



---

## MISSISSIPPI MILLS COMMUNITY IMPACT GRANT POLICY

*(replaces the former Mississippi Mills Municipal Grant & Neighborhood Microgrant Programs)*

---

### A. Purpose & Strategic Alignment

The **Mississippi Mills Community Impact Grant Program** is designed to support the incredible local organizations and volunteer groups that make our community vibrant and welcoming. Whether you're organizing a neighbourhood event, launching a new initiative, or growing a long-standing program, this grant offers both financial and in-kind support to help bring your ideas to life.

It's all about strengthening the social, cultural, and economic fabric of Mississippi Mills—while making sure everyone feels included, connected, and safe. By encouraging projects that promote wellbeing and community resilience, the program helps foster a sense of belonging across all neighbourhoods.

This program is a key way Council is putting its 2023–2027 Strategic Plan into action. By supporting projects that promote tourism, celebrate local talent, and encourage grassroots engagement, the grants help build a vibrant and prosperous economy. At the same time, they foster a welcoming, inclusive, active, and healthy community, which is central to Council's Safe and Sustainable vision.

The updated program also reflects key recommendations from the Community Services Master Plan (CSMP), which identified grants as a vital tool for enabling inclusive, responsive, and sustainable community services. The CSMP emphasized the importance of empowering community-led initiatives, improving access to funding, and supporting local capacity-building efforts—principles that are foundational to the design and delivery of the Community Impact Grant Program.

From microgrants for neighbourhood gatherings to larger partnerships with lasting impact, the Community Impact Grant Program is helping shape a resilient, creative, and connected Mississippi Mills.

### B. Funding Priorities

- Community Belonging & Inclusion
- Tourism & Economic Development
- Arts, Culture & Heritage
- Youth, Senior & Intergenerational Engagement
- Environmental Sustainability
- Community Safety & Wellbeing

These priorities are directly aligned with the Mississippi Mills Strategic Plan 2023–2027, supporting Council's vision for a thriving, inclusive, and sustainable municipality.

### Priority Consideration:

- Projects featuring youth, **equity-deserving groups**, or **local artists**
- Events that **strengthen existing festivals or community programming** and deliver **clear tourism and economic benefits**
- Initiatives that promote **mental health, wellness**, and **community connection**

### C. Grant Streams

The Mississippi Mills Community Impact Grant Program supports initiatives that build local vibrancy, connection, and capacity.

The program includes seven grant streams tailored to scale and type of impact.

All streams prioritize inclusivity, accessibility, sustainability, and visible municipal recognition.

Grant Stream	Description	Max Funding
<b>Neighbourhood Micro Grant</b>	Resident-led hyper-local projects that build neighbour connections	\$200
<b>Live Local Activation</b>	Small-scale live entertainment in semi-public or public spaces	\$500
<b>Spark Grant</b>	Pilot initiatives, youth-led projects, first-time ideas	\$1,000
<b>Community Capacity Building</b>	Strengthening the skills, knowledge, and networks of local organizations	\$2,000
<b>Impact Grant</b>	Established programs or events with proven community benefit	\$5,000
<b>Partnership Grant</b>	Long-term collaborations with the municipality	\$15,000
<b>In-Kind Support</b>	Municipal resources such as facilities, equipment, or staff support – Value equivalent up to max \$2,000 per application	\$2,000

## 1. NEIGHBOURHOOD MICRO GRANT - Resident-led hyper-local projects that build neighbourhood connections – \$200

Focused on the hyper-local, this stream celebrates community-building right on residents' doorsteps. Whether it's a street party or a snowperson-building party, these resident-led events reflect the program's foundational values: social connection, grassroots creativity, and pride of place—with a strong focus on inclusivity and storytelling.

