

Policy Statement

The Township of Mulmur has adopted the “Community Grant Policy” to establish the Community Grant Program which provides limited financial assistance to eligible applicants to assist with programs, projects, activities and community events that advance Council’s strategic priorities. The program exists to recognize the value of these groups to the well-being and growth of the community and in helping the Municipality retain a strong community focus.

Scope

Eligible applicants may apply for a Community Grant that demonstrates alignment with one of the following priority areas as identified in Council’s Strategic Plan (please see our website for more detailed Strategic Plan information):

- **Prosperous:** Responsibly managing the fiscal resources of Mulmur and providing opportunities for success
- **Connected:** Communication with and connectivity within the Mulmur community
- **Supportive:** Providing local services to support the needs of Mulmur residents and businesses
- **Sustainable:** Being Proactive in Sustainable Initiatives to ensure the long term well being of Mulmur (includes Resources/Financial/People)

Eligible Applicants

Eligible applicants include:

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency
- Organizations incorporated as not-for-profits
- Volunteer, sports and community clubs/groups providing services in the Township of Mulmur
- Schools
- Individuals (one-time special requests)
- Individual assistance in support of Aboriginal athletic development, growth, and the North American Indigenous Games

To address the Truth and Reconciliation Commission’s Call to Action #88, the Township of Mulmur is committed to providing financial support to ensure long-term Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to house the games and for provincial and territorial team preparation and travel.

All requests for financial donations and grants should be considered having regard for the Municipality’s current budget and are not to exceed \$500 per application. Under normal circumstances, only one request per organization is to be considered in a calendar year.

Eligible applicants must be located in or provide services to the Mulmur community. Eligible applicants must be able to demonstrate that any Community Grant funding received will directly support Mulmur-based projects, programs, activities or events that will benefit the community of Mulmur.

Applicants who are located outside the Township of Mulmur will only be considered if they can demonstrate a clear benefit to the Mulmur community within their grant application.

The Community Grant Program is intended to provide funding that is supplemental to the overall financial requirements to carry on a planned project, program, activity, or event. The Community Grant Program is not intended to be the sole source of funding for a project, program, activity or event.

Individuals may request to be considered for one-time special funding. It will be considered on an individual basis.

Ineligible Applicants

The following applicants are considered to be ineligible for a community grant:

- Previous Community Grant recipients who are in default of the grant reporting requirements. These entities are considered to be ineligible until all required documentation is submitted.
- Government organizations, including municipalities, the Federal Government, and the Provincial Government.
- Town employees, members of Council, or any Town led project.
- Entities whose primary focus or mandate is of a political nature, including lobby groups and groups focused on special interests. Funds will not be provided to groups who are attempting to further a political agenda.
- Private clubs, groups, and organizations with exclusive membership, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- Residents Associations and Neighbourhood Associations/Groups, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- Adult recreation and leisure groups, associations and teams, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- For-profit entities, individuals and commercial ventures.
- Individual-specific projects (for example a single artist exhibition where art is sold for a profit)
- Religious organizations, activities or instruction*

* Religious organizations are permitted to apply if they can demonstrate that their proposed use of grant funds is for a non-secular community-based project. Grants cannot be used for religious programming or projects focused on a religion.

Private programs, activities and events that are not open and inclusive to the general public, including but not limited to; club member events for families & friends, club membership recruitment, etc. are not considered to be eligible for a Community Grant.

Any project, program, activity, or event that is not in compliance with all Federal and Provincial laws and regulations and all municipal by-laws is not eligible for a Community Grant unless all necessary exemptions have been received in writing from the applicable agency.

Projects, programs, activities and events that are deemed to fall under the scope or jurisdiction of another municipality, the Province, or the Federal Government do not qualify for a Community Grant.

Ineligible Costs

The following specific costs are not eligible for a Community Grant:

- Costs that are part of the applicant's normal day to day operating costs (including but not limited to: staffing, utilities, rent, taxes, office equipment and supplies, etc.) and are not directly related to the proposed project, program, activity or event.
- Remuneration, wages, or honorariums, including consultant fees, whether paid to an individual or a professional firm.
- Attendance at conferences, workshops, and seminars.
- Accumulated deficits, annual operating losses or debt and/or debt servicing costs.
- Donations to third parties and charitable organizations.
- Travel, accommodation, uniforms, or personal equipment with the exemption of support for the North American Indigenous Games
- Expenses associated with alcohol (including expenses related to the sale of alcohol), legalized substances, or tobacco.
- Costs of political events, rallies and demonstrations.
- Scholarships and bursaries.

Costs directly related to the provision of a Township service or program are not eligible for a Community Grant, unless it can be demonstrated that there will be no duplication of services or situations where a conflict of interest may exist.

Township building and planning fees are not eligible costs under the Community Grant program.

Municipal Capital Facility grants, as defined in the *Municipal Act*, are not eligible for a Community Grant. Applicants who are requesting a Municipal Capital Facility grant or propose to construct or rehabilitate a Town asset will be referred to the appropriate Town department. These requests will be considered by Council directly through a staff report outlining how the proposed project will support the strategic priorities of the Town.

Application Schedule and Review Process

Application packages are available through the Municipal Clerk's office. Applicants must use the form attached to this policy but are not restricted from submitting supplemental information that may support their grant request with a two page maximum. Eligible applicants are restricted to one application on an annual basis. All programs, projects, activities, and events should be consolidated under one request.

Completed applications must be received by the Municipal Clerk's office by **February 1** to be considered for a Community Grant in the current fiscal year. Applications received after February 1 will only be considered based on budget availability, otherwise they will be considered in the following year if applicable.

Obligations of Grant Recipients

Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.

Community Grant funds must be used for the specific purposes outlined in the application. Funds granted are not transferable between projects or groups without prior Council approval. Misuse of funds may result in the applicant being disqualified from receiving future grants.

In making grants, the Municipality may impose conditions as it deems fit.

Successful applicants shall be required to provide a report (one page maximum) on the program no later than 90 days following completion of the program, or by November 30 of the granting year, whichever comes first. The final report must certify that funds were spent on activities described in the grant application and must also include:

- A final report clearly indicating the specific expenses that Community Grant funds were used to offset.
- A description of the outcome of the project and an evaluation of the success of the project.
- Please include photos and stories about how the project to be included in the Township's newsletter

Grant funds must be spent in the year that they are awarded. Any unused funds must be returned to the Town if they are not spent. Applicants are not permitted to hold any unused funds for future use.

Grant recipients must acknowledge the Township's contribution to the program in either printed material or by other means as appropriate. The Township's logo is available through the Municipal Clerk's office.

The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years.