



United Counties of Leeds & Grenville

Section:	Finance	Policy No.	CS-1002
Policy:	Grant Requests for Financial Assistance	Date Issued: By-Law:	18-11-2004 (04-62)
Coverage:	UCLG	Revision No.	
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POLICY STATEMENT:

This policy is intended to outline the framework and criteria regarding requests for grants to financially assist incorporated non profit organizations which would benefit and/or contribute to the well-being of the citizens of the United Counties of Leeds & Grenville.

PROCEDURE:

1.0 Purpose

The Grant Assistance Program is designed to act as a catalyst to assist the community in starting new ventures or a one-time event on the basis of the following criteria:

- Assisting worthwhile organizations in creating new programs or projects (seed funds) which provide a benefit or service to the United Counties of Leeds & Grenville by way of promoting civic, cultural, and sports organizations or events.
- Promoting an event of municipal, provincial or national significance, which could be expected to bring economic and/or public relations benefits to the County.
- An urgent or pressing event or natural disaster, i.e. fire, flood, earthquake, etc.

2.0 Funding Period

- The funding period for the application being considered will be within the fiscal year of the budget.
- Funding limits will be determined each year during the annual budgeting process.
- Projects that expect to be considered for funding in future years must indicate this on the application, but must re-apply each year for consideration.

2.0 Funding Period (Cont'd)

- Funding in any subsequent year will be considered based on the success of the first year, the availability of funds, the priorities for funding and the strength of other proposals received each year.
- No project/program will receive more than three (3) years' funding. It is expected that organizations will demonstrate that they are seeking alternative sources of funding on an on-going basis to achieve self-sufficiency.

3.0 Eligibility

- The organization must be an incorporated non-profit group, whose goal and purpose is to provide a service or benefit to the community.
- Funds requested are to be utilized to create new programs or projects within the boundaries and jurisdiction of the United Counties of Leeds & Grenville.
- Funding of other local initiatives will be at the sole discretion of Council.
- It is expected that organizations will demonstrate that they are seeking alternative sources of funding on an on-going basis to achieve self sufficiency.
- The program/event must be sponsored by an incorporated non-profit organization and/or is a registered charity.
- Any eligible organization may submit only one application per year.
- Funds will not be provided to cover the costs of an organizations' financial deficit.
- No more than 20% of the project budget can be for administrative/overhead costs.
- Funds may not be provided for project activities already receiving municipal funds through other programs.
- Funds may not be provided to organizations that do not provide equal access to services to individuals of diverse cultures or with disabilities, where appropriate and feasible.

4.0 Application Process

Application forms are available on-line or from the office of the Treasurer, 25 Central Avenue West, Suite 100, Brockville, ON K6V 4N6.

4.0 Application Process (Cont'd)

- Completed application forms must be received in the Treasurer's office prior to December 1st in order to be considered for the following years' budget.
- A review team consisting of the Warden, Chair of the Governance and Finance Committee, Chair of the Public Works Committee, Director of Corporate Services/Treasurer, Director of Community and Social Services, and the Economic Development Officer, will evaluate the applications based on the assessment criteria. Recommendations will then be forwarded to the Governance and Finance Committee by the Treasurer for consideration and inclusion in the annual budget.
- Final grant approval will be subject to Council's adoption of the annual budget.

5.0 Submission Requirements

- A completed application properly executed by the applicant.
- The project budget itemizing all revenue and expenditures.
- Statement of the organizations' current bank balance for the project.
- A specific amount shall be requested and a need must be demonstrated, as evidenced in the budget.
- Previous years' project/event's financial statement if applicable.
- Applicants must submit the signed original application as well as five (5) photocopies. Please do not send by fax or email.

6.0 Application Approval/Funding

- Once a project has been approved, the applicant must enter into a formal agreement/contract with the County outlining the terms of the funding and the reporting requirements.
- Funds will not be provided for activities/expenditures that were not outlined or approved in the original submission.
- Funds will be released on a quarterly basis on the achieved business plan objectives as defined in the agreement and original submission. Failure to meet these requirements may result in the cancellation of the approved funding.