*This stream supports grassroots engagement, neighbourhood connections, and local pride, aligning Council's Strategic Plan Principal # 2 “**Welcoming, inclusive, active and healthy community**”.*

<b>Examples of Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Block parties, scavenger hunts, and park yoga</li> <li>• Quilting bees, storytelling events, community clean-ups</li> <li>• Cultural cooking events or snowman-building contests</li> <li>• Temporary hyper (neighbourhood) public art projects and/or related celebrations</li> </ul>
---	---

## 2. LIVE LOCAL ACTIVATION GRANT - Small-scale live entertainment in semi-public or public spaces – Up to \$500

This micro-scale stream energizes public and semi-public spaces with live entertainment that's joyful, welcoming, and culturally enriching. While promoting local artists remains a priority, this stream also welcomes performances from outside the community that expose residents to diverse traditions, high-quality artistry, and unique cultural experiences. From courtyard concerts to poetry reading events, it complements broader program priorities by animating streetscapes, fostering artistic growth, and inviting community connection through accessible cultural programming.

*The Live Local Activation Grant aligns with the “**Welcoming, Inclusive, Active and Healthy Community**” principle of the Mississippi Mills 2023–2027 Strategic Plan by animating public spaces with accessible, culturally enriching performances that foster community connection and celebrate diversity.*

<b>Examples of Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Acoustic performances in parks or downtown</li> <li>• Spoken word, storytelling, or open mic nights</li> <li>• Pop-up dance, theatre, or cultural showcases</li> <li>• Guest artists from diverse cultural traditions</li> <li>• Touring musicians and unique genres</li> </ul>
---	--

## 3. SPARK GRANT - Pilot initiatives, youth-led projects, first-time ideas – Up to \$1,000

Designed to ignite bold new ideas, the Spark Grant empowers emerging initiatives and first-time applicants who seek to enrich community life in fresh and inclusive ways. From youth-led projects to experiments in art, accessibility, or green action, this stream aligns perfectly with priorities around equity, innovation, and grassroots engagement.

*This grant supports Council's Strategic Plan Principal #1: **"Safe and Sustainable"** along with Principal # 2 **"Welcoming, inclusive, active and healthy community"** by encouraging innovative, youth-led, and equity-focused projects that promote environmental action, inclusion, and community engagement.*

<b>Examples of Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Youth-led climate action workshops or community art installations</li> <li>• Inclusive wellness pop-ups (e.g., chair yoga, nutrition talks)</li> <li>• Memory cafés or dementia-friendly social events</li> <li>• First-time cultural festivals or heritage storytelling events</li> <li>• Accessibility-focused pop-up events or inclusive sports days</li> <li>• Pilot programs for intergenerational learning or mentorship</li> <li>• Community-led initiatives addressing food insecurity</li> <li>• Training sessions in mental health first aid, or wellness support</li> <li>• Violence prevention programs such as youth mentorship, restorative justice circles, or peer support groups</li> </ul>
---	---

## 4. COMMUNITY CAPACITY BUILDING - Strengthening the skills, knowledge, and networks of local organizations – Up to \$2000

The Community Capacity Building stream supports initiatives that enhance the long-term effectiveness and resilience of local non-profits, volunteer groups, and grassroots organizations. This stream funds training, strategic planning, governance development, volunteer recruitment, and other activities that build internal capacity and leadership. Eligible applicants include non-profit organizations, registered charities, and social enterprises based in Mississippi Mills. Projects must demonstrate a clear benefit to the broader community and align with the municipality's strategic priorities. Funding of up to \$2,000 is available per applicant, with a focus on collaboration, sustainability, and measurable outcomes.

*This stream fits Council's Strategic Plan Principle #3: **"Modern, Efficient and Effective Municipal Operations"** by strengthening the skills, leadership, and sustainability of local organizations through training and strategic development.*

<b>Examples of Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Governance training for board members</li> <li>• Strategic planning retreats or grant writing workshops</li> <li>• Volunteer recruitment and engagement campaigns</li> <li>• Leadership development for youth or emerging community leaders</li> <li>• Training volunteers in senior mental health or trauma-informed care</li> </ul>
---	--

## 5. IMPACT GRANT - Established programs or events with proven community benefit – Up to \$5,000

The Impact Grant stream is designed to support well-established programs and events—such as festivals, and long-standing cultural initiatives—that have a proven track record of enriching community life in Mississippi Mills. These projects already make a meaningful impact, and this funding helps them grow, adapt, and continue delivering value to residents and visitors alike.

