

**CORPORATION OF THE
CITY OF PORT COLBORNE
GRANT POLICY**

ADOPTED: December 14, 2015

1.0 INTRODUCTION

1. The Corporation of the City of Port Colborne recognizes the vital contribution of charitable organizations, service clubs and non-profit organizations in enhancing the quality of the life of the community.
2. This policy establishes policies and procedures, terms and conditions for the provision of grants which benefit the citizens of the City of Port Colborne.

2.0 DEFINITIONS

1. **“Charitable Organization”** means an organization which is incorporated as a non-profit corporation with charitable objects as defined by the Corporation or registered as a charitable corporation under the Canada Income Tax Act.
2. **“Corporation”** means the Corporation of the City of Port Colborne.
3. **“Council”** means the Municipal Council of the City of Port Colborne.
4. **“Organization”** means a charitable or non-profit organization.
5. **“Person”** means a corporation, organization or charitable organization.
6. **“Policy”** means the Charitable Policy of the Port Colborne Hydro Inc.
7. **“City”** means the City of Port Colborne.

3.0 ELIGIBILITY

1. To be eligible to receive a grant, the applicant shall meet the following requirements:
 - (a) **The organization shall be incorporated as a non-profit corporation with charitable objects or be registered as a charitable corporation under the Canada Income Tax Act.**
 - (b) The organization shall have been in existence for at least one (1) year.
 - (c) The organization shall have its operations located in the Niagara Region.
 - (d) The organization shall provide direct, community-based services to the residents of the City.
 - (e) **The organization can only apply once in a fiscal period.**

4.0 REVIEW PROCESS

1. The review of all applications for the purpose of supporting a request for a grant shall be conducted in a clear, transparent and fair process that respects the autonomy and diversity of the applicant organizations.
2. Applications shall be reviewed through a screening process. The screening process shall combine the assessment of applications using the eligibility requirements, allocation criteria and priority areas set by the Corporation.
3. The Corporation shall determine the merits of applications using the following screens:
 - (a) Ability of Applicant to meet the Eligibility Requirements.
 - (b) Ability of the Applicant to meet the Allocation Criteria.
 - (c) Applicant's programs and activities that fall into the identified Priority Areas.
 - (d) A review team consisting of members of the Committee and/or Corporation staff shall participate in making recommendations for the allocation of donations/sponsorships.
 - (e) During a regular meeting of the Corporation, Council will approve all final recommendations.

4.1 ALLOCATION CRITERIA

1. Applicants must meet the Allocation Criteria. However, meeting the criteria does not in itself guarantee application approval. It is anticipated that all budget requests that meet the eligibility requirements and allocation criteria may not be approved due to limited funds.
2. Applications shall be assessed on the ability to meet the following criteria:
 - (a) **Strength of the Applicant**
 - (i) The Applicant has a clearly stated purpose/mission and the organizational capacity for carrying out their stated programs, activities and services.
 - (ii) The Applicant has an effective governance structure in place.
 - (iii) The Applicant practices sound financial management, and complies with legal and regulatory licensing requirements.
 - (iv) The Applicant has a proven track record for success.
 - (b) **Need for Dollars**
 - (i) The Applicant demonstrates a real need for dollars with realistic financial projections.
 - (ii) The Applicant demonstrates that the programs/activities provide an identified benefit for the community.

4.1 ALLOCATION CRITERIA (CONT'D)

(c) **Community Support**

- (i) The Applicant is partnering, collaborating and generally working together with others in the community.
- (ii) Volunteers play a significant role in the organization.

(d) **Impact and Sustainability**

- (i) The Applicant demonstrates that initiatives are sustainable and will result in a lasting positive impact on the community.
- (ii) The Applicant is willing and able to respond to changes in the community.

(e) **Capacity and Flexibility**

- (i) The Applicant is flexible and actively promotes access to all programs/activities.
- (ii) The Applicant focuses on the capacity of individuals and the community in carrying out their programs/activities.

4.2 PRIORITY AREAS

1. The Corporation recognizes the importance of building a hopeful, caring and strong community with an abundance of diverse activities and services. Priority areas shall be used in the review process to focus resources to areas that will result in the greatest benefit for building a strong community by supporting a variety of sectors.
2. Priorities shall be reviewed and updated from time to time through community consultation.
3. In keeping with community building philosophies which support cross-sector collaboration, the following priority areas shall be used for determining allocation of funds to applicants that:
 - (A) Provide relief to poverty;
 - (B) Promote health and well-being;
 - (C) Build a strong and diverse community;
 - (D) Foster community pride and sense of belonging;
 - (E) Prevent community problems;
 - (F) Preserve the unique characteristics of the community;
 - (G) Embrace and protect the natural environment;
 - (H) Support community and personal safety;
 - (I) Strengthen families and children;
 - (J) Make better use of existing community resources or facilities; and
 - (K) Promote self-sufficiency and develop strong leaders.

