



CITY OF CORNER BROOK

Policy Statement

Policy Title	Grants Policy	Index:	Finance and Administration
Section:	Donations/Grants	Policy Number:	11-04-04
Authority	Council	Adopted Date:	March 28, 2022
Effective Date:	March 28, 2022	Revision Date:	March 28, 2022

1. POLICY STATEMENT

The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Community Grants.

2. PURPOSE

It is the policy of the City of Corner Brook to consider, providing financial support to community organizations within the City, in the form of both cash and in-kind grants. This support is provided in recognition of the value these organizations provide to the well-being and vibrancy of the community and in helping the City retain a strong community focus. The City recognizes that supporting volunteer community-based organizations is fundamental to maintaining our quality of life. The City thereby annually budgets funding to our Community Grants Programs.

3. DEFINITIONS

“City” - means the municipality of the City of Corner Brook

“Council” - refers to the elected City Council of the City of Corner Brook. The Council’s powers and responsibilities originate in the *City of Corner Brook Act*.

“Incorporate Not-for-profit” – refers to entities incorporated under either federal or provincial not-for profits legislation. These organizations may or may not have charitable status. Registered charities are included.

“In Good Standing” – means that the organization is not in litigation with the City. The organization must be current on its accounts receivables and has all relevant city taxes paid.

4. PROCEDURE

TYPES OF GRANTS

The City of Corner Brook provides grants across a variety of City-run initiatives. From supporting festivals and events to supporting non-profits community organizations as well as neighbour initiatives. A summary of the types of grants include:

1. Standing Grants (Operational Grants)

The purpose of standing grants is to provide reliable funding for general operating expenses of core community groups, including administrative costs and project-related expenses. Standing grants may be discontinued with one year's notice to the recipient. Standing grants will continue from year-to-year as operational grants within the departmental budget, however the recipient organization must submit a Standing Grant Annual Report and budget for the year outlining how the previous year's grant was used and how the following year's grant will be used and include most recent year-end financial statements.

2. Project/Event Grant: Up to a maximum of \$2,000

The purpose of the Project/Event Grants is to support projects and events proposed by a community-based, registered, non-profit organizations who are in good standing with the City.

Grants can include both cash and in-kind contribution requests for various organizational activities. To the best of their ability, recipients must acknowledge the support of the City of Corner Brook in all publicity materials and communication, including social media, announcements, banners and signs.

Applicants must submit a Community Grants Application and other items outlined in the Eligibility for Grants section of this policy.

Ten Thousand (\$10,000) from the Community Grant Program is to be dedicated to Project/Events Grants. If the number of applications exceeds the allocated budget, applications will be assessed and prioritized with priority given to new projects over returning applicants.

3. Festival and Event Funding (up to a maximum of \$10,000\$)

The City of Corner Brook values organizations that host large scale festivals and events within the City that promote and support tourism and economic development. The objective of the funding is to create local economic impact while supporting the goals of the organization.

4. Neighbourhood Grants: up to \$1,000

Neighbourhood Incentive grants will be made available to resident led groups to help them enhance their neighbourhoods and contribute to neighbourhood beautification initiatives and building community pride.

Criteria

- Initiated by local residents (minimum of three)
- Create gathering spots to bring people together
- Residents take the lead. City staff will be available to provide advice in design, development, installation construction and regulatory guidelines

- Project must be completed within one year of application funding
- At least 25% of the grant funds matched must come from the applicant, (cash or in-kind)

5. APPLICABILITY

Eligible Applicants

With the exception of the neighbourhood grant organizations applying for a community grant must meet the following criteria:

- The organization must be a not-for-profit incorporated organization or registered charitable organization that has been in operation for a minimum of one year
- The organization must be governed by a community-based volunteer Board of Directors
- The organization extends its services to the general public of the City of Corner Brook
- The organization must demonstrate fiscal responsibility and sustainability

