

Municipality of Lambton Shores

Policy #066

Effective Date: September 4, 2014

Amended Date: June 28, 2016

Amended Date: July 18, 2017

Amended Date: September 5, 2017

Community Grant and Community Vibrancy Fund

1. Purpose

The Municipality of Lambton Shores has adopted a “Community Grant Program” to provide limited financial assistance to community groups and organizations within the Municipality to assist with programs, projects or special events. The program exists to recognize the value of these groups to the well-being and growth of the community and in helping the Municipality retain a strong community focus.

“The Community Vibrancy Fund” developed through the Municipality’s agreement with Jericho Wind, LP (NextEra), offers financial assistance to provide for programs, projects, services or activities that enhance the quality of life for its residents in the areas of health, arts, culture, leisure, heritage, recreation, education and the environment.

Funding through the Community Vibrancy stream is available based on the terms and conditions of the Municipality’s agreement with Jericho Wind, LP.

2. Funding Options and Criteria

There are two streams of funding available through this policy to provide limited financial assistance to local non-profit organizations: The Community Grant stream and the Community Vibrancy Funding stream. Organizations will be permitted to submit only one application per year for each of the Community Grant stream and the Community Vibrancy stream. Capital projects for municipal property will be funded through the Community Vibrancy Fund only, and will be assessed using the partnership evaluation grid found in Appendix A. Applications for projects that do not use Municipal property must include letters of permission from the property owner, unless the organization that owns the property is making the application.

2.1. Community Grant Stream

Each year, as part of the annual budget process, Council will determine the financial commitment to the Community Grant stream. Council will also establish a budget amount for in-kind services such as rental fee waivers, staff support and equipment supply.

- Requests must fall under one of the following categories for funding:
 - Agriculture / Rural Affairs
 - Arts / Culture / Community Heritage
 - Community / Special Events
 - Community Beautification / Environmental Awareness
 - Supporting Youth / Seniors
 - Tourism / Economic Development

- A maximum of \$2,000 per organization has been established for financial contributions.
- Funding requests for capital projects shall be submitted through the Community Vibrancy Funding Stream. Capital projects are defined as those that are one time purchase of a tangible asset. Capital projects do not include advertising or promotions (including brochures, maps, etc.) or annually purchased items (i.e. flowers).
- A maximum of \$2,500 per organization has been established for in-kind services.
- In-kind support will be limited to the use of Municipal property at reduced or no cost, municipal staff support and loan of municipal equipment. In-kind support will not include permit fees (i.e. building permits, etc.), equipment rental fees or payment of invoices/services. Any refundable deposits (i.e. damage deposits) will not be waived.
- The Review Team, (described in Section 5.1) at its discretion, may require organizations to provide volunteer support to assist staff when in-kind services are granted and/or when in-kind services exceed the maximum grant amount. Organizations will be invoiced for any in-kind services exceeding \$2,500.
- Canada Day events in Grand Bend, Forest and Arkona will receive an annual allocation through the Community Grant Stream. This amount will be established by Council annually through the budget process and will be included in the operational budget as part of the Community Grant Stream. This allocation will not be impacted by pro-rating.

2.2. Community Vibrancy Funding Stream

Each year, Council will determine the financial commitment to the Community Vibrancy Funding Stream. This amount will equal 20% of the total funding of the previous year provided through the NextEra Vibrancy initiative.

- Requests for funding must fall under one of the following categories:
 - Energy sustainability
 - Land stewardship
 - Recreation projects
 - Funding for ongoing and/or annual cultural and/or historical events which are not capital projects, but promote tourism and/or historical significance to Lambton Shores
 - Any of the categories identified in the Community Grant stream
- A maximum of \$10,000 per organization per year has been established for financial contributions.
- Priority funding will be given to one-time capital projects that benefit the community. Events shall apply for funding through the Community Grant Stream.

3. Applications

- All applications shall be submitted on the appropriate application form for the funding stream that is being applied for (both of which are attached to this policy).
- All application forms and supporting documents (Appendix B) must be received no later than 4:30pm, September 15 each year. In the event that September 15 falls on a weekend, applications will be accepted until 4:30 pm the following Monday. Completed application forms can be submitted to any Lambton Shores Municipal office.

- Community Vibrancy Fund applications must include three quotations for services/materials required for the project. Some exceptions may be made in the event that the service/item is unique and is only provided by one supplier.
- Application forms will be available in Municipal offices and on the Municipal website.
- Availability of application forms will be advertised beginning in July of each year and will be advertised on the Municipal website, through weekly email updates, social media and through the Living in Lambton Shores weekly newspaper advertisement.
- Organizations may submit one application per year, for each funding stream. For organizations requesting assistance for multiple events, information must be submitted for each event/project.

