUNICIPAL GRANTS OR SPONSORSHIPS

Council will **not** consider the following grant requests:

- a. Social assistance services that are provided by other government agencies or not for profit organizations.
- b. Travel expenses for members of an organization.
- c. Uniforms
- d. Play structures that are to be constructed on non-municipal property.
- e. Rental Fee Waivers
- f. Sponsorship of athletic endeavours (i.e. team or individual sponsorship for tournaments, special events, regular season activities, etc.)
- g. Individuals
- h. For-profit organizations
- i. Organizations with political affiliations
- j. Organizations serving as funding sources for others, e.g. Services clubs unless they are applying for funding for community festivals (per Resolution 7-15)
- k. Faith organizations where services/activities include the promotion and/or required adherence to a faith.
- l. Hospitals, clinic-based services or medical treatment programs.
- m. Fundraising Events.
- n. School boards, primary and secondary schools, post secondary institutions.
- o. Programs with legislated mandates of other governments.
- p. Provincial/national organizations unless a local chapter exists to service the residents of Mississippi Mills.
- q. Organizations receiving greater than 50% funding from senior levels of government.
- r. Organizations that conduct the majority of their activities outside the Municipality.
- s. Costs for major capital equipment/renovations and financing of deficits.
- t. Any grant requests from organizations that do not submit the required reporting information for a previous year's grant in accordance with Section C of this policy.
- u. Incorporation costs or Director's Liability insurance costs
- v. Museums

### 4. FUNDING LIMITS

Council at its discretion shall establish an annual budget for this program. Grant funding to any one (1) organization or event in any one year will be capped at a maximum cash value of **\$5,000.00**. Council has the discretion to increase this maximum for an extraordinary, one of a kind project, need or circumstance which may be considered and only if the annual budget allows.

## 5. APPLICATION PROCESS

It is the responsibility of applicants to submit a complete application with clear and sufficient information. It should be noted that the grant program is competitive and applicants should submit the best application possible. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested and incomplete or unclear applications may be declined.

- a. Prior to considering any request for a grant or sponsorship, Council shall require the following from the organization:
  - *a completed Municipal Grant Application Form detailing the proposed commitment from the Municipality.*
  - *financial statements which shall include an income statement and a balance sheet from the previous event or fiscal year (and the most up to date available month end financial statements in the year of application)*
  - *a detailed budget for the upcoming fiscal year or event*
  - *information pertaining to the evaluation criteria and expected outcomes*
  - *The applicant will provide one (1) copy of the application form and supporting documents to the Municipality. An electronic copy is acceptable.*
- b. The Municipality reserves the right to request supplementary information in support of the application.
- c. Requests for Municipal Grant funding shall be received by the Municipality no later than November 30<sup>th</sup> of each calendar year.
- d. If the above information is not submitted by the November 30<sup>th</sup> deadline, applications will be returned and not considered by Council.

## 6. CONSIDERATION

- a. Applications for grant or sponsorship funding will be considered during the Municipality's annual budget deliberations.
- b. Actual funding amounts allocated for municipal grants or sponsorships will be based upon available funding.
- c. Previous year's funding allocations will not be considered and each application will be reviewed on its own merit.
- d. There shall be no duplication of funding to any organization in any fiscal year
- e. Unless otherwise approved by Council no grant or sponsorship funding will be paid until such time as the annual budget has been approved.

- f. Grant or sponsorship funding allocated to an organization will be used first to clear any amounts owing to the Municipality. The balance of funds, if any, will then be forwarded to the organization.
- g. Any municipal grant or sponsorship funding that has not been spent, in the year that it is received, shall be returned to the municipality
- h. A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant until the financial surplus or reserve is depleted.

#### **D. REPORTING**

Within three (3) months of the completion of the event, project or service or at the end of the calendar year, all organizations receiving funding from the Municipality shall provide, a written report in the form attached hereto as Schedule 'A'. If it is determined that funds were reallocated to another project/event other than what was submitted with the municipal grant application, the Municipality may at its discretion, disqualify an organization from any future funding under this program.

**Note: Any organizations that do not submit a report will not be considered for funding in the future.**

Approved by Council: June 23, 2008 and amended February 10, 2009, March 7, 2011, January 13, 2015 and October 6, 2015

## MUNICIPALITY OF MISSISSIPPI MILLS MUNICIPAL GRANT APPLICATION FORM

|  |         |   |           |
|--|---------|---|-----------|
| <b>NAME OF ORGANIZATION</b>  |         |   |           |
| <b>ADDRESS</b>   |         |   |           |
|  |         |   |           |
|  |         |   |           |
| <b>PHONE #</b>   | (     ) | <b>FAX #</b>  | (     )   |
| <b>CONTACT PERSON AND TITLE</b>  |         | <b>PHONE#</b>   | (     )   |
| <b>EMAIL ADDRESS</b>   |         | <b>CELL#</b>  | (     )   |
| <b>IS YOUR ORGANIZATION INCORPORATED AS A NON-PROFIT ORGANIZATION?</b> |         | <b>YES</b>  | <b>NO</b> |
| <b>INCORPORATION NO.</b>   |         | <b>JURISDICTION OF INCORPORATION</b>                          |           |
| <b>YEARS IN EXISTENCE</b>  |         | <b>DATE OF LAST ANNUAL MEETING</b>                            |           |
| <b>NUMBER OF ACTIVE MEMBERS</b>  |         | <b>ALL FINANCIAL DOCUMENTS INCLUDED WITH APPLICATION Y/N?</b> |           |
| <b>LOCATION OF EVENT IF APPLICABLE</b>                                 |         |   |           |

