



Responsible Dept.: Community Services	Effective Date: September 4, 2014
Author:	Next Review:
Approved by: Director of Community Services	Relevant Corporate Policy/By-law:

1. PURPOSE

- 1.1. 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.
- 1.2. “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.
- 1.3. Funding through the Community Vibrancy stream is available based on the terms and conditions of the Municipality’s agreement with Jericho Wind, LP.

2. COUNCIL’S USE OF VIBRANCY FUNDS

- 2.1. Council will use Vibrancy Reserve Funds for new Council driven projects that seek to enhance Lambton Shores in keeping with the terms of the Municipality’s agreement with Jericho Wind. Funds from the Vibrancy Reserve Fund will not be used to replace existing capital infrastructure identified in the capital asset management plan.

3. FUNDING OPTIONS AND CRITERIA FOR COMMUNITY USE OF VIBRANCY FUNDS AND COMMUNITY GRANT PROGRAM

- 3.1. 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.

- 3.1.1. Community Grant Stream

- 3.1.1.1. 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.
- 3.1.1.2. Requests must fall under one of the following categories for funding:
 - o Agriculture / Rural Affairs
 - o Arts / Culture / Community Heritage
 - o Community / Special Events
 - o Community Beautification / Environmental Awareness
 - o Supporting Youth / Seniors
 - o Tourism / Economic Development
- 3.1.1.3. A maximum of \$2,000 per organization has been established for financial contributions.
- 3.1.1.4. 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).
- 3.1.1.5. A maximum of \$2,500 per organization has been established for in-kind services.
- 3.1.1.6. 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.
- 3.1.1.7. 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.
- 3.1.1.8. 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.

3.2 Community Vibrancy Funding Stream

- 3.2.1 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.
- 3.2.2 Requests for funding must fall under one of the following categories:
 - o Energy sustainability
 - o Land stewardship
 - o Recreation projects
 - o 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
 - o Any of the categories identified in the Community Grant stream
- 3.2.3 A maximum of \$10,000 per organization per year has been established for financial contributions.
- 3.2.4 Priority funding will be given to one-time capital projects that benefit the community. Events shall apply for funding through the Community Grant Stream.

4 APPLICATIONS

- 4.1 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).
- 4.2 All application forms and supporting documents 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.
- 4.3 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.
- 4.4 Application forms will be available in Municipal offices and on the Municipal website.
- 4.5 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.
- 4.6 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.

5 ELIGIBILITY CRITERIA

- 5.1 Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations.
- 5.2 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.
- 5.3 The organization must have demonstrated support from some source other than public funds.
- 5.4 The organization must demonstrate an appropriate organizational structure and set of skills (i.e. board of directors, financial officer/treasurer, etc.).
- 5.5 The organization should have a good track record of successfully completing/implementing/planning projects, events and/or programs.
- 5.6 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.).
- 5.7 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.

6 INELIGIBLE FOR FUNDING

Grants will not be provided:

- 6.1 Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations.
- 6.2 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.
- 6.3 The organization must have demonstrated support from some source other than public funds.
- 6.4 The organization must demonstrate an appropriate organizational structure and set of skills (i.e. board of directors, financial officer/treasurer, etc.).
- 6.5 The organization should have a good track record of successfully completing/implementing/planning projects, events and/or programs.
- 6.6 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.).

- 6.7 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.
- 6.8 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.
- 6.9 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.

7 MUNICIPAL REVIEW

Municipal Review Team

- 7.1 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.
- 7.2 The Review Team will assess the applications based on policy compliance and provide a summary of the requests to Council.
- 7.3 The Review Team may request, at its discretion, a meeting with an applicant or further details to clarify requested items.

8 ACCOUNTABILITY

- 8.1 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.
- 8.2 Applicants awarded a grant under the Community Vibrancy Fund will be required to sign a Memorandum of Understanding with the Municipality (Appendix A).
- 8.3 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.
- 8.4 Project evaluation forms (provided) 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.

- 8.5 Groups must submit a financial report outlining the project income and expenditures, and must attach any invoices relating to the project, event or program.
- 8.6 Year-end financial statements are to be submitted by January 31 of the year following the grant.

9 RECOGNITION

- 9.1 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.
- 9.2 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.

10 APPROVAL AUTHORITY

CAO	Date: September 4, 2014
Amended/Modified/Replaced	Date: March 2, 2020



THE MUNICIPALITY OF
LAMBTON SHORES

Application Form – Community Vibrancy Fund Stream

Note: Eligible organizations must submit the completed application form to any Lambton Shores office on or before September 15 to be considered for a community grant.

