



Community Assistance Grant & Sponsorship Policy

Origin Department:	Clerks Department	Policy Code:	A09-CLK
Approval Date:	June 5, 2023	Approved by:	Council
Next Review:	End of Council Term	Revision Date:	Not Applicable

Purpose

The purpose of the Policy is to outline how the Township of Clearview will support, through direct financial assistance or sponsorship, community groups that provide a recognized contribution to the well-being of the residents of Clearview. The Community Assistance Grants are intended to provide the Township's shared support of community projects and as such, those seeking assistance should treat the availability of these limited funds as partial funding for their projects.

Scope

This Policy applies to community groups and organizations that are requesting funding support from the Township for initiatives and programs that reflect their mandate.

Definitions

Community Group: An organization or group that is volunteer driven, not-for-profit, providing services to residents of Clearview Township. The organization or group does not have to reside within the geographical boundaries of the Township but shall provide service to Clearview residents.

Eligible Initiatives: Are initiatives that provide programs and services that are available and accessible to Township of Clearview residents on an equal basis. There must be a demonstrable or potential social, economic or environmental benefit to the residents and initiatives must generally support the Township's strategic and operational goals.

Policy

The Township of Clearview strives to provide support to different types of community activities through its Community Assistance and Sponsorship grants. These grant opportunities are provided by Council by including funds in the annual municipal budget. It is at Council's discretion what funding, if any, is provided annually for these grant opportunities. This Policy does not commit Council to provide funding annually, but rather outlines the process when grant funding is available.

Eligible Initiatives

Examples of community activities that are eligible under this policy for funding include not-for-profit initiatives such as:

- housing and shelter assistance
- local cultural events
- youth organizations
- health and safety educational programs
- sporting events, family support services
- agricultural and heritage events
- environmental awareness programs

When looking at eligible initiatives, there must be a demonstrable or potential social, economic or environmental benefit to the residents of Clearview Township. Assistance and sponsorship will be granted to those initiatives that are generally in support of the Township's strategic and operational goals. These goals can be found in the Township's current Strategic Plan and other Council approved plans and initiatives for different departments i.e. Recreation & Culture Master Plan.

Ineligible Initiatives

Generally, requests received to further the internal objectives of well supported, self reliant, for-profit organizations, private clubs, and associations promoting a specific political, religious, or socio-economic ideology will not be considered for assistance under this Policy.

Eligible community groups that make multi-year and/or significant monetary requests that are beyond the entire grant budget for that year, will be addressed outside of this Policy. An example of this would be a community group requesting the Township to help fund the renovation of a building. The Clerks Department in consultation with the Chief Administrative Officer will determine the best process for these types of requests to be brought forward to Council (ex. deputation or presentation).

Requests to waive or reduce user fees and rental rates for the use of Township services and facilities will not be considered. Applicants are advised to seek other forms of funding. These grants will not be allocated to support fundraising events nor to relieve deficits of community groups.

Application Process

Community groups have the opportunity to apply for community assistance or sponsorship funding by submitting an application for a grant during the prescribed intake period(s) each year. Only grant requests submitted on the prescribed application form that is developed by the Clerks Department and submitted before the deadline, will be considered for funding.

Applications for grant funding will only be accepted twice a year, resulting in two intake periods:

First Intake: Applications will be made available by the beginning of February, providing a month for community groups to submit.

Second Intake: Applications will be made available by the beginning of September, providing a month for community groups to submit.

Notification will be provided to the public regarding applications being open for submissions through social media, Township website, digital signage (if available) and local media (at the discretion of the Clerks Department).

Once an intake period opens for grant funding, the process to submit an application is as follows:

- Application forms will be made available electronically on the Township website. Hard copies can be provided to a community group upon request.
- Community groups are to submit completed application forms on or before the intake deadline. Applications received after the deadline will not be considered for that intake period. However, the community group has the opportunity to submit another application during the next intake period. It is the responsibility of the community group to ensure all parts of the application have been submitted, including any supporting documentation.
- Community groups are permitted to submit one (1) application per each intake period. Submission of multiple applications will not be accepted.
- Council will not accept requests for funding outside of the grant intake periods and process. This is to reduce the number of individual requests coming to Council.
- After the grant intake deadline has passed, the Community Assistance Grant & Sponsorship Committee will review the applications received. Applications will be considered a public document and information from applications will be made available during the Committee's meeting(s) in order to make recommendations on funding.
- Once the Committee has reviewed the applications, it will make a recommendation to Council (through a report from the Clerks Department) on which community groups should receive funding, and the amount, relative to the Council approved grant budget.
- Once Council has approved the community groups for funding, the Township will notify applicants whether they were successful or not and provide cheques to those whose community initiatives were approved by Council. Approval of funding to a community group during an intake period does not guarantee future funding will be provided. The Committee and Council strive to provide funding to as many groups as possible, but budget constraints and number of applicants need to be considered.

- Community groups who have received funding will be required to submit a final report to the Township advising how the funds were used and providing an overview of their initiative and the success of it. Final reports not received by the deadline established by the Township, could affect a community group's ability to receive future funding.


Community groups requesting funding outside of the Community Assistance and Sponsorship grant process will be advised of the next intake period and encouraged to submit their request at that time.

Responsibility

The Clerks Department will administer this Policy and the application process for grant funding.

Authority

By signing below, the official representative validates that the policy has been approved by the appropriate Approval Authority.

Approval Authority Official Representative:	Mayor	Resolution / By-law # / Meeting Date: June 5, 2023
Signature:		
Date signed:	JUNE 6 2023	