This stream also aligns with several key principles of the Municipality’s 2023–2027 Strategic Plan. It supports **Principle #1: Safe and Sustainable** by investing in organizations with proven track records and ensuring public resources are directed toward initiatives with demonstrated impact. It advances **Principle #2: Welcoming, Inclusive, Active and Healthy Community** by encouraging volunteerism, teamwork, and resident participation in meaningful activities. And it contributes to **Principle #5: Support a Vibrant and Prosperous Economy** by supporting events that promote Mississippi Mills to visitors and future residents—showcasing local culture, attracting tourism, and enhancing the community’s reputation as a dynamic and inviting place to live and explore.

<b>Examples of Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Annual community festivals or fairs</li> <li>• Community theatre productions or music series</li> <li>• Ongoing youth mentorship or seniors’ wellness programs</li> <li>• Environmental education series or community garden expansions</li> <li>• Ongoing seniors’ wellness programs or social clubs</li> </ul>
---	---

## 6. PARTNERSHIP GRANT - Longer-term collaborations with the municipality – Up to \$15,000/Annually

*Council may choose to approve an up to three-year agreement for this category.*

Structured for shared ventures between the Municipality and community organizations, this stream invests in long-term collaborations that align with strategic municipal goals. These partnerships advance coordinated efforts around recreation, tourism, inclusion, and environmental resilience.

To support sustainability and encourage deeper impact, Council may choose to award three-year funding agreements under this category. This approach enables applicants to plan and deliver multi-year initiatives, including capital projects, seasonal programming, and strategic collaborations that require longer timelines and stable funding.

This category also allows for infrastructure or capital improvements on publicly accessible recreation parks or facilities located within Mississippi Mills that are not municipally owned but are regularly used by local residents. This flexibility ensures that community assets—regardless of ownership—can be enhanced to better serve public needs.

The Partnership Grant aligns with Council’s Strategic Principle #2: “**Welcoming, Inclusive, Active and Healthy Community**” by supporting long-term collaborations that deliver inclusive programming, significant events, and tourism initiatives. It also reflects Principle

#1: “**Safe and Sustainable**” through coordinated efforts that build environmental resilience and community capacity, while advancing Principle #4: “**Sustainable Financial Stewardship**” by leveraging shared resources to expand municipal programming in a cost-effective way that saves staff time and maximizes public benefit.

<b>Examples of Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Joint tourism initiatives or seasonal event series</li> <li>• Collaborative programs/ events</li> <li>• Inclusive recreation or arts programming</li> <li>• Mental health awareness campaigns</li> <li>• Capital costs related to a public park or recreation facility</li> </ul>
---	--

### **7. IN-KIND SUPPORT** - *Municipal resources such as facilities, equipment, or staff support – Value equivalent - Up to \$2,000*

Rather than direct financial grants, this stream provides tangible municipal resources—facilities, equipment, staff support—that enhance project delivery across all categories. It strengthens equity and access by helping groups stretch their budget, while also building closer relationships between the Municipality and its community builders. The AOTH Auditorium Improvement Fee is not eligible as an in-kind request. Ticketed events are never exempt from paying the ticket surcharge.

*The **In-Kind Support** stream plays a foundational role in the success of the entire Community Impact Grant Program by providing the space, tools, and municipal resources that make community-led initiatives possible. By enabling everything from concerts and clean-ups to workshops and festivals, this stream amplifies the impact of all other grant streams and the principles they support—making it easier for residents and organizations to deliver meaningful, inclusive, and vibrant programming across Mississippi Mills. The formalization of this stream allows municipal staff to strategically allocate resources, track the type and scale of support being provided, and plan more effectively for future community needs. It also ensures the Municipality receives recognition for its ongoing contributions—highlighting the value of public assets and staff support in building a connected, creative, and resilient community.*

<b>Examples of Eligible Activities:</b>	<ul style="list-style-type: none"> <li>• Use of municipal space for a community art exhibit or cultural celebration</li> <li>• Loan of Municipally owned sound equipment for an outdoor concert</li> <li>• Staff support for a youth leadership summit or seniors’ wellness fair</li> <li>• Access to municipal tools or supplies for a neighbourhood clean-up or planting day</li> <li>• Use of municipally owned event equipment (stage, tents, tables etc.) for community festivals</li> </ul>
---	---

## D. Eligibility

All applicants must meet general eligibility unless otherwise stated in the stream-specific adjustments below.