5.0 THE APPLICATION PROCESS

1. The application process shall be transparent and treat all applicants in a fair and respectful manner.
2. An organization applying for funds shall submit to the Corporation **six (6) copies** of the application as prescribed by the Corporation.
3. The application is to include such items as but is not limited to:
 - A) All organizations must provide a written submission on an annual basis to meet the eligibility criteria, allocation criteria and priority areas.
 - B) Provide most recent year end financial statements.
 - C) Provide most recent operating statement of the current year.
 - D) Provide the budget for the coming year for which funds are requested.
 - E) Written requests must be submitted by the date annually published.
4. The application(s) shall be signed by the Designated Member in Charge, that is, the subject of the application or the authorized agent of the Board of Directors of the Applicant.
5. The Corporation shall note the date of receipt on each application.
6. The Corporation may attach terms and conditions to the donations/sponsorships.
7. The Corporation shall keep and maintain all approved applications.

6.0 APPLICATION REVIEW MEETINGS

1. The Corporation shall schedule designated meetings to review applications for approval, renewal or amendment.
2. Signed, written submissions that relate to an application shall be accepted by the Corporation up to the semi-annual deadline dates as posted. Applicants may be requested to make a presentation to the Corporation.

7.0 NOTICE OF DECISION

1. All Applicants shall be informed, in writing, regarding decisions of the Corporation. All notices of decision by the Corporation will be incorporated into the minutes. All notices will be made under the Mayor's signature.

8.0 RIGHT OF APPEAL

1. There shall be no right of appeal.

9.0 MONITORING AND COMPLIANCE

1. The Corporation may investigate, inquire into and report on any funds approved and shall be responsible for monitoring the programs under its jurisdiction, pursuant to the terms and conditions.
2. Upon request, the organization shall provide the Corporation with any and all information that the Corporation deems necessary in order to determine compliance with all terms and conditions.

9.1 FAILURE TO COMPLY

1. If the Corporation concludes after an investigation, that the conduct of the organization is proved on clear and convincing evidence to be in violation of any of the terms and conditions, the Corporation shall issue a written notice to the organization stating any term or condition violated.
2. Any organization that fails to comply with the terms and conditions of the funding after the second written notice, they shall have funding approval withdrawn.
3. The Corporation shall deliberate and decide suspension, cancellation or refusal to issue the funds in the form of a resolution contained in the minutes of the Corporation.
4. The Corporation shall, by registered mail, notify the Applicant of any resolutions of the Corporation.

10.0 FINANCIAL ACCOUNTABILITY

1. All Applicants shall provide the Corporation with the necessary information to establish effective financial accountability in the management and operation of events.

10.1 FINANCIAL STATEMENTS

1. The Applicant shall submit to the Corporation an annual, verified copy of their financial statement.
2. Organizations that require by law, audited financial statements, shall provide a copy of those statements, along with a copy of the management letter, on an annual basis.

11.0 BUILDING AND CAPITAL IMPROVEMENT FUNDS

1. The Corporation supports the use of funds approved for the capital cost of construction, repair, leasehold improvements or purchase of real property including land, building and major equipment provided charitable benefit can be shown and provided the property is owned by a non-profit or registered charitable organization.
2. The Applicant must demonstrate the capacity to finance all construction to completion and maintenance of the property for a minimum period of five (5) years thereafter.
3. The Corporation places priority on improving existing resources and facilities. Applications will be assessed using the allocation criteria and priority areas described in Sections 4.1 and 4.2.
4. The Corporation may place additional conditions on the approval of building and capital funds.

12.0 OPERATIONS

1. The Corporation prefers not to provide funds to supplement operations unless it is strongly demonstrated that the use of such funds can be shown to be of direct benefit to the citizens of the City of Port Colborne.

13.0 RECORDS AND FREEDOM OF INFORMATION

1. The records of the Corporation shall be maintained, retained and disposed of in accordance with the Corporation's Records Management Policies and Retention Schedules as approved by the Auditor.

14.0 FUNDS AVAILABLE

1. The maximum total of all annual grants will be determined on an annual basis.
2. Grants provided are based on the current year funds available. Application is to be made on a yearly basis: awarding of a grant in the previous year does not guarantee subsequent grants or amounts will be awarded.