

Policy: Community Development Grant Program

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Contents

I. Purpose	2
II. Objective.....	2
III. Policy	2
IV. Funding Categories and Eligibility Criteria	4
1. Ongoing Program Funding and Eligibility Criteria.....	4
2. Multi-Year Project Funding and Eligibility Criteria	4
3. Special and/or Seed Funding and Eligibility Criteria.....	4
4. Disaster Relief Funding Assistance and Eligibility Criteria	5
5. Athletic Excellence Grant and Eligibility Criteria	5
6. Other Charitable Funding	6
V. Eligibility Criteria for Funding Categories 1 Through 3.....	7
Examples of Ineligible Organizations and Expenses.....	8
VI. Funding Application Procedure	8
Appendix 'A' - Community Development Grant Program – Grant Application Funding Categories: Ongoing Program, Multi-Year Project and Seed Funding	10
Appendix 'B' Community Development Grant Program – Athletic Excellence Grant Application	13
Appendix 'C' Community Development Grant Program – Athletic Excellence Grant Final Report	16

I. Purpose

The Ingersoll Community Development Grants Program offers funding assistance to eligible organizations whose projects, programs, and events support the Town's Strategic Plan and other Council priorities.

The purpose of this policy is to:

- Establish eligibility criteria against which funding applications will be considered
- Formalize program administration guidelines.

II. Objective

The Community Development Grant Program is intended to provide financial assistance to:

1. Community groups and organizations that offer services or programs that benefit the Town's and its residents' well-being.
2. Municipalities who have declared a state of emergency and require matching funds.
3. Organizations with a non-profit charitable cause that visit the Town during a major cross-Ontario or cross-Canada fundraising effort.
4. Eligible high-performance athletes and teams competing in high-level sporting events.

III. Policy

1. The Clerk's Department will prepare an ad to promote the community development grant program before Council considers the following year's budget.
2. Community groups and organizations wishing to apply for funding assistance must submit a completed application form with all required supporting documents to the Clerk on or before September 30th of the year preceding the request for funding assistance. The Clerk will acknowledge receipt of all applications in writing.

Individuals applying for funding through the Athletic Excellence Grant may apply at any time of the year.

3. A Funding Review Committee consisting of the Clerk, Treasurer, and the Chief Administrative Officer will review the applications for conformance with the program's eligibility criteria and submission requirements.
4. After the review, ineligible applications will be returned to the organization with a letter from the Clerk explaining the reason(s) for rejection. Eligible applications will be included in the Preliminary Budget for Council's consideration.

Applicants should refer to the specific eligibility criteria of the funding category they are applying to before submitting their application.

5. Organizations whose applications are either approved or not approved upon Council's approval of the budget will receive a letter informing them whether the funding will be received or, if not, the reason(s) the application was denied.
6. Applicants may be asked to present to Council at a budget deliberation meeting to support their funding request and to aid Council's decision-making.
7. Applications approved under the first three (3) funding categories of the Community Development Grant Program will be required to enter into a funding agreement with the Town outlining the terms and conditions of the grant.

The Town may impose conditions as it deems fit. The funding agreement will detail specific terms and conditions.

8. Due to budget constraints, funding assistance in any one year is not to be regarded as an ongoing funding commitment by the Town.
9. Organizations applying for special or seed funding may only apply once and cannot reapply for additional community development grant funding in subsequent budget years.
10. Funds may not be provided for project activities already receiving municipal funds through other programs.
11. Council may authorize other funding amounts during consideration of the budget or throughout the year or reallocate funding within these policy categories depending on budget implications.

12. Grants will not be considered where a project or event is anticipated to generate profit for the applicant or an organization.

IV. Funding Categories and Eligibility Criteria

1. Ongoing Program Funding and Eligibility Criteria

This category supports programs and specific community organizations that the Town recognizes as interested in receiving ongoing funding. It may include program support funding, tax rebate assistance, etc.

- Total Annual Amount Available: \$60,000.00 budgeted

1.1. Ongoing Program Funding Eligibility Criteria

Please refer to section V. of this policy for further information.

2. Multi-Year Project Funding and Eligibility Criteria

This category supports projects that organizations may wish to undertake or finance over 2 or 3 years.

- Total Annual Amount Available: \$20,000.00 budgeted.

2.1. Multi-Year Program Funding Eligibility Criteria

Please refer to section V. of this policy for further information.

