



## THE CORPORATION OF THE TOWNSHIP OF NORWICH

**DEPARTMENT: Recreation, Parks & Facilities**

**POLICY NO: RPF 2005 - 02**

**SUBJECT: Community Grants Policy**

**APPROVED BY COUNCIL: RES. NO.**

**DATE:**

**REVISION NO:**

**AUTHORIZED REF:**

**DATE:**

**PURPOSE:** Volunteer organizations provide many services to the residents and taxpayers of the Township of Norwich. This policy is to establish and financially assist those volunteer groups that provide programs, services and events to the community:

**POLICY:** This policy provides the guidelines for community organizations regarding grants for leisure related activities in the Township of Norwich.

### **DEFINITIONS:**

**Community Group** - *More than 70 % of the membership of the organization are residents of the Township of Norwich.*

**Regional Group:** *Those groups, which provide services on a regional basis, which would otherwise not be provided in the Township of Norwich and are located within the County of Oxford.*

**OBJECTIVES:** The objective of the community grants policy is to provide community groups with financial resources to provide services to the community that would otherwise not be provided.

Qualifying groups include those that:

- 1) Promote the Township of Norwich
- 2) Establish and develop programs for recreation and leisure activities.
- 3) Enhance and develop the arts and cultural aspects of the Township of Norwich.
- 4) Provide education, training and knowledge in recreation, arts, heritage and cultural fields to community volunteers.

### **FUNDING CATEGORIES AND FORMULAS**

#### **Project or Special Events Funding**

Grants will provide assistance in operating funds for special events. This category provides assistance for short term undertakings where a grant is required for a special community recreation project with an identified start-up and completion date. The project must be held in the year the grant is awarded.

Project or Special Event Funding would allow community groups to be eligible for up to a maximum of 50% of the total operating costs for the special event or project.

### **Operating Funding**

Grants will assist established Township of Norwich volunteer organization(s) whose primary activities meet the criteria of the Community Grant Program. The operating funding assists with basic administrative costs such as rent, office supplies, and program-related expenditures.

### **Development Funding**

Grants will address the needs of new services, programs, or organizations. The Township of Norwich recognizes that it is difficult for a new group to qualify for funding under the grant criteria, if they are not yet fully developed. Development grants will support a program or service provided by a new group at a much earlier stage. The group must demonstrate financial viability.

Development funding would allow groups to be eligible for up to a maximum of 50% of the total operating costs for a one-year period only.

### **Regional Organizations Funding**

Grants may provide some assistance in the operating funds for volunteer regional organizations. The groups' request for funding must clearly outline an identified need and benefit of the organization to the residents of the Township of Norwich.

**GENERAL RATIONALE:** Groups applying for funding must meet the qualifications.

### **Qualifications for Funding**

- 1) Any organizations requesting funding must be non-profit.
- 2) The organization must be comprised of an independent volunteer board of directors and must meet regularly and maintain appropriate minutes and records of proceedings.
- 3) Organizations must be based within the Township of Norwich.
- 4) Membership to such volunteer organizations must not be restricted by race, national or ethnic origin, citizenship, religion, age, sex or sexual orientation, marital or family status, handicap, disability, or language.

### **Ineligible for Funding or Subsidy**

- 1) Organizations, which are profit-oriented.
- 2) Individuals.
- 3) Donations (including waiving of fees and charges) to groups fundraising for and on behalf of charitable causes (i.e. a local organization requesting a Township grant for an organization such as the Canadian Cancer Society or the Ontario Diabetic Association)
- 4) Providing travel or accommodation, uniforms, personal equipment, banquets, trophies or entertainment.
- 5) To groups funded by Regional, Provincial or Federal departments or agencies, subject to review by Council.
- 6) For conferences, workshops or seminars.
- 7) For political or religious action groups.
- 8) Any organization whose gross revenues from all sources of which greater than 5% is used in the direct remuneration of employees or servants for administration or any part thereof.
- 9) Request for contributions to deficits, which are incurred by the organization without the prior knowledge and concurrence of the Township.

- 10) Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds.
- 11) Organizations that can provide an adequate level of service without public funding.
- 12) Requests for grants to an individual, or to an individual group that is controlled by a parent organization, (in this case the parent organization should apply for the grant - example an association as opposed to a team).
- 13) A similar application, which has been submitted to the County of Oxford.
- 14) Grants that replace subsidies, which are, or may become, available under statutory provisions.

### **Processing of Grant Applications**

An advertisement will be placed in the Norwich Gazette the 1<sup>st</sup> and 2<sup>nd</sup> week of November, advising all organizations of the Township of Norwich that applications may be filed for grant or subsidies or financial assistance. A notice and the application will also be posted on the Township website.

Grant applications will be received by the municipality on the forms provided by a deadline no later than the last day of November in the previous year in which the grant is to be applied for.

Upon receipt of the application, Township staff will evaluate each application to ensure that each is in compliance with the eligibility criteria and a report, as to the eligibility of each application including such analysis as is necessary shall be presented to Council at the first available meeting.

Allocations will be determined during budget deliberations. Community groups will be notified once decisions have been made through the Recreation, Parks and Facilities Department.

### **Appeals**

Every organization shall be notified as to their eligibility for funding, and, if an organization is not satisfied with the interpretation of the policy, and are informed that they are not eligible for funding, the organization may make representation with leave, to Council.

### **Payment of Grants**

Release of grant funds approved by the Council of the Township of Norwich will only be made as follows:

- 1) Final approval of the Council of the Township of Norwich
- 2) Any applicable charges by the Township for use of properties, rents, fees, etc. are paid to the Township for outstanding charges of cost recoveries.
- 3) Full payment of the approved grant will be paid in the first week of July.