Applicants must review *Policy #066 Community Grant and Community Vibrancy Fund* prior to submitting an application.

1. Applicant Information

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

 Telephone Number: _____
 Email Address: _____

The information contained in this application is, to the best of my knowledge, true and correct. I acknowledge that the contents of this application will be discussed in an open Council forum.

Print Name/Position _____ Signature _____ Date _____

1.1 List the Executive Officers of your organization:

Name	Position	Years of Experience

1.2 Provide a brief history of your organization, and indicate if it operates as a non-profit organization.

1.3 What are the general objectives/services of your organization?

1.4 In what geographical area does your organization operate?

1.5 Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.

2. Assistance Requested

Applicants may submit an application for both the Community Grant stream and the Community Vibrancy Fund stream. One application per organization, per stream, per year is permitted.

2.1 Community Vibrancy Fund Stream:

Financial Donation: \$ _____ (\$10,000 maximum)

2.2 Categories for Funding

Priority funding will be given to one-time capital projects that benefit the community. Events shall apply for funding through the Community Grant Stream.

Select one category for funding for which you are applying (select one):

- Agriculture / Rural Affairs
- Arts / Culture / Community Heritage
- Community Beautification / Environmental Awareness
- Supporting Youth / Seniors
- Tourism / Economic Development
- Energy sustainability
- Land stewardship
- Recreation projects

3 Project Description

If one organization is applying for multiple projects, this section must be completed for each project. Use additional pages if necessary.

3.1 Provide a description of the event, program or project. Include any promotional materials for the upcoming year or that have been used in the past.

3.2 For what specific purposes are the requested grant funds to be utilized within your organization?

3.3 Who will benefit from the proposed event, project or program?

4 Project Details

Use additional pages if necessary.

4.1 Provide relevant plans and/or a rendering of the project.

4.2 Describe the need for the proposed project. At least one letter of support must be included.

4.3 The intention of the Vibrancy Fund is to provide funding for stand-alone opportunities that could not be funded under the Community Grant stream. Describe how you will ensure long-term sustainability of your project.

4.4 Are there partners that will participate in the project with you? Describe their level of support/participation (i.e. in-kind, financial, etc.)

4.5 Describe how you will ensure that there is no additional tax burden to Lambton Shores ratepayers as a result of the implementation of your program or project.

5 Financial Information

5.1 If your organization has received financial assistance from the Municipality in prior years, indicate the amounts below:

Year	Amount	Project

5.2 What other steps are being taken to provide revenue (i.e. grants, ticket sales, donations, etc.)

5.3 Provide a budget for the event, program or project and/or the organization. Also include the organization's financial statement from the previous year. Organizations requesting \$10,000 from the Community Vibrancy Fund stream must provide an audited financial statement.

5.3.1 For groups showing a surplus, indicate the intended use of the surplus:

5.3.2 For groups showing a deficit, indicate how the deficit will be eradicated:

5.4 Organizations requesting funds through the Community Vibrancy Fund stream are required to submit three quotes of items/services to be procured. Quotes must be attached to the application and are due no later than the application deadline. Some exceptions will be made. See Section 3 of Policy #66.

6 Terms and Conditions

Successful Community Vibrancy Fund applicants will be required to sign a Memorandum of Understanding with the Municipality of Lambton Shores (see Appendix A).

Completed applications and attachments must be delivered by September 15 to the following Municipal Office:

Municipality of Lambton Shores
Community Services Department
9577 Port Franks Road
Thedford, ON N0M 2N0



THE MUNICIPALITY OF
LAMBTON SHORES

Application Form – Community Grant Stream

Note: Eligible organizations must submit the completed application form to any Lambton Shores office on or before September 15 to be considered for a community grant.

Applicants must review *Policy #066 Community Grant and Community Vibrancy Fund* prior to submitting an application.

1. Applicant Information

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

Telephone Number: _____
Email Address: _____

The information contained in this application is, to the best of my knowledge, true and correct. I acknowledge that the contents of this application will be discussed in an open Council forum.

Print Name/Position

Signature

Date

1.1 List the Executive Officers of your organization:

Name	Position	Years of Experience

1.2 Provide a brief history of your organization, and indicate if it operates as a non-profit organization.

1.3 What are the general objectives/services of your organization?

1.4 In what geographical area does your organization operate?

1.5 Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.