3. Special and/or Seed Funding and Eligibility Criteria

This category supports funding on a one-time basis to establish a new project or organization. Consideration will be given to special requests, projects, and events that will benefit the Town and promote a more active and healthy community life.

- Total Annual Amount Available: \$10,000.00 budgeted

3.1. Special and/or Seed Funding Eligibility Criteria

Please refer to section V. of this policy for further information.

4. Disaster Relief Funding Assistance and Eligibility Criteria

Funding may be approved by the Town Council and given to Disaster Relief Committees representing municipalities in Canada that have suffered severe damage due to a disaster.

- Total Annual Amount Available: \$2,500.00 budgeted

4.1. Disaster Relief Funding Eligibility Criteria

- Funding assistance may be given to those areas that have been declared a Disaster Area by the Provincial or Federal Government.
- Funding awarded under this category will be a minimum of \$500.00; however, the amount shall not exceed \$1,000 per event.
- Funding will be awarded by a resolution of Council.

5. Athletic Excellence Grant and Eligibility Criteria

The Town of Ingersoll recognizes the need for financial aid to support the competition needs of our locally-based high-performance athletes. In response to the need, the Town has established the Athletic Excellence Grant to assist individual competitors with the travel-related expenses associated with participating in high-level sporting events.

A high-level sporting event is defined as follows:

- Provincial Championships
- National Championships
- World Championships and Major International Games

5.1. Athletic Excellence Grant Eligibility Criteria:

- Applicant must be a locally based athlete residing in Ingersoll for a minimum of 12 months.
- Applicant must have qualified for the sporting event by meeting established standards as set by the Provincial/National Sport Organization.

- The maximum allocation will be \$500 to any one athlete per calendar year.
- Grant funds are to be used for event travel-related expenses only, including registration fees, transportation, meals, and accommodation.
- Applicant is responsible for the initial payment of all event-related expenses and will be reimbursed as approved through the grant application.

5.2. Athletic Excellence Grant Funding Levels:

- Provincial Championships up to \$150 per athlete.
- National Championships up to \$250 per athlete.
- World Championships and Major International Games held in North America up to \$400 per athlete.
- World Championships and Major International Games held outside North America up to \$500 per athlete.

5.3. Athletic Excellence Grant Application Process:

- Applications will be accepted all year round.
 - Applications will be reviewed and pre-approved by the Clerk and Treasurer.
 - Completed application forms should be submitted prior to the event.
 - If the applicant is successful in being pre-approved, they must complete and submit the Post-Event Report, including the Grant Application and copies of related event receipts, prior to receipt of funds.
 - Upon completion and submission of the Post-Event Report, a cheque requisition will be processed, and funds will be provided to the applicant.
 - Staff will not pre-approve an application if the annual budget for the year has been exhausted.
 - Applicants who request funds after the budget has been exhausted will be asked if they would like their request to be forwarded to the following budget year or request special budget approval by Council resolution.
- Total Annual Amount Available: \$1,500.00 budgeted

6. Other Charitable Funding

The Chief Administrative Officer may authorize a donation not to exceed \$200 per event during the budget year to an outside group or organization that visits the Town during a major cross-province or cross-Canada fundraising effort for a non-profit charitable cause.

- Total Annual Amount Available: \$1,000.00 budgeted

V. Eligibility Criteria for Funding Categories 1 Through 3

All applications for funding under categories one through three (1-3) will be reviewed for compliance with the following criteria:

1. Funding assistance is available only to non-profit community groups and organizations whose goal and purpose is to provide a service or benefit to the community and does not restrict access to membership in the organization itself or its committees.
2. Applicants must demonstrate alignment with the Town's current strategic plan, as located on the Town of Ingersoll's website. Projects and organizations whose services align with the strategic plan's priorities will be given priority consideration.
3. All organizations applying for funding must meet two of the following requirements:
 - a. the office is located in the Town;
 - b. their activities or services benefit the Town and align with Council's strategic plan; or
 - c. the majority of participants are residents of the Town of Ingersoll.
4. In addition to aligning with the strategic plan, organizations applying for funding must provide the community with charitable, recreational, cultural, arts, environmental, special event programs or special services.
5. The community need for the service/project must be clearly demonstrated, and the applicant organization must indicate how it is best suited to meet this need.
6. The benefit arising from the service/project must be available to a broad cross-section of the Ingersoll community.
7. Applications for funding will only be considered when submitted by the organization's President, Chair, or Executive Director.
8. The following four documents must be provided with each application:
 - a. the names of the Executive Members of the organization applying;
 - b. a copy of the previous year's audited statement;
 - c. an approved draft budget for the current year; and,

