



Policy F11-0500-16

Nuclear Waste Management Organization

Community Well Being Grants

Department:	Grant Applicants	Policy Number:	F11-0500-16
Section:	General Government	Effective Date:	June 6, 2016
Subject:	Community Well Being Grant Funding	Revised Date:	
Authority:	By Law 2016-040		

1. Policy Statement

The Municipality of Brockton wishes to provide financial assistance to local non-profit organizations which will have a positive impact on the quality of life in the community distributed in an open, fair and accountable process that is in the best benefit of the community through provision of beneficial programs and services to residents.

2. Definitions

“Municipality” shall mean The Corporation of the Municipality of Brockton

“Project” means any program, project, event, service, or activity for which a grant has been submitted

3. Funding

The funding will be directed through four specific streams of:

- Arts, Culture, Heritage;
- Sports, Recreation;
- Social, Health;
- Environmental, Other;

and may be for any project that supports/sustains, promotes, informs/educates, celebrates, preserves and/or provides access to these areas.

The various streams include, but are not restricted to, the following:

- 3.1 Arts:** creative activity by professionals or non-professionals in various fine and applied art forms including but not limited to: visual, performing and performance, literary, media, and decorative arts;
- 3.2 Culture:** beliefs, customs and traditions of certain communities, societies, or cultural groups relating to language, ethnicity, race, gender, sexual identity, disability, religion, class, and diversity;
- 3.3 Heritage:** identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums and galleries/collections), historic people and events, and traditions (customs and beliefs);

- 3.4 Sports, Recreation:** activities contributing to physical health and well-being including: participation in sports leagues, instructional sports, fitness and wellness activities, and leisure and hobby activities;
- 3.5 Social, Health:** programs and services supportive to the social determinants of health (state of complete physical, mental and social well-being with a focus on prevention; access to housing, food and clothing, freedom from violence);
- 3.6 Environment:** beautification, conservation, documentation, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape).
- 3.7 Other:** projects outside other streams that contribute to the quality of life in the Municipality.

4. General Terms

Council shall, distribute the funds allocated to the Community Well Being Grant Program, not to exceed the funds received from the NWMO of \$400,000, plus any accrued interest to date.

It is intended that Community Well Being Grants are for the benefit of the community and projects where funds go outside the Municipality may not be eligible.

The annual budget process timelines vary and applicants need to take into account that approvals may not be granted in the time that suits their events or particular needs.

The program shall provide a modest level of assistance to non-profit organizations in a fair and equitable manner. It is not the intent of this program to provide sustainable funding or to create long-term financial dependency.

Grants are intended to be supplementary to main sources of funding for organizations. The organization must show exploration of other financial support and options (i.e. fundraising and volunteer support).

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 fiscal year. Only one application per year will be permitted per organization.

Late applications will not be considered. Requests for support of new projects only may be considered outside of the standard intake process. Applicants must submit application for review by the Finance Committee who will make recommendation to Council. No request for a Community Well Being Grant shall be scheduled as a delegation to Council.

5. Municipal Review

The applications will be reviewed and assessed by the Council who shall make the final decision regarding the approval of funding.

Applications will be assessed in terms of the need for the project, alignment with the Municipality's Sustainable Strategic Plan, cost effectiveness, financial viability, contribution to the quality of life and sustainability in the community, community involvement/response, cooperative cost-sharing projects, past demonstrated fiscal responsibility of the applicant, in-kind support from the

Municipality (municipal staff support, loan of equipment, etc.).

6. Eligibility Criteria

To be eligible for a grant, the applicant must:

- be a non-profit community group or
- be based in Municipality of Brockton or provide services to the residents of the Municipality
- demonstrate active fund raising efforts and/or volunteer support for the project - municipal funding is not to be considered sustainable funding for the organization
- comply with the reporting requirements from any previous municipal grants

7. Ineligible Activities

The following are not eligible for funding:

- flow through funding (where the intent is to directly re-distribute the funds same to others);
- deficit funding or retroactive funding (for past shortfalls);
- debt retirement or depreciation costs;
- duplication of funding received from another source where total funding would exceed costs

8. 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.

Funds granted under this program are not transferable between projects or organizations without prior Council approval, and must be used for the specific purposes outlined.

An Accountability Statement must be completed and submitted within 60 days of the completion of the project / grant being used. The statement shall provide description of the completed project; a financial statement for the event listing all expenditures and revenues pertaining to the event/project, and the use of the grant funds.

The Statement shall be signed by an authorized representative of the organization.

Additional financial reports from applicants may be requested at the Municipality's discretion.

9. Application Requirements

Applications must:

- be submitted on the prescribed form;
- include a project budget (proposed expenses and other revenues);
- provide complete information concerning the project's objectives, services provided, operating costs, financing details and an explanation of reasons for the funding need;
- be submitted by the organization to the Municipality by the due date established by the Finance Department.

The application intake process will take place in the fall with staff to determine actual deadline based on budgetary requirements. It will be no less than 30 days after notice of the application intake is posted on the Municipality's website.

10. Municipal Recognition

Recipients of Community Well Being Grants, including in-kind support, shall acknowledge municipal support in media coverage and printed material.

Community Well Being Grant Application Form

Please complete this form, enclose all required information and return to:

Municipality of Brockton
100 Scott St, PO Box 68
Walkerton, ON N0G 2R0
Attention: CFO

Application Deadline: _____

1. Name of Organization: _____
2. Mailing Address _____

3. Phone Number _____
4. Chairperson _____ Phone Number _____
Names of Other Executives

5. Contact Person _____ Phone Number _____
6. Funding Stream (Check One) For Which You Are Applying
 - Arts, Culture, Heritage
 - Sports, Recreation
 - Social, Health
 - Environmental, Other
7. Describe the purpose of your proposed project and indicate what municipal funding will be used for if approved (attach detailed budget).

8. How will your project benefit the Municipality of Brockton and identify how it will contribute to the community's quality of life in a sustainable manner?

9. Provide a list of other funding sources for your organization.

10. Describe your organization's method of soliciting support from the community and the response

11. Describe efforts of your organization to match the funds requested from the municipality

12. Amount Requested: _____

13. Project Timeline: _____

14. Future maintenance of the project (explain how your organization will sustain the project in the future).

Enclose the Following Information if Available:

- Budget for current year
- Financial reports for last year
- Confirmation of not-for-profit status

Information to be Provided if Funding is Approved

- Financial reports for current year
- Financial reports for next year
- Report describing use of municipal funding and outcomes achieved
- Sports, recreation applicants must provide facility costs and enrolment number of their particular group.

Attach any additional information which you feel may assist in evaluating your application (please limit volume of information).

We have read the edibility criteria and confirm that the organization will comply with all requirements.

Signatures

_____ Date: _____

Chairperson

_____ Date: _____

Contact Person