2. Assistance Requested

Applicants may submit an application for both the Community Grant stream and the Community Vibrancy Fund stream. One application per organization, per stream, per year is permitted. Applicants must submit a separate application for each stream.

2.1 Community Grant Stream:

Financial Donation: \$ _____ (\$2,000 maximum)
 In Kind Services: \$ _____ (\$2,500 maximum – see chart in section 2.1)

In Kind Services:

Service	Quantity/Hours/Description	Rate	Total
Rental Fee Waiver Facility:		See Municipal Schedule of Fees	
Application Fee Waiver		See Municipal Schedule of Fees	
Snow Fence Drop Off (to be set up by group)		\$80.00/hour	
Equipment Drop Off		\$80.00/hour	
Staff Support (Describe)		\$26.00/hour	
Other			

** Note: applicants are asked to estimate the number of hours/types of services required. The Community Services Department may make adjustments based on actual hours and/or experience from past events. Volunteer support may be required to assist with equipment set up/take down at the discretion of the Director of Community Services or his/her designate.

Facilities must be booked through the Community Services Department by phone 519-243-1400 or email events@lambtonshores.ca.

2.2 Categories for Funding

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).

Select one category for funding for which you are applying (select one):

- Agriculture / Rural Affairs
- Arts / Culture / Community Heritage
- Community / Special Events
- Community Beautification / Environmental Awareness
- Supporting Youth / Seniors
- Tourism / Economic Development
- Energy sustainability
- Land stewardship
- Recreation projects

3. Project Description

If one organization is applying for multiple projects, this section must be completed for each project. Use additional pages if necessary.

3.1 Provide a description of the event, program or project. Include any promotional materials for the upcoming year or that have been used in the past.

3.2 For what specific purposes are the requested grant funds to be utilized within your organization?

3.3 Who will benefit from the proposed event, project or program?

4. Financial Information

4.1 If your organization has received financial assistance from the Municipality in prior years, indicate the amounts below:

Year	Amount	Project

4.2 What other steps are being taken to provide revenue (i.e. grants, ticket sales, donations, etc.)

4.3 Provide a budget for the event, program or project and/or the organization. Also include the organization’s financial statement from the previous year.

4.3.1 For groups showing a surplus, indicate the intended use of the surplus:

4.3.2 For groups showing a deficit, indicate how the deficit will be eradicated:

5 Terms and Conditions

In the event that a grant is awarded through the Community Grant stream, the applicant agrees to the following:

- To complete the Project Evaluation Form (provided) within two months of the completion of the event, project or program.
- To acknowledge the support of the Municipality of Lambton Shores in all printed material and through other promotional means.
- The funds will be used only for the purposes described in this application.

- To inform staff if the project is delayed or has changed for any reason.
- In the event the project does not go forward, the applicant agrees to return the funds to the Municipality.

I agree to the terms and conditions outlined above.

Print Name

Signature

Date

Completed applications and attachments must be delivered by September 15 to the following Municipal Office:

Municipality of Lambton Shores
Community Services Department
9577 Port Franks Road
Thedford, ON N0M 2N0

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 October 31, 2018.

NOTE: Exceptions to the October 31 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 October 31, 2018.

- 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, 2018.

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).

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

Director of Community Services

Date

Appendix B – Statement of Revenues and Expenditures

 (Name of Organization)

For the Year Ending: _____

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

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 BALANCE SHEET

Lambton Shores' Seniors
Family Fun Day
STATEMENT OF INCOME
October 30, 2008

SAMPLE BALANCE SHEET

INCOME

DONATIONS

Opening Balance	\$	201.15
Lambton Wildness		200.00
Sponsor- Municipality of Lambton Shores		100.00
Sponsor - Canadian Workers		100.00
Sponsor - Harley James Dental		100.00
Sponsor - The Little Store on the Corner		100.00
Registration		355.00
Cookie Sales		152.00

Total Donations and Income

1308.15

EXPENSES

Advertising	158.50
Brochures, Signage	700.00
Fuel	20.00
Baking Supplies	80.75
T-Shirts	250.00

TOTAL EXPENSES

1209.25

NET INCOME TO BE APPLIED TO NEXT YEAR'S EVENT

\$

98.90

Appendix C – 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 a financial report that outlines the project income (funding) and expenditures. **Invoices for the event, program or project must also be included.**

****Attach photos of the completed event, project or program**

Print Name

Title/Position

Signature

Date