

# CITY OF ORILLIA POLICY MANUAL

Part	4	<b>Finance</b>	<b>4.2.1.1.</b>
Section	2	Grants	
Sub-Section	1	Community Grants	
Policy	1	Guidelines – Grants Committee	

## STATEMENT and PURPOSE

The provision of grants/subsidies or municipal resources, demonstrates Council's commitment to working with local Non-Profit, Charitable and Community Based Volunteer organizations who provide beneficial programs and services to the City of Orillia residents. Limited resources impact the City's ability to support all groups, organizations and specific requests.

The purpose of this policy is to outline parameters for community requests for grants/subsidies or City resources to enhance limited municipal resources and the benefits to the community.

Each year the Municipality receives increased donation/grant requests than it can fund. The objective of this policy is to treat all organizations fairly and consistently. The aim of the "General Grants Program" is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community non-profit organizations. Council will retain the right to make the final decision on both the overall funding allocation and the individual grant.

The different types of grants awarded under the General Grants Program include:

- Grants to assist with the general operating expenses of the group, including administrative costs and program-related expenses.
- Grants for the provision of municipal property/facilities, materials or resources to an applicant (fees waived/reduced).
- Grants for cultural, social or recreational significance to the community and which may have the participation of more than one organization and/or an event of municipal, provincial, or national significance which would be expected to bring economic and/or public relations benefit to the City.

## GRANT CRITERIA

The Grants Committee shall operate under the following policies:

- No organization shall receive more than one grant per calendar year. Exceptions may be made for an organization running non-related events in the same year.
- No organization receiving a grant shall receive further discounts on City fees for facility rental or service.
- The maximum grant funding for each eligible applicant shall be set at \$1,500.
- All organizations requesting grants from the City shall use a grant application form designed by the Grants Committee.
- Forms must be submitted via the City Clerk by February 15<sup>th</sup>, May 15<sup>th</sup>, or October 15<sup>th</sup> each year. (R. 2002-302 02.09.13)
- Applicants may be required to meet with the Grants Committee and/or City Council to explain their application in greater detail.

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- Staff will review each application for completeness and may request further information before submitting the application to the Grants Committee.
- A follow-up report on how the funds were used and whether the project was successful may be a stipulation of an approved grant.
- Grants are not automatically renewed each year.
- Applications, exclusive of the attachments, shall be placed on the public Council Consent agenda. (R. 2002-302 02.09.13)

## Eligible Applicants

**To be eligible**, applicants must (be):

- A registered charity or non-profit organization; and
- An organization whereby the majority of board members are from the local area; and
- Involved directly with volunteers and their efforts; and
- Contribute to the enrichment of community life in the City of Orillia; and
- Apply only once in a fiscal year unless an exception has been made for an organization running non-related events in the same year; and
- In good financial/legal standing with the City.

Significant humanitarian aid projects will be considered for the granting program on a case by case basis.

## Ineligible Applicants

The following applicants are **NOT eligible** to apply for funding:

- Individuals.
- Sporting Groups.
- Any group or organization, charitable or otherwise which does not provide a direct service to the City residents.
- Crown corporations and government agencies (e.g. school boards, social services, hospitals, business improvement associations, universities, etc.).
- For-profit organizations.
- Political parties or candidates.
- Organizations that already receive operating funding from the City of Orillia through grants, reduced rent or free facility use will still be eligible for funding; however, the grant would be reduced by the level of support received otherwise.
- Discriminatory or activities which are contrary to the policies of the City.
- Landlord/tenant and condominium corporations.
- Faith-based organizations where services/activities include the promotion and/or required adherence to a faith.

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## REVIEW PROCESS

- Applications for grants which are received before one of the three deadlines and meet the criteria above will be forwarded to the Grants Committee for review and consideration.
- Applications will be evaluated on their own merit based on their ability to meet the funding criteria. Meeting the eligibility requirements and providing all of the pertinent information does not guarantee that an applicant will receive funding.
- Funding requests can be defined as events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, historical, and recreation and/or healthy living activities.
- Each applicant must provide a purpose and/or outcome for what the financial assistance will be utilized for.
- The applicant must demonstrate its' commitment to accessibility, effectiveness, and accountability through sound management and financial practices.
- Grants shall be used only for the purposes approved by Council. The recipient shall notify Council of any proposed material changes to the nature of or budget for, the activities for which the grant has been made and shall use the grant for such altered activities only with the prior consent of Council.
- All funding is subject to the availability of funds and the approval of the annual budget by Orillia City Council.
- In considering grant applications, the Grants Committee may interview or ask any groups to make a presentation as required.
- Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future years' funding.
- Grant applications determined to be ineligible for funding shall be notified, in writing, of Council's decision.

## RELEASE OF FUNDS

- Organizations awarded funding will receive confirmation from the Grants Committee.
- Cheques will be addressed as it appears on the application.
- Cheques may be presented through the Mayor's Office, whenever possible, with a member of the Grants Committee present, and all members of Council shall be advised of the presentation details in advance. (R. 2004-134 04.03.29)

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## USE OF FUNDS

- Funds shall be used only for the purposes outlined in the original application.
- Changes that alter the intent of the original application may jeopardize future funding and require repayment of the grant as determined by the Grants Committee.

## ACKNOWLEDGEMENT OF SUPPORT

- Suitable recognition for the City's level of investment is valued through print materials and social media feeds, using the City of Orillia's logo or making a written or verbal acknowledgement.
- An electronic version of the City logo can be obtained from the City's Manager of Communications.

## TERMS & CONDITIONS

The recipient shall repay the whole or any part of the grant, as determined by the City, if the recipient:

- Ceases operations;
- Ceases to operate as a non-profit organization;
- Has knowingly provided false information in its application; or
- Uses funds for purposes not approved by Council.
- Any unused portion of a grant remains the property of the City of Orillia. If any unused portion has already been paid to the recipient, it shall be repaid by the recipient upon request from the City.

(R. 2001-134 01.05.07)

(R. 2002-302 02.09.13)

(R. 2002-302 02.09.13)

(R. 2004-134 04.03.29)

(R. 2016-200 16.10.03)

(R. 2023-144 23.06.05)