**⚠ Use of Funds:** *Grant funding from the Mississippi Mills Community Impact Grant Program may not be used for fundraising purposes or to generate profit for any individual organization, charity, or third party. These funds are drawn from the municipal budget and are intended to benefit the broader community and all residents. Any revenue generated through a funded project must be reported in the final grant report. If a surplus or profit is realized, the Municipality reserves the right to request repayment or deduct the amount from future grant allocations.*

### General Eligibility

These partnerships advance the Strategic Plan's goals of coordinated development and inclusive engagement, supporting all three strategic pillars.

- Be a non-profit organization, registered charity, or social enterprise with a clear community benefit\*
- Be in Mississippi Mills or deliver programs directly serving its residents
- Demonstrate financial need, community impact, and alignment with municipal priorities
- Provide services that are inclusive, accessible, and non-discriminatory
- Be in good standing with the municipality (e.g., no overdue reports or funding misuse)
- Not receive annual funding through the municipal budget process (e.g., museums or organizations with dedicated budget line items)
- Grants are only intended to support the organization's other sources of funding. The combined requests to this program (financial and in-kind support) must represent no more than 40% of the program or event budget. This must be clearly outlined in the financials provided.

### ◆ Adjusted Eligibility for Select Streams

Grant Stream	Relaxed Requirements
<b>Neighbourhood Micro Grant</b>	<p>*Open to individual residents (not organizations)</p> <p>Must be led by two applicants from separate households</p> <p>Events must be inclusive and hyper-local</p> <p>No financial documents required, but receipts must be retained for review</p>



	<p>Microgrants are a fixed \$200 and do not need to reflect less than 40% of the total event budget.</p> <p>May include small infrastructure projects providing their installation is approved by property owner. Examples include little lending library (with property owner approval), Raised communing gardens in a municipal park (with Municipal approval)</p>
<b>Live Local Activation Grant</b>	<p>*Open to grassroots groups or small businesses partnering with local artists</p> <p>Applicant does not need to be incorporated</p> <p>Events must be free or low-cost and hosted in accessible public/semi-public spaces</p>
<b>Spark Grant</b>	<p>*Open to informal groups or new organizations</p> <p>First-time applicants strongly encouraged</p> <p>No prior funding history required</p>
<b>Partnership Grants</b>	<p>Open to infrastructure or capital projects for publicly owned facilities located in Mississippi Mills but not owned by the Municipality.</p>

### **Ineligible Applicants (all streams)**

- Applicants profiting privately from the project (unless receiving an honorarium for services)
- Political parties or religious organizations promoting specific adherence
- Organizations outside Mississippi Mills without a direct local impact
- Projects with infrastructure components (except permitted community gardens, little libraries)
- Schools and churches are not eligible (see FAQ)
- Fundraising events are not eligible (Any profits must be reported and may affect future funding.)
- Sports tournaments must be open to all residents to qualify (see FAQ)

### **E. Application Requirements**

- Completed **Grant Application Form**
- **Budget** and **financial statements**
- Description of **project goals**, **target population**, and **anticipated outcomes**
- **Evaluation plan** with performance measures



## F. Application Intake and Timelines

### Intake Schedule:

#### Intake 1 – Main Annual Intake

- Deadline: November 30 (for projects in the following calendar year)
- Purpose: Supports larger-scale or annual initiatives requiring financial or in-kind support.
- Recommended Streams: All streams eligible.
- Decisions provided before January 1 of the following year.

