

Schedule “A” to By-law 2008-34

Community Group Grants

It is the policy of the Township of Edwardsburgh/Cardinal to establish and maintain an orderly system for the administration and control of donation contributions and in kind contributions by the Township.

The Township of Edwardsburgh/Cardinal has adopted a “Community Grant Program” to provide limited financial assistance to community groups and organizations within the Municipality to assist with activities or special events.

This support is in recognition of the value of these groups to the well-being and growth of the community and in helping the municipality retain a strong community focus.

Funding Options:

Each year, as part of the annual budget process, Council will determine the financial commitment to the "Community Grant Program".

In addition to direct grants, “In Kind” grants will also be considered. “In Kind” grants may consist of the use of Township property at reduced or no cost, waiving of permit fees, municipal staff support, or loan of equipment or material.

Categories for Funding:

1. Supporting Youth/Senior Events
2. Community Beautification
3. Community Heritage
4. Tourism Development
5. Community Special Events

Eligibility Criteria:

1. Grants will not be available to groups that have failed to comply with the reporting requirements from previous grants.
2. Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations – individuals are not eligible.
3. Organizations whose primary focus is not within the Municipality may not be considered for a municipal donation or grant.
4. The grant shall not be considered as the primary source of funding for the organization. Grants are intended to be supplementary to main sources of funding for organizations. The group must show exploration of other financial support and options, e.g., fundraising and volunteer support.
5. There will be consideration given to providing donations to local elementary and secondary schools for special projects or events.
6. The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years. In addition, the Township will not provide guaranteed funding beyond the current year – e.g., an allocation of assistance each year for a three year period.
7. Retroactive funding will not be considered.
8. No financial donations or grants will be considered unless specifically authorized by this policy. In making grants, the Township may impose such conditions as it deems fit.

Guidelines - Applications:

All grant applications shall be submitted on the “Municipal Grant/Assistance Application Form” and directed to the Municipal Clerk, on or before **March 15th** of each year, and shall include:

1. The name of the organization(s), and the contact information (name, address and telephone and fax number) of a person who can answer questions regarding the information submitted on the application;
2. Financial assistance or "In Kind" donation requested;
3. If the request is for a Special Event, brief description of the event; including objectives of the event, or the benefits to the community resulting from the event;
4. Details on the Organization;
5. List of Executives of the Organization;
6. Other sources of funding;
7. Budget for the event/organization, and the financial statement from the previous years' event or the organization's financial statement from the previous year
 - a. If report shows a surplus, a statement of intended use of the surplus
 - b. If report shows a deficit, a statement as to how the deficit will be eradicated

Township Review:

1. All requests for financial donations and grants will be considered having regard for the Township's current budget. Under normal circumstances, only one request per organization is to be considered in a calendar year.
2. Applications will be reviewed for completeness, accuracy, and compliance with this policy.
 - Incomplete applications will be returned to the organization, with a list of the additional information required.
 - Applications that do not comply with the policy will be returned with an explanation as to why the request does not comply.
3. All grants/awards will be assessed in terms of the need for the project; cost effectiveness, financial viability, contribution to the quality of life in the community and community involvement/response.

Accountability:

1. 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.
2. Funds bestowed under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purposes outlined in the application.
3. For Special events/Projects -
Accountability statements must be completed and submitted within 2 months of the completion of the event, but in all cases, by December 31 of the year.
The statement shall include:
 - a description of the completed event.
 - a financial statement for the event, listing all expenditures and revenues pertaining to the event/project, and the use of the funds granted by the Township.The statement is to be signed by a representative of the organization.
4. For Organizations -
The Year End Financial Statements are to be submitted by January 31st of the year following the grant.

Application Dates:

Applications must be received prior to March 15th of the year of the event.

Publishing Policy:

Notice of application deadlines and the approved policy will be posted on the Township Website.