

Town of Erin Policy and Procedure Manual



Responsibility	Finance	Policy Number	FN001
Area	Finance	Effective Date	October 20, 2015
Subject	Community Grants	Revision Date	May 15, 2018; March 2021

SCOPE

This Policy sets out the Town's position with respect to establishing a guideline to provide financial assistance to not-for-profit organizations by means of a community grant.

GUIDELINES

The Town of Erin seeks to support non-profit, charitable, and youth organizations, by providing limited financial support to groups offering community programs and services.

ELIGIBILITY

Application for Community Grants will be accepted from any individual, group, or organization operating on a not-for-profit basis having a formal organizational structure (i.e. Board of Directors, Committee structure, or a structure similar in nature). The applicant must be providing local services, products, programs or initiatives that benefit the majority of the Town of Erin and its residents.

The following organizations are not eligible for Community Grants as outlined in this Policy:

- Faith Organizations
- Political Affiliations
- Hospitals, clinic-based or medical treatment services
- Educational institutions
- Government (i.e. Federal, Provincial, County and Municipal).

COMMUNITY GRANTS COMMITTEE

At the beginning of each year, Council shall appoint the Mayor and one other Councillor to the Community Grants Committee in addition to the CAO, Treasurer and Director of Infrastructure. With the exception of an election year, the CAO will appointed two senior management staff to the Committee.

APPLICATION CRITERIA:

Applicants to the Community Grants program must demonstrate to the Town that the aims, objectives, and activities of the Application are of benefit to the community and support the priorities of Council.

Eligible organizations can apply for small operating, project or capital grant funding. This means community grants can be used for core operating funding, one-off events, special programming, or for small capital items.

The following criteria will be used to evaluate Applications for financial assistance:

- Benefits the majority of Town residents
- Facilitates self-sufficiency and/or sustainability of the community organization
- Promotes volunteerism, participation, and leadership development
- Promotes affordable, accessible, inclusive and diverse programs or services
- Fosters a healthy, safe and active community
- Provides new or complimentary programs or services
- Supports efficient and effective use of municipal resources and facilities

Grants will be allocated to a maximum \$3,000 per application per budget year.

GENERAL FUNDING REQUIREMENTS

1. Funding request “applications” are to be submitted to the Treasurer by January 31 in the year for which the funds are requested.
 - Applications are to be on a form prescribed by the Town of Erin. The grant application form must be completed in full, with all requested information attached;
2. The Treasurer will review the application for completeness. Applicants will be asked to provide any missing information, which must be received by the Treasurer before the application is presented to the Grant Committee for consideration.
3. Applications meeting the eligibility criteria will be submitted to the Town’s Community Grant Committee for review and recommendation. The Community Grants Committee will provide a written Report to Council containing their recommendations for grant funding. Council has final authority to approve or revise the recommendations, and award the annual grants.
4. The total funding available for allocation to organizations in a given year shall be in accordance with the amount approved by Council in the Annual budget. Once the budget has been approved, no further applications will be considered for that year.
5. Upon approval of the grant allocation Resolution, the Treasurer will release funds as directed. All Applicants will be notified of Council’s decision, in writing, by the Treasurer.

WAIVER OF USER FEES AT MUNICIPAL FACILITIES

The Town of Erin’s user fees provide reduced rates for non-profit, community and youth organizations therefore rental fees for the Town’s facilities will not be waived under this Policy.

PARTICIPATION OF FUND-RAISING EVENTS

If an employee wishes to participate in an event that takes place during that employee’s working hours, the employee will be required to make up the time they are absent or take vacation time.