#### Intake 2 – Spring Intake

- Deadline: March 15 (for projects between April and December of the same year)
- Purpose: Prioritizes smaller, time-sensitive, or emerging initiatives, especially those seeking in-kind or micro-grant support.
- Recommended Streams: In-Kind Support, Neighbourhood Micro Grant, Spark Grant, and Live Local Activation (if funds remain).
- Decisions provided before May 1.

## G. Review & Allocation

- Intake 1 applications reviewed during **annual budget deliberations**
- Funding based on **merit, impact, and available budget**
- No automatic renewals; each application assessed independently
- Unused funds must be returned

### Special One-Time Funding

Council has the discretion to provide funding on a one-time basis to projects which fall outside the Program's parameters. (see FAQ)

## H. Reporting

- Submit a **Grant Report Form** within 3 months of project completion
- Include attendance data, outcomes, and **promotional materials acknowledging municipal support**
- Future funding contingent on timely and complete reporting

### **IMPORTANT NOTE:**

Final reports must be submitted within 3 months of project completion. Failure to submit will affect eligibility for future funding.

### FREQUENTLY ASKED QUESTIONS:

#### **FAQ: Fundraising and Profit Use**

**Q:** Can grant funds be used to raise money for a charity or organization?

**A:** No. Grant funds may not be used for fundraising purposes or to generate profit for any individual, organization, or third party. These funds are drawn from the municipal budget and are intended to benefit the broader community and all residents.

**Q:** What happens if a project generates revenue or surplus?

**A:** Any revenue generated must be reported in the final grant report. If a surplus or profit is realized, the Municipality reserves the right to request repayment or deduct the amount from future grant allocations.

#### **FAQ: Community Safety and Well-Being Alignment**

**Q:** Does my project need to align with the Community Safety and Well-Being Plan?

**A:** While not mandatory, projects that support community safety and well-being—such as mental health, inclusion, violence prevention, or affordability—are strongly encouraged. These priorities reflect the Municipality's broader commitment to a safe, inclusive, and resilient Mississippi Mills.

<https://www.mississippimills.ca/municipal-services/community-safety-and-well-being/www.mississippimills.ca/municipal-services/community-safety-and-well-being/>

#### **FAQ: Use of In-Kind Support**

**Q:** What is considered in-kind support?

**A:** In-kind support includes non-monetary contributions from the Municipality such as use of facilities, equipment loans, staff time, or technical assistance.

**Q:** Can in-kind support be combined with a financial grant?

**A:** Yes. Applicants may request both financial and in-kind support but must clearly outline how each will be used in the application.

#### **FAQ: Repeat Applicants and Annual Events**

**Q:** Can the same organization apply for funding each year?

**A:** Yes. However, funding is not guaranteed, and each application is assessed independently based on merit, impact, and alignment with program priorities.

**Q:** Are annual events eligible for funding?

**A:** Yes, if they demonstrate continued community benefit, innovation, and alignment with the Strategic Plan. Repeat events must show how they are evolving or expanding their impact.

#### **FAQ: Funding Agreement Length & Duration**

**Q:** How long is the funding agreement for Community Impact Grant projects?

**A:** All grant agreements are for one calendar year. Projects must be completed within the

same year the funding is awarded. There is no guarantee of subsequent funding, and applicants must reapply annually.

**Q:** What if my event is postponed, my project scope changes, or I can't complete it within the calendar year?

**A:** If your project timeline or scope changes, or if you anticipate not being able to use the funding as originally approved, please contact the Municipality as soon as possible. Open communication is important—we're here to help find a solution where possible. Funds may need to be returned or reallocated. Using funds outside the approved scope or timeline without prior municipal approval may result in and could affect your eligibility for future funding.

**Q:** Are multi-year projects eligible for funding?

**A:** Only projects funded under the Partnership Grant stream may be considered for three-year agreements, at Council's discretion. This option is intended to support longer-term initiatives, capital improvements, or strategic collaborations that require sustained funding and planning.

