POLICY

TITLE: COMMUNITY PARTNERSHIP PROGRAM

NUMBER: PLCY-REC-2021-0002

CATEGORY: Department

DATE: May 2021

REFERENCES AND RELATED DOCUMENTS:
- Community Registered Group Policy

POLICY STATEMENT:

The Town of Halton Hills believes that governments, community groups, organizations and residents have a shared responsibility to contribute to the enhancement of the quality of life and well-being of the community. As a result, the Town of Halton Hills establishes partnerships through the Community Partnership Program (CPP) to allocate municipal funds and resources that support community-based activities, events and initiatives that align with the Town's priorities.

POLICY DETAILS:

The Community Partnership Program (CPP) policy establishes the scope, objectives, governance, and guidelines for the allocation of municipal funds and resources to eligible groups and organizations for community-based activities, events, and initiatives that support the strategic priorities of the Town (Council and Departments). Additional and separate supports may be available through other Town programs, including climate change investment fund and arts related funding, and for businesses and other eligible organizations/applicants via the Community Improvement Plan (CIP) and/or the Manufacturing Expansion Fund (MEF).

SCOPE:

This Community Partnership Program (CPP) policy pertains to partnerships with community groups and organizations involved in delivering activities, events, and initiatives located in Halton Hills. Community groups and organizations are eligible if they comply with the Town's Community Registered Group program or can meet the criteria of the program. This policy may also be applicable to individuals, faith organizations, social service agencies, service clubs, and for-profit groups/organizations that qualify within the guidelines of the CPP.

The Community Partnership Program (CPP) guidelines provide detailed information regarding

the Partnership Priorities, Funding Streams, Key Criteria, Eligibility and Ineligibility, Application Requirements, Application Review and Terms and Conditions (Schedule A to this policy).

DEFINITIONS:

Activity refers to programs or opportunities planned and operated by a community group or organization related to their initiatives or events.

Community Registered Group: A group or organization that has met the criteria outlined in the Town's "Community Registered Group Policy".

Council refers to the Mayor and Council members of the Town of Halton Hills.

Department(s) all references to "Department" denote individual divisions of the corporation such as Climate Change and Asset Management, Economic Development, Innovation and Culture or Recreation and Parks.

Eligible refers to activities, events, and initiatives that meet the criteria of the Community Partnership Program or the Community Registered Group Policy.

Event is a planned occasion or experience that may have neighbourhood, community, town-wide and/or regional significance.

Funding Stream is the type of investment made by the Town to an activity, event or an initiative of a community group or organization.

Initiative refers to a plan to address a particular issue or achieve a specific result with a beginning and end to the plan.

Local refers to activities, events or initiatives taking place within the Town of Halton Hills boundaries.

Program Priority is the program category for which an activity, event or initiative contributes to achieving a Town priority or goal.

Town: all references to "Town" denote "The Corporation of the Town of Halton Hills".

OBJECTIVES:

1. To **provide municipal funds** and/or other forms of supports within budgetary limits to eligible groups/organizations as defined in the Community Partnership Program (CPP) for approved community-based activities, events and initiatives that align with Department and the Town's Strategic priorities.
2. To evaluate each application and/or request on its own merit and ensure that all applications and/or requests are **evaluated fairly and equitably** utilizing criteria-based assessments.
3. To ensure that all CPP related activities, events, and initiatives are administered and operated in a **fiscally responsible manner** by well organized, competent, and properly structured groups/organizations.

4. To ensure **accountability and transparency** on the part of the community groups/organizations requesting and receiving approval for funding from the Town.
5. To build and **advance the self-sustainability and effectiveness** of community groups/organizations by providing an appropriate level of support that strengthens their capacity to deliver programs and services to the local community.