Ineligible Applicants

- an individual or private enterprise
- For-profit organizations
- Other levels of government
- Organizations with political affiliations
- Organizations that provide grants to others
- Group or organization that are overdue on money or obligations to the City of Corner Brook
- Group or organization with an outstanding final report from a previous grant submission
- Organizations whose activities or outcomes are inconsistent with the City of Corner Brook values or goals
- Organizations that may be located within the City of Corner Brook, but are more regionally oriented, or that represent or service a special interest group shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization's initiative(s).
- Organizations whose activities may breach the Human Rights Code or Charter of Rights

Project Eligibility

- Be accessible to everyone and have broad community outreach
- Have a budget separate from the organization's operating budget
- Benefit the citizens of the City of Corner Brook
- Include volunteer involvement
- Have a specific benefit and outcome that pro-actively contributes to the City's priorities of a green sustainable city, downtown and tourism development; and health and wellness
- Be sustainable beyond the support of the municipal grant
- The event/project must take place within City limits
- Only one application per organization can be submitted annually
- Repeat grant applications must demonstrate how their initiative differs from their previous application.

Ineligible Projects and expenditures include:

- Programs that other levels of government have legislated responsibility for funding
- Costs related to fundraising activities
- More than 25% of the budget of the project is dependent on the city grant
- Retroactive payments: Activities or costs incurred before grant is approved
- Consideration will not be given to recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event under the Community Grant Program. Funding for sport groups is covered under the Convention Special Event Seed Funding Policy.

Roles and Responsibilities

Council is responsible for:

- Determining what amount will be included in the annual operating budget for Municipal Grants, and the application submission deadline.
- Grants in the \$10,000 category will need approval from council on the submission of staff's recommendation.

Finance staff is responsible for

- preparing and posting the community grant application form,
- Maintaining a master file of all grant award documents
- Maintaining financial and other records in accordance with grant requirements
- Reviewing applications to determine eligibility based on the requirement of the policy,
- Determining if additional information should be requested, and include information within the draft budget documents
- Finance staff will notify all applicants on the outcome of their submission, issue payments, and track post-project reports.

Applicants are responsible for:

- the accurate completion of the application form, and submitting the application within the deadline date
- Providing any supplementary information if required, and
- Completing the reporting requirements.

City Manager or Designee executes related contract documents when delegated to do so by the Council.

Application and Review Process

Completed applications will be forwarded to a staff committee comprised of representatives from the Recreation Services, Community Service Division or a cross departmental team to review the feasibility of proposals and make recommendation for funding.

In considering the application the committee will evaluate applications using evaluation criteria and ensure the completeness, accuracy and compliance of the application with the policy.

The Team will review and discuss each application and make recommendations for funding and in-kind support.

Grant awards up to \$1,000 shall be issued in full upon notification of being approved.

Grant awards with the exception of the neighborhood grants, shall be paid in installments of 50% up front and then 50% when completed.

Any requests that are recommended through the staff evaluation process that exceed \$10,000 dollars will be required to be presented through a delegation of Council. Council will provide final approval based upon on the total grant allocation.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year funding. Successful applicants may be requested provide proof that the project/event went ahead.

Grant applications determined to be ineligible shall be notified, in writing.

Recognition of City Support

The City of Corner Brook must receive recognition for funding and/or in kind support received under this policy. This includes having the city logo on all printed material, advertisements and display, as well as verbal acknowledgement, where applicable.

10. Reference:

Related Council policies

- *Convention Special Event and Seed Funding policy*
- *Meetings and Conventions- funding currently provided under policy Conventions, Special Events and Seed Funding Policy*
- *Community Walks - an allocation of \$50.00 will be donated toward Community Walks for organizations raising funds for non-profit organizations.*

Approved: 22-045

FASC Meeting – 8 March 2022

Approved: 15-182

FASC 15-81

Revised: 05- 213 (Dec 19, 05)

Approved: 97-136

CPS97-3 (Feb.10, 1997)

CPS97-15 (Mar. 07, 1997)

CPS97-27 (May 06, 1997)

Memo: Chow to CAO (Oct. 14, 1997)

IN WITNESS WHEREOF this policy is sealed with the Common Seal of the City of Corner Brook.

Mayor

City Clerk