**Q:** Can I apply for funding again next year if my project is successful?

**A:** Yes. However, each application is assessed independently based on merit, impact, and alignment with program priorities. There is no automatic renewal or rollover of funding.

### **FAQ: Honorariums and Artist Fees**

**Q:** Can grant funds be used to pay artists or facilitators?

**A:** Yes. Paying artists for their work is supported and encouraged. Reasonable honorariums or fees for artists, facilitators, or speakers are eligible expenses, provided they are clearly outlined in the budget and support the project's goals.

### **FAQ: Insurance and Permits**

**Q:** Do I need insurance or permits for my event?

**A:** Depending on the nature and location of your event, insurance or municipal permits may be required. Applicants are responsible for securing necessary approvals and should consult with municipal staff during planning.

### **FAQ: Second Intake Eligibility for Previous Applicants**

**Q:** Can groups who applied in the first intake apply again in the second intake?

**A:** Yes—but only in the In-Kind Category for event equipment. Groups that submitted an application during the first intake are not eligible to request additional funding or facility rental costs in the second intake.

**Q:** Can we update our original in-kind request?

**A:** Absolutely! If your group submitted an in-kind request in the first intake, you may update or adjust that request during the second intake if needed. This allows for flexibility in planning and ensures your event equipment needs are met.

**Q:** Can we apply for more funding or facility rentals in the second intake?

**A:** No. If your group already applied or was awarded funding or facility rental support in the first intake, you cannot request additional financial support or facility costs in the second intake.

### **FAQ: Multi-Stream Applications**

**Q:** Can I apply to more than one grant stream?

**A:** Yes. Applicants may apply to multiple streams if the projects are distinct and meet the criteria for each stream. Separate applications must be submitted for each stream.

### **FAQ: Reporting Requirements for Micro Grants**

**Q:** Is the reporting process the same for Micro Grants?

**A:** No. A simplified reporting form is available for Micro Grant recipients. It focuses on basic outcomes. This ensures accountability while keeping the process accessible for residents.

### **FAQ: Special One-Time Funding**

**Q: What is “Special One-Time Funding” and how is it different from regular grant streams?**

**A:** Special One-Time Funding refers to discretionary financial support provided by Council for unique projects that fall outside the standard parameters and/or intake schedule of the Community Impact Grant Program. These are typically initiatives with exceptional community value, urgent timing, or strategic alignment that do not fit within existing grant streams.

### **FAQ: Eligibility of Schools and Churches**

**Q:** Are schools or churches eligible to apply for Community Impact Grant funding?

**A:** Schools and churches are not eligible to apply for funding under this program. However, they are invited to apply under the In-Kind Stream for discounted facility rentals and/or event equipment use—providing the event is open to the entire community. These grants are intended to support inclusive, community-based initiatives that welcome all residents.

**Q:** Can a school or church partner with a community group to apply?

**A:** Yes, if the lead applicant is an eligible community organization and the project serves the broader public without religious or institutional restrictions.

**Note:** Schools may be eligible for free facility rentals through the Community Use of Schools reciprocal agreement, pending availability. This is a separate arrangement from the Community Impact Grant and is managed in partnership with local school boards.

### **FAQ: Sports-Related Events Eligibility**

**Q:** Can regular annual sports club events or league competitions receive funding through the Community Impact Grant Program?

**A:** No. Regular annual sports club events, league competitions, or tournaments organized by established sports & membership-based organizations are not eligible for funding.

**Q:** What types of sport-centered events are eligible?

**A:** Only inclusive, one-time sport-centered events that are open to all residents may qualify. These events must be designed to foster community connection and participation.

✓ Examples of Eligible Sport-Centered Events:

- Community-wide cornhole tournaments
- Open 3-on-3 basketball events
- Public pickleball or disc golf days
- Inclusive sports try-it days or multi-sport festivals

These events must be free or low-cost to attend and inclusive of all ages and abilities.

### **FAQ: Application Support & Assistance**

**Q:** Is there help available for completing the application?

**A:** Yes. Applicants can contact the Mississippi Mills Community Services Department for guidance.