



CITY OF CORNER BROOK

Policy Statement

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| 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 9, 2026 | Revision Date: | March 9, 2026 |

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 working with non-profit and community organizations on projects that benefit the community and enhance service delivery. 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 Grant

The purpose of the Project Grant 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

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.

5. APPLICABILITY

Eligible Applicants

The 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
- Reoccurring grant applicants must provide audited financial statements and project budget

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 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

Ineligible Projects and expenditures include:

- Programs that other levels of government have legislated responsibility for funding
- 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 for events, 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 group events and sponsorship is covered under the Convention/Special Event 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 requested for over \$10,000 will need approval from council on the submission of the grant committees' recommendation.

Grant Committee 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,
- 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. The final report is to be submitted within 90 days of event/project completion. If the report is not received within the timeframe outlined any remaining funds will not be paid.

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 The Grant Committee which shall be comprised of City staff representatives from Departments for Recreation, Tourism, Finance and any other department deemed necessary, 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 to make determinations for funding and in-kind support.

Grants shall be paid in installments of 50% up front and then 50% when completed. Final reports are to be submitted within 90 days of event/project completion in order to receive remaining funding. Grant awards up to \$1,000 shall be issued in full upon notification of being approved.

Any requests that are recommended through the staff evaluation process that exceed \$10,000 dollars will require Council approval. The grant committee will review and provide a recommendation to Council to consider. Council may request additional information from the applicant if deemed necessary. 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 and can follow the appeal process.

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.*

Revision: 26-039

Approved: 22-045

FASC Meeting – 8 March 2022

Approved: 15-182

FASC 15-81

Revised: 05- 213 (Dec 19, 05)

Approved: 97-136

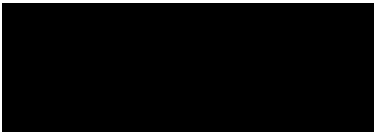
CPS97-3 (Feb.10, 1997)

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