GOVERNANCE:

The administration of the Community Partnership Program will align with this policy and guidelines, with staff being responsible for:
1. Reviewing opportunities, issues, successes, measures, and recommendations related to this policy and the Community Partnership Program guidelines.
2. Publishing guidelines and promotion to the public, Town employees and Members of Council. This may include updating guidelines to reflect minor administrative changes.
3. Review and vetting of eligible applications including consultation with subject matter experts and other relevant strategic leadership groups (e.g., Special Events Committee, Active Easy Alliance, Arts & Culture Working Group, Public Art Advisory Board and Climate Change Task Force) to make recommendations on the awarding of funding.
4. Providing a comprehensive report to the Community and Corporate Affairs Committee of Council with recommendations for the distributions of funds.
5. Providing follow up with applicants including a written notification regarding funding decision, distribution of funds and collection and review of required reporting.
6. Allocating funds within the limits of the operational budget with any in year overages being covered from tax rate stabilization.
7. Reviewing budget needs and making recommendations for annual operating budget to address future demands for community funding.
8. Ensuring that all corporate and departmental policies linked to the Community Partnership Program are designed and administered in accordance with this policy.
9. Collaborating across all Town funding programs to avoid duplication of other existing and/or planned Town supports and ensure coordinated distribution of Town funds according to the strategic priorities of each funding program.

POLICY REVIEW:

This is a policy established by the Recreation and Parks Department in conjunction with other collaborating Town Departments. The designated contact responsible for updating this policy is the Commissioner of Recreation and Parks (or assigned designate). This policy shall be reviewed as needed by staff and may be subject to peer review in consultation with community organizations.

COMMUNITY PARTNERSHIP PROGRAM (CPP) GUIDELINES

OVERVIEW:

The Town of Halton Hills believes that governments, community groups and organizations have a shared responsibility to contribute to the enhancement of the quality of life and well-being for residents. As a result, the Town of Halton Hills establishes partnerships through the Community Partnership Program (CPP) to allocate municipal funds and resources that support community-based activities, events and initiatives that align with the Town's priorities.

The Town seeks partnerships with eligible community groups and organizations involved in delivering activities, events, and initiatives located in Halton Hills. Community groups and organizations are eligible if they are confirmed through the Town's Community Registered Group program or can meet the criteria of the program. The CPP may also be applicable to individuals, faith organizations, social service agencies, service clubs, and for-profit groups/organizations that qualify within the guidelines of the CPP.

The following Community Partnership Program (CPP) guidelines provide detailed information for applicants regarding Partnership Priorities, Funding Streams, Key Criteria, Eligibility and Ineligibility, Application Requirements, Application Review and Terms and Conditions. These guidelines are applicable to all program priorities and funding streams and any additional details meant to support a specific funding streams will be noted.

Partnership Priorities:

The Community Partnership Program (CPP) prioritizes support for activities, events, and initiatives that have outcomes within the following priority areas. Community groups and organizations must select only ONE priority area (Community & Neighbourhood Engagement, Active Living or Community Wellbeing) and demonstrate how the outcomes of its activities, events and initiatives align.

Partnership Priorities (Select One)		

Community & Neighbourhood Engagement	Activities/events/initiatives that:
	• Create community gatherings and celebrate rural character, culture, agriculture, and local history.
	• Build connected and more engaged neighbourhoods.
	• Focus on outdoor activities and connecting residents to nature.
	
	Supporting Strategic Actions, or Goals:
	  o Council Priority - The community is supported in looking for ways of celebrating its rural character and drawing visitors from across the continent to enjoy its landscape and produce.
	  o Integrated Community Sustainability Strategy - Cultural Vibrancy Goal: establish a strong sense of what it means to be part of the Halton Hills community that people can relate to and are proud to be a part of.
	  o R&P Action 4 - Enhance the number of innovative and meaningful initiatives that connect Halton Hills' residents to nature.
		Examples include:
		• Food and drink festivals
		• Fall fairs
		• Parades for celebrations or special occasions
		• Farmer's Market
		• Neighbourhood block parties
		• Drive by/Drive through events
		• Community initiated public art
		• Community Gardens or "Grow a Row" programs
		• Build a Little Library
		• Tree planting and neighbourhood improvement projects