4. Eligibility Criteria

- Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations.
- Organizations must be based in the Municipality of Lambton Shores, with at least a majority of members being municipal residents. Membership and programs must be open to all residents of Lambton Shores. Services, programs and activities must be of benefit primarily to Lambton Shores residents. Some exceptions to organizations may be made if the funding request is for one of the identified categories and the request meets all other eligibility criteria.
- The organization must have demonstrated support from some source other than public funds.
- The organization must demonstrate an appropriate organizational structure and set of skills (i.e. board of directors, financial officer/treasurer, etc.).
- The organization should have a good track record of successfully completing/implementing/planning projects, events and/or programs.
- Organizations that service the broader County of Lambton may be considered for a Municipal grant if the program/event provides a clear benefit and/or service to Lambton Shores residents (i.e. event takes place in Lambton Shores, provides a specific service to Lambton Shores residents, etc.).
- If an umbrella organization is making an application for a financial grant and/or in-kind contribution, the affiliated organization(s) must prove eligibility under this policy if the requested services/grant will directly impact them.

4.1. Ineligible for Funding

Grants will not be provided:

- To individuals.
- To organizations which are profit oriented, have a political mandate or special interest groups and clubs and/or clubs with exclusive membership.
- On a retroactive basis or for a project that is already completed.
- To cover budget deficits.
- For day to day operating costs of an organization (i.e. staffing, rent (excluding municipal facilities), property taxes, office supplies (including electronic equipment), etc.).
- To cover ice rental fees as subsidized rates to youth organizations are already provided through the Municipal Fee By-Law.
- For programs, activities and services taking place outside of the Municipality of Lambton Shores.

- To organizations providing a share or membership which may be held or disposed of for personal gain.
- To support programs or services geared specifically to activities related to ratepayer or tenant/landlord associations.
- For religious activities or instruction, including renovations to a place of worship unless it is also used for community activities.
- To support programs or services which are operated under the authority of another level of government (note: some exceptions may apply for County of Lambton organizations. See section 4.).
- As donations to charitable causes.
- To offset capital depreciation costs.
- For attendance at conferences, workshops and seminars.
- For travel, accommodation, uniforms, or personal equipment. Personal equipment is defined as any item that is not distributed or available to the general public, or equipment that is distributed to individual members of a group or organization for personal use.
- To recreational sports groups (with the exception of minor sports), individual athletes or teams for a competition or to subsidize participation in a sports event.
- To groups that have failed to comply with reporting requirements from previous grants.
- For projects taking place on private property, which is not accessible to the public or used for community activities.
- To fund a third party.

Council may grant special consideration to entities that do not meet all of the above criteria, but are unique in nature and fulfill a specific need in the community.

The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years. In addition, the Municipality will not provide guaranteed funding beyond the current year. In making grants, the Municipality may impose conditions as it sees fit.

5. Municipal Review

All requests for financial donations and in-kind grants will be considered having regard for the Municipality's annual budget. 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. Completed applications must be submitted by September 15. Incomplete applications received on or after this date will not be considered for a grant.

Staff are authorized to administer requests for donations of less than \$500 as per *Policy 25-2002 Requests for Donations Under \$500*.

Council will make the final decision on all donations valued over \$500 and may make exceptions to any criteria as it deems necessary.

For the Community Vibrancy Fund stream, all funding requests will be submitted to Jericho Wind, LP for review and approval prior to receiving Council approval.

5.1. Municipal Review Team

The Municipality will dedicate a team to review completed applications on an annual basis. The team will consist of at minimum one representative from each of the following departments: Clerks/Administration, Community Services and Finance.

The Review Team will assess the applications based on policy compliance and provide a summary of the requests to Council.

The Review Team may request, at its discretion, a meeting with an applicant or further details to clarify requested items.

6. Accountability

- 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.
- Applicants awarded a grant under the Community Vibrancy Fund will be required to sign a Memorandum of Understanding with the Municipality (Appendix A).
- Funds granted are not transferable between projects or groups without prior Council approval, and must be used for the specific purposes outlined in the application. Misuse of funds may result in the applicant being disqualified from receiving a grant for a period of two years.
- Project evaluation forms (Appendix C) with supporting documents must be completed and submitted to the Community Services Department within two months of the completion of the event or project, but in all cases, by September 15. Exceptions will be made for events and/or projects not completed by this date.
- Groups must submit a financial report outlining the project income and expenditures, and must attach any invoices relating to the project, event or program.
- Year-end financial statements are to be submitted by January 31 of the year following the grant.

7. Recognition

Organizations receiving financial and/or in-kind grants shall acknowledge the Municipality's contribution through all printed material and other promotional means. The Municipality's logo is available from the Community Services Department.

Organizations receiving financial contributions through the Community Vibrancy Fund must recognize the contribution of both the Municipality and Jericho Wind, LP. Recognition may take the form of including the logo of Jericho or its affiliates and the Municipality on promotional material and advertising for events and projects that received funding through this stream.

MEMORANDUM OF UNDERSTANDING

THIS MEMORANDUM OF UNDERSTANDING made this ____ day of _____ 20__

BETWEEN:

_____ hereinafter called the “Recipient” OF THE FIRST PART

-AND-

THE MUNICIPALITY OF LAMBTON SHORES
hereinafter called the “Municipality” OF THE SECOND PART

WHEREAS the “Recipient” has received grant dollars through the Lambton Shores Community Vibrancy Fund;

AND WHEREAS it is deemed expedient to outline the accountability requirements with respect to the expenditure of the funds as outlined in Lambton Shores Policy 066 Community Grant and Vibrancy Policy.