- d. a recently approved resolution from the organization regarding the request for funding.
9. Organizations applying for funding must demonstrate that they are seeking and/or are receiving alternate sources of financial support on an ongoing basis to achieve self-sufficiency. Funding assistance through the community development grant should not be the sole funding source.
10. Organizations that already benefit from Town of Ingersoll funding will not be eligible to receive funds from the Community Development grant for the same service/project.
11. Organizations receiving funding assistance should be incorporated as non-profit under Ontario's Not-for-Profit Corporations Act, 2010; however, groups that are not incorporated but have an executive, membership, and a proven reputation are eligible to make an application for funding assistance.
12. Preference will be given to those applicants who demonstrate diverse sources of funding.

Examples of Ineligible Organizations and Expenses

The following organizations and expenses are not considered eligible for funding under the Town of Ingersoll Community Development Grant Program:

- For-profit entities
- Political organizations
- Individuals, unless the individual is applying for an athletic excellence grant
- Faith organizations where services/activities include the promotion and/or required adherence to faith
- School Boards, primary and secondary schools, post-secondary institutions, and school associations
- Costs for major capital equipment/renovations or minor renovations and financing of deficits
- Fees related to development charges, building permits, planning fees, etc.
- Deficits from operations of past years
- Projects or initiatives that duplicate or resemble projects or initiatives already offered by the Town.

VI. Funding Application Procedure

1. Application forms are available online at www.ingersoll.ca or at the Town Hall Office, 130 Oxford Street, 2nd Floor, Ingersoll, ON N5C 2V5.
2. Organizations requesting funding under the Town of Ingersoll Community Development Grant Program must submit an application on the provided form as contained in the policy's appendices.
3. All information requirements outlined in the application must be submitted with the completed application.
4. Completed application forms with required support documents must be submitted to the Clerk's Department and received on or before September 30 of the year preceding the request for funding in order to be considered for the following year's budget.
5. All applications will be assessed solely on the information provided in the application before the deadline.
6. Applications received on or before the deadline will be received, date stamped, scanned, and initially reviewed for completeness by the Clerk's Department staff. If incomplete, the application will be returned with a letter stating the reasons for its incompleteness. Should the organization wish to resubmit, it must do so before the submission deadline of September 30 of the year preceding the request for funding.

Following the deadline, the Funding Review Committee will review all complete applications for conformance and eligibility.

7. If the organization is found ineligible according to the eligibility criteria outlined in this policy, upon a recommendation of the Funding Review Committee, the Clerk will send a letter to the organization outlining the reason(s).

Appendix 'A' - Community Development Grant Program – Grant Application

Funding Categories: Ongoing Program, Multi-Year Project and Seed Funding

Section 1 – Organization Information			
Organization Name:			
Organization Address:			
Primary Contact Name:		Alternate Contact:	
Phone:		Phone:	
Email:		Email:	
Briefly outline the activities/services provided by your organization:			
Section 2 – Application Details and Rationale			
Please select one funding category and specify the amount requested:			
<input type="checkbox"/> On-going Program Funding	Amount requested: \$		
<input type="checkbox"/> Multi-Year Project Funding	Amount requested: \$		
<input type="checkbox"/> Special or Seed Funding	Amount requested: \$		
Please specify the purpose of the grant funds (project/service/eligible expense).”			
Explain the community need for the proposed funding/service and its alignment with the strategic plan.			

Section 3 - Organization Financial Details

Has the organization received any provincial or federal funding in the last 12 months: yes no

If yes, provide details:

List any expected donations, gifts or other contributions for the funding year:

Complete the following table if the organization has previously received a grant from the Town:

<u>Year Requested</u>	<u>Amount Received</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

Section 4 – Information Checklist

The following documents must be provided for the application to be deemed eligible and complete:

- Names of the Executive Members of the Organization
- A financial report the last year's operations, including investments
- An approved proposed budget for the year of the funding request
- An approved resolution from the organization supporting the funding application

Section 5 – Statement

We, the undersigned, declare the information in this application to be accurate to the best of our knowledge.

