



THE MUNICIPALITY OF  
**LAMBTON SHORES**

**Community Vibrancy Fund  
SMALL PROJECTS PROGRAM GUIDELINES**

“The Community Vibrancy Fund” developed through the Municipality’s agreement with Jericho Wind, LP (NextEra) or subsequent owner, offers financial assistance for projects 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 Fund is available based on the terms and conditions of the Municipality’s agreement with Jericho Wind, LP.

**Application Deadline**

The deadline for applications is 4:30 p.m. on October 15 each year. If October 15 falls on a Saturday or Sunday, the deadline for applications will be the following Monday by 4:30 p.m. Applications received after the deadline will not be considered.

**Grant Amount**

The Community Vibrancy Fund Small Projects will fund up to 50% of eligible project costs to a maximum of \$10,000 in available funding. Matching funds must be cash, no matching of in-kind services.

Applications that request capital funding for municipal property must include a business case with the application that details how the project will not require ongoing municipal funding or operations support (e.g., maintenance). The following capital projects for municipal property are ineligible:

- Projects that seek to replace a municipal asset prior to its scheduled replacement; and
- Projects that seek to renovate a municipal building.

**Application Procedures**

**All applicants must submit a completed Community Vibrancy Fund Small Projects application form. Incomplete forms will be returned.**

- Complete the application form available on the Lambton Shores website.
- Ensure that the entire application form has been completed and all relevant supporting documents have been provided, including a business case if the

proposed project is a capital project on municipal property, two quotes for the materials/services, letters of support, project budget and financial statements. Please see the application for additional requirements.

- Ensure that the application has been signed by two people, the person completing the application on behalf of the organization and the Board President or Chair.
- Ensure that you save a copy of the application for your records.
- Handwritten applications and reports will not be accepted.

## **Eligibility Criteria**

**Please review the following section carefully.** Applications must meet the following eligibility criteria:

Projects must:

- Take place in Lambton Shores on property that is accessible to the public and is used for community purposes.
- Fall under one or more of the following categories:
  - Energy sustainability
  - Land stewardship
  - Recreation projects
  - Agriculture / Rural Affairs
  - Arts / Culture / Community Heritage
  - Community / Special Events
  - Community Beautification / Environmental Awareness
  - Seasonal Decorations
  - Supporting Youth / Seniors / Vulnerable Sector
  - Tourism / Economic Development
  - Funding for ongoing and/or annual cultural and/or historical events that promote tourism and/or historical significance to Lambton Shores, but does not include Canada Day Celebrations
- The project must not require operational support from the Municipality.
- There is demonstrated community need and support for the project.

Applicants must:

- Be a non-profit community group or organization based in Lambton Shores.
- Demonstrate an active Board of Directors or other appropriate governance structure.
- Be able to provide meeting minutes, policies, by-laws, and financial statements as required.
- Demonstrate capacity for fundraising and/or ability to match granted funds.
- Demonstrate its ability to successfully complete projects.
- Membership must be open to anyone in Lambton Shores. An exception may be made for projects where there is a general and broader community benefit.
- Comply with reporting requirements.

The following are ineligible applicants:

- Agency or board of the Municipality of Lambton Shores.
- For-profit organization, a business or individual.
- Organizations that operate outside of the Municipality of Lambton Shores.
- Organizations that have a political mandate or exclusive membership.
- Organizations that provide a share or membership which may be held or disposed of for personal gain.
- Organizations and agencies that operate under the authority of another level of government.
- Sports teams or sports organizations and groups. An exception may be made for a sports organization if the project is open and accessible to the general public.
- Organizations that have a primary education mandate – school or home-based formal education.
- Registered charitable organizations. Exceptions may be made for registered charitable organizations that operate solely in the Municipality of Lambton Shores.

Ineligible expenses:

Grants will not be provided for the following expenses:

- Projects that could be funded through the Community Improvement Plan
- To cover budget deficits.
- On a retroactive basis.
- Operational expenses including but not limited to wages, utilities, office supplies, rent, rental fees, taxes, general maintenance, contractor fees (unless part of capital expenditure), consulting, legal fees, etc.
- To fund renovations to existing municipal buildings.
- To fund replacement of municipal assets prior to scheduled replacement.
- Religious activities or instruction, including renovations to a place of worship unless the use includes community activities that are available and open for anyone in the community to participate.
- As donations to charitable causes.
- To offset capital depreciation costs.
- For travel, accommodation, uniforms, attendance at conferences, workshops or seminars, or any other item, service or activity that could be used for personal gain by individuals.
- Redistribute funds to third party individuals or organizations.
- To fund a third party.
- Contingency costs.
- General contributions to capital fundraising drives and/or capital campaigns.
- Loans.

## Evaluation

Municipal staff will review completed applications. Recommendations will be made to Council based on the following criteria:

- The applicant has demonstrated the project's need in the community (e.g., there is an existing gap).
- The applicant has demonstrated community support for the project.
- The project provides opportunities that are accessible to all.
- The applicant has a committed fundraising strategy, sufficient funds available and/or an identified funding partner.

**Note: funds requested or received through other municipal grant programs shall not be used as matching funds towards the Community Vibrancy Fund.**

- The applicant has demonstrated the financial need for the project.
- The applicant has a demonstrated ability to complete projects.
- The project does not result in operations for the Municipality, including through maintenance or staff time. Events taking place on municipal property will not be assessed for this criterion provided the event does not require staff support outside of normal operations (e.g., equipment supply).

Please see the attached evaluation grid for additional evaluation details.

## Accountability

- Successful applicants will be required to sign a funding agreement with the Municipality of Lambton Shores.
- 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. Any unused funds shall be returned to the Municipality.
- Funds granted are not transferable between projects 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 future grant.
- 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 November 15. Exceptions may be made for projects not completed by this date.

## Recognition

Organizations receiving funding 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 have received funding.