CORPORATE POLICY

Policy Title: Community, Culture & Recreation Cash Grants Policy
Policy Category: Municipal Services
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Department: Community, Culture and Recreation Services
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POLICY STATEMENT:

The City of Waterloo provides Community, Culture and Recreation Cash Grants to support eligible organizations and community projects that encourage participation in a wide spectrum of interest areas encompassing recreation and sports, arts/culture/heritage, festivals and neighbourhoods that align with Community, Culture and Recreation Services (CCRS) Department goals.

PURPOSE:

The Community, Culture and Recreation Cash Grants Policy facilitates strategic community investment, as noted in the CCRS Community Investment Strategy, approved December 13, 2010 (CCRS2010-045). The Community, Culture and Recreation Cash Grants program is one way the City of Waterloo recognizes the important role not-for-profit and community organizations play as providers of programs and services that help create a healthy, creative and resilient community. The Community, Culture and Recreation Cash Grants Policy establishes the principles and criteria to be used to review, assess and recommend grant funding to help financially support these organizations. The policy is aligned with the principles outlined in the City of Waterloo Corporate Strategic Plan, CCRS Master Plan, CCRS Service Delivery Policy and the CCRS Community Investment Strategy.

DEFINITIONS:

Mandatory Policy, Municipal Act: No
Policy Administration Team, Review Date March 27, 2013
Corporate Management Team, Review Date February 27, 2013
Affiliated Organization – a community organization that has entered into a formal relationship with the CCRS Department to support a mutual interest to provide recreation, sports, arts/culture/heritage, festivals and neighbourhood programs and services, in accordance with CCRS Department goals.

Affiliation Service Agreement - a formal agreement entered into by an Affiliated Community Organization and the City of Waterloo that specifies mutual expectations and benefits to the respective parties.

Capital Expenditure – A capital asset is a physical item (the exception being software) with a useful life of more than one fiscal year. Asset general maintenance (painting, mechanical maintenance, replacement of existing parts) is not a capital expense unless it increases the value of the specific asset.

Community, Culture & Recreation Grants Advisory Committee (Grants Advisory Committee) – a Council appointed committee of community members with the mandate to assess applications to the Community, Culture and Recreation Cash Grants program and make recommendations on distribution of the grant funds to Council as detailed in its Terms of Reference.

Developing Organizations - applicants who fall into one of the two following categories:
  a) Start-up Organizations: Organizations newly formed within the past three years;
  b) Organizations in Transition: Established organizations or organizations undergoing a substantial change in direction or transformation over the next 1-3 years in order to enhance organizational resiliency.

Foundational Operating Grants – a type of operating grant that can be awarded to eligible affiliated organizations that have entered into a Service Agreement with the City of Waterloo.

Non-Affiliated Organization – a not-for-profit or community organization that has not entered into an Affiliation Service Agreement with the CCRS Department.

Operating Grants – funds to be used for operating costs which may include but are not necessarily limited to rent, insurance, telephone, and equipment maintenance, salaries of professional or administrative staff, programs, services, volunteer recruitment, recognition, training, screening, and program/office supplies/equipment. Operating grants do not include capital expenditures such as purchase of land, buildings, building renovations, machinery, leaseholds, or vehicles.

Project Grants – funds that support one-time or innovative project that is completed in a specific timeframe, excluding capital expenditures.

Service Club – a voluntary not-for-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money to
support individuals or other organizations.

**SCOPE:**

This policy applies to:
- All applicants to the Community, Culture and Recreation Cash Grants Program
- Staff responsible for the delivery of the Community, Culture and Recreation Cash Grants program
- Members of the Community, Culture and Recreation Grants Advisory Committee

**POLICY COMMUNICATION:**

This policy will be communicated by means of:
- Posting on the City of Waterloo website;
- Posting on the City of Waterloo intranet accessible by staff;
- Providing a copy to all staff involved in the delivery of the grant program;
- Including the website location for the policy in all grant program information distributed to the public;
- Provide a copy of the policy to all organizations requesting an application for the grant program. Applicants will be required to indicate on the grant application form that they have reviewed the policy;
- It is the applicant’s responsibility to be proactive in seeking out grant application information and submission deadlines.

**POLICY:**

1.0 **Grant Program Principles**

The Community, Culture and Recreation Cash Grants are intended to support and encourage:
- Opportunities that help create a healthy, creative and resilient community;
- Diversity of opportunity in sports and recreation, arts/culture/heritage, festivals, and neighbourhoods;
- Provision of services that are accessible and inclusive; and
- Resiliency, innovation and growth of community organizations.

2.0 **General Grant Parameters**
2.1 Application for Community, Culture and Recreation Cash Grants will be available on an annual basis to eligible organizations whose programs, services or projects benefit the community in one or more of the following four (4) funding categories:
- Recreation and sports
- Arts, culture, and heritage
- Festivals
- Neighbourhoods

2.2 A minimum of 10% of the available grant funds will be allocated within each of the four funding categories provided there are successful applications. Any remaining unallocated funds will be allocated based on the merit of the remaining applications regardless of their funding category.

