



MUNICIPALITY OF LAMBTON SHORES
ADMINISTRATIVE POLICY
COMMUNITY GRANT POLICY

POLICY NO.:
CP-CS-POL-004

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| Responsible Dept.: Community Services | Effective Date: February 4, 2025 |
| Author: Director of Community Services | Next Review: February 2027 |
| Approved by: Council | 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.

2. DEFINITIONS

Community Group: means a not-for-profit organization that offers programs and services to meet the needs of the community.

In-Kind Support: is a grant for the provision of municipal property/facilities, materials or resources to an organization. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. In-kind grants will include the estimated value of the initiative. In-kind support will not result in direct costs for the municipality, and does not include waiving permit fees (e.g., building permits, etc.), payment of invoices/services, or any refundable deposits (e.g., damage deposits). In-kind support does not include moving indoor tables and chairs between facilities.

Requests related to in-kind contributions are subject to the availability of the resource(s) being requested and the ability/qualifications of staff to perform the task.

Personal Equipment: 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.

3. FUNDING OPTIONS AND CRITERIA FOR COMMUNITY GRANT PROGRAM

3.1. Council will determine the financial commitment to the Community Grant Program on an annual basis through the budget process.

- 3.2. 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
- 3.3. Applicants may request a maximum of \$2,000 in financial contributions.
- 3.4. A maximum of \$2,500 per organization has been established for **in-kind services**.
- 3.5. Canada Day events in Grand Bend, Forest and Arkona will receive an annual allocation through the Community Grant Program. This amount will be established by Council annually through the budget process and will be included in the operational budget. This allocation will not be impacted by pro-rating. Community Groups hosting these events must apply for funding.

4. APPLICATIONS

- 4.1. All applications shall be submitted on the appropriate application form.
- 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.
- 4.3. Application forms will be available at the Lambton Shores Administration Office and on the Municipal website.
- 4.4. Organizations may submit one application per year. 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 (e.g., board of directors, financial officer/treasurer, etc.).
- 5.5. The organization must 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 (e.g., 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.
- 5.8. 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.
- 5.9. 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.

6. INELIGIBLE FOR FUNDING

Grants will not be provided:

- 6.1. To individuals
- 6.2. To organizations that are for profit, have a political mandate or special interest groups and clubs and/or clubs with exclusive membership.
- 6.3. On a retroactive basis or for a project that is already completed.
- 6.4. To cover budget deficits.
- 6.5. For day-to-day operating costs of an organization (e.g., staffing rent (excluding municipal facilities), property taxes, office supplies (including electronic equipment), etc.).

- 6.6. To cover ice rental fees as subsidized rates to youth organizations are already provided through the Municipal Fee By-Law.
- 6.7. For programs, activities and services taking place outside of the Municipality of Lambton Shores.
- 6.8. To organizations providing a share or membership which may be held or disposed of for personal gain.
- 6.9. To support programs or services geared specifically to activities related to ratepayer or tenant/landlord associations.
- 6.10. For religious activities or instruction, including renovations to a place of worship unless it is also used for community activities.
- 6.11. 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 5.).
- 6.12. As donations to charitable causes.
- 6.13. To offset capital depreciation costs.
- 6.14. For attendance at conferences, workshops and seminars.
- 6.15. For travel, accommodation, uniforms, or **personal equipment**.
- 6.16. 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.
- 6.17. To groups that have failed to comply with reporting requirements from previous grants.
- 6.18. For projects taking place on private property, which is not accessible to the public or used for community activities.
- 6.19. To fund a third party.

7. MUNICIPAL REVIEW

- 7.1. Municipal staff will review completed applications on an annual basis.
- 7.2. Applications will be assessed based on policy compliance.
- 7.3. A summary of the requests will be provided to Council for approval.

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. 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.
- 8.3. 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.
- 8.4. Groups must submit a financial report outlining the project income and expenditures, and must attach any invoices relating to the project, event or program.
- 8.5. 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 will be provided to successful applicants.

10. APPROVAL AUTHORITY

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| Council | Staff Report #DCS03-2025 | (Resolution #) |
| Authority | Director of Community Services | 25-0204-11 |
| Amended/Modified/Replaced | February 4, 2025 | |