



<b>Policy Title</b> <b>Town of Dundurn Grant Policy</b>	<b>Adopted By Council</b> Date: November 8, 2022 Resolution No.	<b>Policy Number</b> <b>2022-010</b>
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### 1.0 Purpose

The purpose of this policy is to provide Council, municipal staff, and the public with a framework by which Municipal grants will be applied for, reviewed, and awarded.

### 2.0 Policy Statement

It is the policy of the Town of Dundurn to provide modest financial assistance to not-for-profit, community-based organizations for projects that pro-actively contribute to the strategic priorities of Council as identified in the Town’s Strategic Plan. It is recognized that volunteer efforts of community organizations are significant, and that Dundurn’s taxpayers cannot fund every worthwhile project. This policy provides criteria to establish eligibility and encourages community organizations to create long-term funding sustainability plans suitable to their initiative. The application and selection process section focuses on administrative efficiency for grant applicants, municipal staff, and Council.

### 3.0 Scope

This policy shall apply to applications for funding of Municipal Grants, Festivals & Events. Council may provide grants for any purpose considered to be in the interest of the municipality.

### 4.0 Definitions

**Project:** An activity or program that is clearly defined with a specific objective, specific budget and will be executed in a fixed period of time.

### 5.0 Process

#### Dundurn Grant Budget

The operating budget will include the total amount of grant funds that may be awarded to external organizations. Increases to this budget will only be made through an approved resolution of Council.

#### Eligible Organizations

To be eligible for a municipal grant, applicants must:

- Be a not-for-profit incorporated organization or registered charitable organization that has been in operation for a minimum of one year
- Be governed by a community-based volunteer group
- Extend services to the general public of the Town of Dundurn
- Demonstrate fiscal responsibility and sustainability
- Provide access to sport, culture, and recreation activities
- Community non-profit volunteer organizations in support of sport, culture, and recreation groups
- Allows for establishment of local priorities



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### **Funding Ineligibility**

Municipal grant funding is not eligible for the following:

- Individuals
- For-profit organizations
- Other levels of government
- Organizations with political affiliations
- Organizations that provide grants to others
- Organizations whose activities or outcomes are inconsistent with the Town of Dundurn’s values or goals
- Organizations whose activities may breach the Human Rights Code or Charter of Rights

### **Project Eligibility**

Eligible Projects must:

- Be accessible to everyone
- Have a budget separate from the organization’s operating budget
- Benefit the citizens of the Town of Dundurn
- Include significant volunteer involvement
- Have a specific benefit and outcome that pro-actively contributes to the priorities identified in the Town of Dundurn’s Strategic Plan
- Be sustainable beyond the support of the municipal grant
- Expenditures directly related to the delivery of a sport, culture, or recreation project

### **Ineligible Projects and expenditures include:**

- Programs that other levels of government have legislated responsibility for funding
- Operating, administration, or deficit reduction expenses
- Costs related to fundraising activities
- Construction, renovation or retrofit and repairs of buildings/facilities (includes fixing doors, shingling roofs, installing flooring, moving/hauling dirt etc.)
- Property taxes or insurance
- Membership fees



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- Food or beverage costs, contingency, or miscellaneous costs
- More than 50% of the budget of the project
- Prizes, cash, gifts, awards, honorariums, trophies, plaques, and badges
- Out-of-province activities and travel
- Subsidization of wages for full-time employees
- Uniforms or personal items such as sweatbands and hats

### **Application**

Funding applications will be considered on an annual basis. Any organization that is requesting funding must submit a completed application.

Application forms shall be designed to capture sufficient information about the project and applicant to assist staff in completing the eligibility review and for Council to complete the assessment.

Depending on the nature and value of the requested grant, additional information may be requested after the initial application.

### **Assessment & Selection Process**

Projects that meet the application requirements will be reviewed by staff to determine if the eligibility requirements are met. Those that meet the eligibility requirements will have the full application included for Council review.

It is understood that there are limited funds that Council allocates to municipal grants and not every worthwhile project can be funded. On deliberation day Council will consider, but is not limited to, the following assessment criteria in evaluating the grants to be awarded;

- Demonstrated need for the Project within the Town of Dundurn
- Alignment of the Project with the Town’s Strategic Plan
- Outcomes and Measures of the Project
- Community Impact and Volunteer Involvement in the Project
- Financial Feasibility of the Project
- Organizational Effectiveness and Long-term Sustainability of the Project

Council will allocate grant funding up to the amount requested by resolution of Council. Municipal Grant award decisions of Council are final and not subject to appeal.

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**Funding Conditions**

- A grant is not to be regarded as a commitment by the Town to continue assistance in the future.
- A grant will only be used for the purpose approved by Council. The grant recipient must request approval for any proposed material changes to the project prior to implementation. If the changes result in cancellation or significant delay, the recipient will, after consultation with staff, be required to return the grant funds received that year.
- Failure to meet the reporting requirement will affect future requests for funding.

**Reporting Requirements**

Successful applicants who receive funding from the program must report on how the funding was spent and the impact the funding achieved. A reporting template will be provided with the grant award. The final report must be submitted to the Town within 60 days of completion of the project. If the project continues into the next calendar year, an interim report is required by the end the calendar year.

**Other Grants**

Requests for contributions to local disaster funds, such as fire, flood, earthquakes etc. are time-sensitive, and will be considered by Council through a Council meeting. Each request will be considered on the merit of each request, and funding source determined at that time.

**6.0 Roles and Responsibilities**

**Council**

- Council is responsible for determining what amount will be included in the annual operating budget for Municipal Grants. They are also responsible for the Assessment of Grant applications in relation to the assessment criteria outlined in this Policy and the determination of how the funding will be allocated to specific projects.

**Administration**

- Finance staff are responsible for preparing and posting the application form, reviewing the applications to determine the eligibility based on the requirement of the policy, determining if additional information should be requested, and including information for Council’s consideration. After Council has determined which projects will be funded, Finance staff will issue payments, and track post-project reports.

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**Applicants**

- Applicants are responsible for the accurate completion of an application form, any supplementary information if required, and completing the reporting requirements.