Name (please print)

Signature

Name (please print)

Signature

Date (mm/dd/yy):

Submission Instructions

Please refer to Town of Ingersoll's Community Development Grant Policy for full application details and eligibility criteria. Council's strategic plan is available on the [Town's website](#).

Completed applications must be returned to the attention of the Clerk's Department by September 30 of the year preceding the funding proposal.

clerks@ingersoll.ca

Town of Ingersoll
Attention: Clerk
130 Oxford St., 2nd Floor
Ingersoll ON

Alternative formats of this application will be made available upon request. Please contact the Clerk's Department by calling (519) 485-0120 or email: clerks@ingersoll.ca Or visit 130 Oxford St., 2nd Floor, Ingersoll, ON.

Appendix 'B' Community Development Grant Program – Athletic Excellence Grant Application

Section 1 – Organization Information

Sport Organization Name:

Organization Address:

President Name:		Alternate Contact:	
Phone:		Phone:	
Email:		Email:	

Application is for a team individual athlete.

Complete Section 3 for Team Application. Complete Section 4 for Athlete Application.

Section 2 – Event Information

Name of Event:	
Date of Event:	
Location of Event:	

Type of Event and Funding Amount

Provincial Championships - \$150.00

National Championships - \$250.00

World Championships & Major International Games - \$400.00 in North America/\$500.00 outside

Please indicate how the team or athlete has qualified for the competition.

Section 3 – Team Information

Team Name:	
Age Division:	
Number of Team Members:	
Coach's Name:	

Name of Team Contact Person:			
Team Contact Address:			
Phone:		Email:	

Section 4 – Athlete Information

Athlete Name:			
Guardian's Name (if athlete is under the age of 18):			
Sport:			
Athlete Address:			
Athlete/Guardian Phone:		Email Address:	
Coach's Name:			

Section 5 – Athletic Achievements

Please indicate the highest level of achievement in your sport, years participated and results (include all performances, if applicable, from the following: World Championships, Commonwealth Games, Pan-Am Games, World Cup Circuit, Canada Games, National Championships, Western Canadian Championships, Provincial Championships):

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Section 6 – Allocation of Funds

If approved, what will the funds be used for? Please itemize your expenditures and list who is paying for these expenses:

<u>List of Travel Expenses</u>	<u>Who is Covering the Cost</u>

Section 7 – Additional Information

Additional comments or details not captured in the report:

Section 8 – Statement

We, the undersigned, declare the information in this application to be accurate to the best of our knowledge.

Athlete's / Team's Rep Name (please print)

Signature

Guardian's Name (if athlete is under 18 (please print)

Signature

Coach's Name (please print)

Signature

Date (mm/dd/yyyy):

Submission Instructions

Completed applications must be returned to the attention of the Clerk's Department.

clerks@ingersoll.ca

Town of Ingersoll
Attention: Clerk
130 Oxford St., 2nd Floor
Ingersoll ON

Alternative formats of this application will be made available upon request. Please contact the Clerk's Department by calling (519) 485-0120 or email: clerks@ingersoll.ca or visit 130 Oxford St., 2nd Floor, Ingersoll, ON.

Appendix 'C' Community Development Grant Program – Athletic Excellence Grant Final Report

To receive grant funds, applicants pre-approved under the Athletic Excellence Grant must submit this post-event form, along with relevant documents.

Section 1 - Athlete Information / Team Information	
Athlete Name:	Team Name:
Mailing Address (to send funds):	
Competition/Event Name:	
Location of Event:	
Dates of Event:	
Section 2 – Athletic Achievements	
Indicate how you/your team performed in the event/competition.	
Section 3 – Information Checklist	
The following documents must be provided with the Athletic Excellence Grant Final Report:	
<input type="checkbox"/> Receipts for travel expenses related to the competition (mandatory requirement)	
<input type="checkbox"/> Media releases or press related to the athlete's participation in the competition, where relevant	
Section 4 – Statement	
We, the undersigned, declare the information in this application to be accurate to the best of our knowledge.	
_____	_____
Athlete's / Team's Rep Name (please print)	Signature
_____	_____
Guardian's Name (if athlete is under 18 (please print)	Signature

Submission Instructions

Completed reports must be returned to the attention of the Clerk's Department.

clerks@ingersoll.ca

Town of Ingersoll
Attention: Clerk
130 Oxford St., 2nd Floor
Ingersoll ON

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