	Activities/events/initiatives that:	Examples include:
Active Living	- Support Recreation for ALL - Focus on active recreation, sport, active transportation, healthy lifestyles. - Make improvements to parks and facility. Supporting Strategic Actions, or Goals: - R&P Action 1 - In response to changing lifestyle preferences, provide opportunities for regular and convenient access to participation that reaches the largest population at a basic, general, and introductory level. - R&P Action 6 - Parks, community centres and other recreation facilities should be constructed, expanded, and/or refurbished as required to meet local needs, operate effectively, and to function as multi-use hubs where possible.	- Sport, Bike, Walk and Run events - Play Street events - Free Pop-up sports programming - Older adult walking club - Neighbourhood Recreation Program - Geocaching/Scavenger Hunts - Sports/Coaching Training on inclusion for all
Community Wellbeing	- Improve and encourage inclusion, community health and wellbeing. - Support families, youth, seniors, diversity, equity, inclusion, and accessibility. - Promote and create quality opportunities for civic participation and volunteerism. Supporting Strategic Actions, or Goals: - Council Priority, youth and seniors' initiatives –The youth and senior population of Halton Hills is supported by a variety of services and facilities tailored to their needs. - R&P Action 2 - Work collaboratively with support organizations to identify, attract and intentionally include an increased number of participants from populations facing constraints accessing recreation and parks services. - R&P Action 9 - Work collectively with other service providers to promote volunteerism and engage more volunteers in the delivery of service. - R&P Action 10 - Continue to build capacity in the area of Community Development focusing on the physical, social and mental wellness of residents for an improved quality of life	- Diversity, Equity, Inclusion and Anti-Racism training and workshops - Food Security Programs/Food Drives - Intergenerational program - Early Years community open house - Awareness events for a social issue - Volunteer recruitment initiatives - Newcomer programs - Community safety awareness events

Funding Streams:

The Community Partnership Program (CPP) allocates municipal funds and resources as described within the following funding streams. Community groups and organizations can choose one funding stream or they may apply for more then one funding stream for their activities, events, and initiatives. If a community group or organization is requesting funds from more than one stream the combined total can be up to a maximum of $5000.

Funding Streams (Select One or more to a maximum $5,000)
1. Organizational Effectiveness Support for: • Strengthening internal practices and addressing challenges such as development activities, governance, marketing and promotion, strategic planning, training, and volunteer management Up to a maximum of $5,000 (One time per activity, event, and initiative)
2. Municipal Support Support for: • Waiver of municipal fees. This includes expenses related to facility rental permit, road occupancy permit, loan of municipally owned or controlled equipment fees and delivery (sports equipment, picnic tables, pylons, barriers, etc.) and other pre-approved support for new activities, events, and initiatives. Up to a maximum of $2,500 (One time per activity, event, and initiative)
3. Community Projects Support for: • New activities, events, and initiatives that innovatively seek to meet or resolve a defined need within the community. Up to a maximum of $5,000 (One time per activity, event, and initiative)
4. Neighbourhood Projects Support for: • Empowering residents and neighbourhood groups to create and host new activities, events, and initiatives designed to celebrate and to build healthier, connected and more engaged neighbourhoods. *Exempt from the community registered group, financial and insurance conditions of guidelines. Up to a maximum of $250 (One time per activity, event, and initiative)

5. Designated Special Events
Support for:
• Operation of municipally significant, reoccurring historical community events (occurring for 10 or more years). These events;
    o Are essential to community life and draw broad community participation.
    o Support cultural vibrancy, economy, and tourism.
    o Demonstrate coordinated effort and collaborative leadership.
    o Adhere to an extensive audit as part of the partnership.
 	
5-year approval to cover the costs of municipal support and specified opportunities for organizational effectiveness. Revaluated at the end of each 5-year term.