**ORGANIZATION INFORMATION:**

**WHAT ARE THE ORGANIZATION'S OBJECTIVES?**

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**DESCRIBE THE SERVICES THE ORGANIZATION PROVIDES:**

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**PREVIOUS FUNDING:**

**LIST PREVIOUS FUNDING RECEIVED AND PURPOSE OF FUNDING:**

YEAR: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

YEAR: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

YEAR: \_\_\_\_\_ AMOUNT: \_\_\_\_\_ PURPOSE: \_\_\_\_\_

**GRANT REQUEST:**

AMOUNT OF REQUEST IN CURRENT YEAR \$ \_\_\_\_\_

**DESCRIBE HOW THE GRANTED FUNDS WILL BE USED?**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIBE THE PERTINANT GOALS AND TIMELINES:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DESCRIBE THE TARGETED POPULATION (AGE, SEX, ETC.)**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**ARE THERE CURRENTLY SIMILAR PROJECT/PROGRAM/EVENTS BEING OFFERED IN THE COMMUNITY? Y/N: \_\_\_\_\_ IF SO, HOW WILL THIS PROJECT/PROGRAM/EVENT COMPLEMENT, ENHANCE, OR DIFFER FROM OTHERS IN THE COMMUNITY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**WHAT OTHER BUSINESSES OR ORGANIZATIONS ARE INVOLVED IN THIS PROJECT/PROGRAM/EVENT? PLEASE DESCRIBE THEIR ROLES AND CONTRIBUTIONS:**

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**DESCRIBE THE ORGANIZATON'S PLANS TOWARDS FUTURE SUSTAINABILITY:**

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**GRANT OUTCOMES:**

**HOW MANY PEOPLE WILL DIRECTLY BENEFIT FROM THIS GRANT REQUEST: \_\_\_\_\_**

**AGE CATEGORIES THAT WILL BENEFIT FROM THIS REQUEST:**

- CHILDREN (1-12 YEARS): \_\_\_\_\_**
- YOUTH (13-17 YEARS): \_\_\_\_\_**
- ADULTS (18-64 YEARS): \_\_\_\_\_**
- SENIORS (65+ YEARS): \_\_\_\_\_**

**DESCRIBE THE ANTICIPATED OUTCOMES BOTH SHORT AND LONG TERM:**

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**DESCRIBE HOW THE ORGANIZATION WILL EVALUATE THE BENEFITS OF THIS PROJECT/PROGRAM/EVENT TO THE ORGANIZATION AND THE COMMUNITY AND WHAT THE SPECIFIC PERFORMANCE MEASURES WILL BE:**

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**OTHER ADDITIONAL INFORMATION PERTINENT TO YOUR APPLICATION**

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\_\_\_\_\_  
SIGNATURE OF PERSON SIGNING APPLICATION

\_\_\_\_\_  
DATE

**PLEASE BE SURE TO INCLUDE THE FOLLOWING INFORMATION WITH YOUR APPLICATION IN ORDER TO HAVE YOUR GRANT APPLICATION CONSIDERED:**

- a. Financial statements from the previous event or fiscal year
- b. A budget for the upcoming fiscal year or event
- c. Attach information pertaining to evaluation criteria

**APPLICATION DEADLINE: NOVEMBER 30**



Municipality of Mississippi Mills  
 3131 Old Perth Road  
 PO Box 400, RR 2  
 Almonte ON KOA 1A0  
 613.256.2064  
 www.mississippimills.ca

# MUNICIPAL GRANT REPORT FORM

This form must be completed within three (3) months of the completion of the event/service OR at the end of the calendar year. Any organization that does not complete and return this form will not be considered for funding in subsequent years.

|                      |             |             |
|----------------------|-------------|-------------|
| NAME OF ORGANIZATION |             | TELEPHONE # |
| STREET ADDRESS       |             | FAX#        |
| CITY                 | POSTAL CODE | WEBSITE     |

Briefly describe the project/program/event for which the organization is reporting on:

Describe how anticipated goals and objectives were met including performance measurements:

How many people participated in or attended the project/program/event? How many paid attendees? What was the age and regional breakdown of attendees?

Date of program/event

Location of project/program/event

Describe how the greater community benefitted include both the short and long term positive outcomes to the Municipality (outcomes should be communicated in a public way i.e. media and social media):

|  |
|--|
| <p>Was the project/program/event a success? How is this success measured? If not a success, describe why not</p> |
| <p>Provide any other relevant information</p>  |

## DECLARATION

|   |            |  |
|---|------------|--|
| <p>We, the undersigned, declare that we have been authorized to file this report and that to the best of our knowledge, all answers provided in the report, as well as all the information contained in the document and materials attached to it, are true and complete.</p> |            |  |
|   | Signature  |  |
|   | Print Name |  |
|   | Title      |  |
|   | Date       |  |
|   | Phone #    |  |
|   | Email      |  |

**PLEASE ATTACH COPIES OF ANY MARKETING / ADVERTISING / PROMOTIONAL MATERIALS ACKNOWLEDGING THE SUPPORT OF THE MUNICIPALITY FOR THE EVENT, SERVICE, ACTIVITY FOR WHICH FUNDING WAS RECEIVED FROM THE MUNICIPALITY**