2.3 Grants will be available to support operating expenses and/or project expenses.

2.4 Grants to support developing organizations and/or for projects are considered a priority.

2.5 A dollar based cap per grant may be established by staff annually based on available funding.

2.6 Grant funds must be used as per the grant application. Any significant changes must be discussed with the appropriate City of Waterloo Staff Liaison. Failure to do so may result in ineligibility for future funding or the need to reimburse the grant funding.

2.7 Grant funds will typically be awarded in one lump sum payment. At the discretion of the Grants Advisory Committee, organizations may be awarded funds by installments, with a reporting requirement prior to release of the next installment.

2.8 Grants should not be considered as automatically renewable in subsequent years.

2.9 Submission of a grant application does not guarantee an organization will receive full or partial funding.

3.0 Conditions

3.1 Affiliated organizations that receive Foundational Operating Grant support through an Affiliation Service Agreement are eligible to apply for project funding only.

3.2 Organizations requesting a grant of $7,500 or more must provide, at a minimum, a professionally reviewed financial statement for the previous year with the grant
application and must show proof of incorporation or proof of incorporation under an umbrella organization such as a provincial sport body.

3.3 Grant recipients must acknowledge the support of the City of Waterloo on all printed materials that relate to the grant request or as determined by staff.

3.4 Project Grant Recipients must complete a status report and submit to the City of Waterloo within 6 months of project completion or prior to the next grant cycle. Failure to do so may make the organization ineligible to apply for a grant for the next year.

3.5 All grant opportunities are contingent on the allocation of funding as part of the city’s budget process.

4.0 Eligibility Criteria

4.1 To be eligible for a Community, Culture and Recreation Cash Grant, organizations should:
   - Be organized for a minimum of one (1) year;
   - Operate as a not-for-profit or community organization under the leadership of a volunteer board of directors or executive committee, elected by the general membership, or as a Registered Charity;
   - Demonstrate a benefit to residents of Waterloo;
   - Hold regular board or committee meetings with recorded minutes;
   - Carry public liability insurance;
   - Keep accurate volunteer and participant records;
   - Carry out volunteer screening and other risk management measures to help ensure volunteer and public safety;
   - Demonstrate funding or revenue from at least one source other than the City of Waterloo;
   - Have less than two years equivalent operating budget in unreserved cash;
   - Submit a completed application form, providing all of the requested information and all supporting material by the application deadline;
   - Submit a status report for any Community, Culture and Recreation Project Grant received in the previous year within the required timelines.

4.2 The following are not eligible to apply for a Community, Culture and Recreation Cash Grant:
   - An organization that acts as a funding body, or makes grants to another organization;
• An organization that is the responsibility of a higher level of government, education, or precluded under the Municipal Act;
• Commercial businesses or For Profit Organizations;
• Service Clubs, Educational Institutions, Political Organizations;
• Religious organizations seeking funds for activities that serve primarily their membership and/or their direct religious purposes;
• Individuals.

4.3 The following may make an application ineligible for a Community, Culture and Recreation Cash Grant:
• Currently in financial arrears with the City of Waterloo;
• Liabilities exceed assets for a period of two or more years;
• Operating loss for two consecutive years;
• Affiliated Organization that does not meet the requirements of their service agreement;
• Non-compliance with legislation, city by-law and/or policy;
• Submission of an incomplete application.

4.4 Grants will not be available to support the following:
• Capital expenses;
• Operating or capital deficits;
• Retroactive project expenses;
• Endowments funds;
• Charitable Events
• Projects or services that are the same as those provided by the City of Waterloo.

5.0 Application Assessment

5.1 Grant applications will be assessed based on the following:
• Funding request merit;
• Organization’s profile;
• Finances;
• Benefit to the community.

5.2 Grant applications will be assessed by the Grants Advisory Committee established according to Committee Policy (CS-CLK09-036).

5.3 Grant applications will be scored using an assessment tool.

5.4 The assessment tool scoring process will provide additional points for applications for developing organizations and project funding requests as these requests are a priority for funding.
5.5 The assessment tool will be used by the Grants Advisory Committee to begin assessment of the grant applications. However, scores awarded by use of the assessment tool are not to be considered as the sole factor on which grant decisions will be made. A minimum score of 50% (averaged across the Grants Advisory Committee) will be required to be considered for final funding recommendations and how much funding to award, based on a broad range of factors to ensure the grant funds are used to achieve the program goals.

6.0 Late Submission of Grant Applications

6.1 Applications submitted after the grant deadline will not be accepted or entertained by the Grants Advisory Committee according to Late Application Policy R&L01-14.

7.0 Appeals

7.1 In order to appeal the recommendations made by the Grants Advisory Committee to Council, organizations must register as a delegation by contacting the Clerk’s Office at 519-747-8549 no later than 10:00am on the Monday of the Council Meeting at which the recommendations will be presented to Council.

7.2 Applicants wishing to appeal the Grants Advisory Committee’s recommendation will be heard by Council at the Council Committee meeting on the same night that the grants report is presented to Council.

7.3 Decisions of City Council are final.