NOW THEREFORE the parties agree as follows:

1. General Conditions:

- a. All requirements under Policy 066 must be adhered to.
- b. Recipients awarded a grant are held accountable for the expenditure of the funds in accordance with the stated objectives/plans identified in the submitted application form.
- c. Funds granted are not transferable between projects or groups without prior Council approval. Misuse of funds will result in the Recipient being disqualified from receiving a grant for a period of two years.
- d. Project evaluation forms with supporting documents must be completed and submitted to the Community Services Department within two months of the completion of the event or project, but in all cases, by September 15, XXXX (current year).

NOTE: Exceptions to the September 15 deadline may be made in the event that the project is not completed by this date. The Recipient must make every effort to inform the Community Services Department well in advance if the project is not to be completed before September 15, XXXX (current year).

- i. As part of the project evaluation, Recipients must submit a financial report outlining the project income and expenditures, and must attach copies of any invoices relating to the project, event or program.
- ii. Any unspent funds are to be returned to the Municipality no later than December 31, XXXX (current year).

2. Capital Projects on Municipal Property:

- a. Recipients that have received funds for capital projects on Municipal property are required to meet with Community Services Staff as soon as possible after receipt of funds to discuss the project, timelines, and other requirements (i.e. insurance and WSIB clearance of any contractors working on Municipal property).
- b. Capital purchases that are made for municipal property must be returned to the municipality in the event that the organization ceases to operate within five years of purchasing the capital item.

3. Events on Municipal Property:

- a. Recipients that have received funds for events and/or programs taking place on Municipal property are required to adhere to applicable by-laws and policies.

4. Recognition:

- a. Recipients are required to recognize the contribution of both the Municipality of Lambton Shores and Jericho Wind, LP. Recognition may take the form of including the logo of Jericho or its affiliates and the Municipality on promotional material and advertising for events and projects that have received funding.

5. Indemnity

- a. The Recipient shall indemnify and hold harmless the Municipality, its officers, members of municipal council and employees from and against any liabilities, claims, expenses, demands, loss, cost, damages, actions, suits or other proceedings by whomsoever made, directly or indirectly arising out of this agreement attributable to bodily injury, sickness, disease or death or damage to or destruction of tangible property including loss of revenue or incurred expense resulting from disruption of service and caused by any acts or omissions of the Recipient, its officers, agents, servants, employees, customers, invitees or licensees, or occurring in or on the premises or any part thereof and, as a result of activities under this agreement.

By signing said terms and conditions noted in this document, the representative(s) indemnifies the Municipality of Lambton Shores of any liability for lost, stolen or damaged property stored on said premises.

Recipient

Date

MUNICIPALITY OF LAMBTON SHORES

Steve McAuley, Director of Community Services

Date

Appendix B – Statement of Income and Expenditures

 (Name of Organization)

For the Year Ending: _____

Sources of Income	Current Budget	Last Year Actual
(list separately and include ticket sales, user fees, donations, fundraising, grants, etc.)		
	\$	\$
Total Income:	\$	\$

Expenditures	Current Budget	Last Year Actual
(list separately and include permit fees, printing, service fees, etc.)		
	\$	\$
Total Expenditures:	\$	\$
Surplus/Deficit		
Surplus/Deficit from prior year		
Cash on Hand		

SAMPLE STATEMENT OF INCOME AND EXPENDITURES

Lambton Shores' Seniors
Family Fun Day
STATEMENT OF INCOME AND EXPENDITURES
September 15, 2017

SOURCES OF INCOME	Current Budget	Last Year Actual
Opening Balance	98.90	201.15
Donations		
Lambton Wilderness	200.00	200.00
Sponsor - Municipality of Lambton Shores	200.00	200.00
Sponsor - Harley James Dental	100.00	100.00
Sponsor - Jane's Corner Shop	100.00	100.00
Registration Fees	400.00	355.00
Fundraiser - Cookie Sales	200.00	152.00
Total Income	1,298.90	1,308.15
EXPENDITURES		
Advertising	175.00	158.50
Printing - Brochures, Signage	500.00	700.00
Fuel	20.00	20.00
Baking Supplies	100.00	80.75
T-Shirts	250.00	250.00
Total Expenditures	1,045.00	1,209.25
Surplus/Deficit	253.90	
Surplus/Deficit from prior year		98.90
Cash on Hand	253.90	

MUNICIPALITY OF LAMBTON SHORES PROJECT EVALUATION FORM

Applicant Information:

Organization Name: _____
Contact Name: _____
Mailing Address: _____

Telephone Number: _____
Email Address: _____

Project/Event Description:

What specific results were achieved through the funding of your project?

Did this grant benefit the community as anticipated or expected?

As a result of this grant did your organization increase or enhance partnerships and collaborations with other groups in the community? Explain.

If you received a financial grant, attach to this report:

- [] A financial report that outlines the project income (funding) and expenditures.
- [] Invoices for the event, program or project must also be included.
- [] Photos of the completed event, project or program

Print Name

Title/Position

Signature

Date