

CORPORATE POLICY



Policy Title: **Community Cash Grants Policy**
Policy Category: **Municipal Services**
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Department: Community Services
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POLICY STATEMENT:

The City of Waterloo recognizes the important role not-for-profit and community organizations play as providers of programs and services to help create a healthy, creative and resilient community. The City of Waterloo provides Community Cash Grants to support eligible organizations and community projects that encourage participation in a wide spectrum of interest areas encompassing recreation and sports, arts and culture, festivals and events, and neighbourhoods.

PURPOSE:

The Community Cash Grants Policy provides a framework for distribution of available program funds. This includes identifying eligibility criteria, funding use parameters, assessment processes, and accountability measures.

The policy supports understanding, transparency, and consistency in grant application, assessment, and allocation decision-making.

Mandatory Policy, *Municipal Act*: No
Policy Administration Team, Review Date: August 1, 2018
Corporate Management Team, Review Date: by emails

DEFINITIONS:

Affiliated Organization: a community organization that has entered into a formal relationship with the City to support a mutual interest to provide recreation and sports, arts and culture, festivals and events, and/or neighbourhood programs and services, in accordance with City's 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 Asset Expenditure: A capital asset is a physical item (the exception being software) with a long term use lifespan, typically more than three years. Capital assets include purchase of land, building, building renovations, machinery, leaseholds, and vehicles. Asset general maintenance (painting, mechanical maintenance, replacement of existing parts) is not a capital asset expense unless it increases the value of the specific asset. Equipment needed for core services/community programs are not considered capital assets. Funds from operating and project grants cannot be used for capital asset expenditures.

Community Grants Committee: a Council appointed committee of community members, supported by relevant staff, with the mandate to assess applications to the Community Cash Grants program and make decisions within the scope of the community cash grants budget.

Developing Organizations: applicants who fall into one of the two following categories:

- A) **Start-up Organizations:** Organizations newly formed within the past three years and have been operating for at least one year prior to the close of the grant application period;
- B) **Organizations in Transition:** Established organizations or organizations undergoing a substantial change in direction or transformation over the next 1-3 year in order to enhance organizational resiliency.

Foundational Operating Grant: 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.

Operating Grants: funds to be used for operating costs which provide for day-to-day activities. This may include but are not limited to rent, insurance, telephone and internet services, equipment for core services/community programs, equipment maintenance, repair and replacement, salaries of professional or administrative staff, programs, services, volunteer recruitment and recognition, in-house training, and office supplies/equipment. The following are also considered operating costs: costs associated with programs held on a regular basis, growth or expansion of an existing program/event/activity, replicating an existing program in

another location or at another time, and programs, activities/events funded as a project in a past year.

Project Grants: funds that support one-time, temporary or innovative endeavors with a specific objective, completed in a specific timeframe, with a clear beginning and end date. Projects must be different from, or in addition to, current core services or programs. Projects may not take more than one year to be completed. Project costs can include developing or testing a new program/event or activity.

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 Cash Grants Program;
- Staff responsible for the delivery of the Community Cash Grants program;
- Members of the Community Grants 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 members of the Community Grants Committee;
- 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;
- Providing 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

- 1.1 The Community Cash Grants are intended to support and encourage:
- Opportunities that help create a healthy, creative and resilient community;
 - Range of opportunity in sports and recreation, arts and culture, festivals and events, 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 This program provides both Operating Grants and Project Grants.
- 2.2 Application for Community 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 and culture
 - Festivals and events
 - Neighbourhoods
- 2.3 Grant funds will be allocated within each of the four funding categories provided there are successful applications.
- 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 approved grant application. Any significant changes to the original grant application must be discussed with and approved by the appropriate City of Waterloo staff liaison prior to implementation. If the proposed changes are acceptable the grant funding may be revised to reflect the changes or if the proposed changes are not acceptable to the City, approval may be revoked and grant funding will not be forwarded to applicant or the applicant will be required to return any grant funding already provided. Failure to seek approval from the City for any changes from the approved grant application may result in ineligibility for future funding or the need to return any grant funding received.
- 2.7 Grant funds will typically be awarded in one lump sum payment. At the discretion of the Grants Committee, organizations may be awarded funds by installments, with a reporting requirement prior to the 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(s) totaling \$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 future grants until the status report is completed and submitted.
- 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 Cash Grant, organizations must:
- 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;
- Be in compliance with all applicable legislation, regulations and bylaws for the Government of Canada, The Province of Ontario, and the City of Waterloo. (e.g. Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Human Rights Code, Occupational Health & Safety Act);
- 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 project grant received in the previous year within the required timelines.

4.2 The following are not eligible to apply for a Community 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 that is precluded under the Municipal Act;
- Commercial businesses or for profit organizations;
- Service Clubs;
- Health or social services organizations;
- Educational institutions, or activities/programs/events that are primarily providing educational opportunities for students within a school environment and/or within the school curriculum;
- Political Organizations;
- Religious organizations seeking funds for activities that serve primarily their membership and/or religious education purposes; Religious organizations may apply for a grant if the program/activity/event benefits that broader community, does not involve religious teachings, and is not generating revenue for the organization;
- Homes associations are not eligible to apply for funding for programs/activities/events limited to their membership. Homes associations may apply for a grant for programs/activities/events that benefit the broader neighbourhood.
- Individuals.

4.3 The following may make an application ineligible for a Community 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 asset expenditures;
 - Operating or capital deficits;
 - Retroactive project expenses;
 - Endowment funds;
 - Charitable fundraising events;
 - Expenses associated with travel to, attendance at, or that are related to the registration fees for seminars, conferences, workshops, or tours;
 - Projects or services that are the same as those provided by the City of Waterloo;
 - Any activity related to election campaigning for federal, provincial, municipal, or school board candidates, including promotional activities and advertising.

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 Community Grants Committee established according to the Committee Policy.
- 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.

The assessment tool will be used by the Community Grants 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 Community Grants Committee members' assessments) 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 Community Grants Committee.

7.0 Appeals

- 7.1 Appeals will not be heard by the Community Grants Committee. The Community Grants Committee will make final decisions around the allocation of the Community Cash Grants budget for each granting round. However, applicants who did not receive their requested funding may appeal to City Council. Successful appeals to City Council will be funded outside of the Community Cash Grants budget. Decisions of City Council regarding any appeal are final.
- 7.2 In order to make an appeal to City Council, the applicant must first contact the Manager responsible for the Community Cash Grants Program to discuss why their application was not funded in full or in part. Following discussion with the Manager, should the applicant wish to proceed with an appeal to City Council, the applicant must register as a delegation by contacting the Clerk's Office at 519-747-8549 or by email at clerkinfo@waterloo.ca no later than 10:00am on the Monday of the Council Meeting at which the Committee's funding decisions report will be presented to Council and must be prepared to present their appeal to Council at that meeting.

COMPLIANCE:

In cases of policy violation, the City may investigate and determine appropriate corrective action.