KEY CRITERIA:

Community groups and organizations must demonstrate to the Town that the objectives of their activities, events and initiatives are of benefit to the community and support the strategic priorities of Town. The following criteria will be used to evaluate applications:
- Takes place within the Town of Halton Hills having broad community **benefits for Halton Hills residents**.
- Is **affordable, accessible, inclusive, and diverse**, meaning an activity, event, or initiative that is open and available to all community members or within a defined neighbourhood area with or without an admittance fee.
- Demonstrates collective planning, **collaboration**, and community engagement.
- Demonstrates an **innovative approach** that has the potential to scale.
- Promotes volunteerism, participation, leadership development, and **maximizes community involvement**.

- Offers a **new activity/event/initiative** or complements an existing, without duplication.
- Facilitates **self-sufficiency** over the long term.
- Promotes **efficient/effective use of municipal resources**.
- Demonstrates ability to achieve realistic, measurable, and **long-lasting results**.
- **Leverages other sources of funding**, including matching funds and in-kind contributions.

ELIGIBILITY:

1. Community groups and organizations are eligible to be considered for partnerships based on the guidelines of the CPP and against specific criteria of each funding stream. Partnership opportunities may be evaluated and funded based on its own merits.
2. Applicants must be located in the Town of Halton Hills and/or must serve the Halton Hills community in its catchment area. Non-local applicants that can demonstrate evidence of a specific Halton Hills-based activity/event/initiative where the majority of participants are Town of Halton Hills residents may also be considered. Neighbourhood focused activities, events and initiatives must have a defined neighbourhood area such as: geographic street boundaries, apartment building or complex.
3. Eligible applicants must be able to demonstrate financial need and that potential funding is critical to their ability to carry out the activity/event/initiative.
4. Fundraising-based activities, events and initiatives are only eligible on a case-by-case basis with funds raised being re-invested into the Halton Hills community.
5. Special projects of national, provincial, or regional significance that the Town wishes to host or partner with a host organization are only eligible on a case-by-case basis.
6. Applications from individuals, faith organizations, social service agencies, service clubs, and for-profit groups/organizations will be assessed on a case-by-case basis and must meet the CPP guideline and criteria used for Community Registered Group program.

INELIGIBILITY:

1. Any activity/event/initiative or organization as determined by the Town that falls under the scope or jurisdiction of another municipality, Halton Region, the Provincial Government, the Federal Government, school boards or private schools, or that receives primary funding from another source.
2. Any activity/event/initiative located or being held outside of the Town of Halton Hills, unless otherwise approved by Council.
3. Any activity/event/initiative to raise money for core operating expenses, paying for accumulated deficits or debt, making direct financial donations or grants to a third-party and/or other that does not align with the Town's strategic priorities.
4. Staffing Costs (unless used for professional or consultation services when group does not have expertise necessary to support the project).
5. Commercial ventures or other individual-specific projects, such as single artist exhibitions or athletic competitions.
6. Groups that are not in good standing with the Town.
7. Submissions that do not comply with the application requirements, terms, and conditions and/or align with Community Partnership Program priorities as contained in these guidelines.

APPLICATIONS REQUIREMENTS:

1. Application guidelines, procedural requirements and forms shall be published and available annually before intake.
2. Applications will be accepted once per year, with intake in April of each year for funding in that same year or before the following years intake. Approval and notification in May.
3. Applicants will choose one partnership priority area and indicate the funding stream that their activities, events, and initiatives fall within. Multiple funding streams can be requested to a combined total of up to a maximum of $5000.
4. Applicants are encouraged to contact Town staff to discuss their activity/event/initiative and confirm alignment with partnership priorities and select funding stream options.
5. Applications will only be accepted and reviewed if signed by two officers of a Board of Directors, Executive Committee, or two authorized members of an organization that have the authority to bind an organization (where applicable).
6. Applicants are required to demonstrate that they have fully explored alternate and/or other funding sources such as federal and provincial grant programs. Applicants who have or will have funding from alternate sources must disclose other grants or funding sources for the proposed project. Additional Town funding programs exist, and applicants should consider the strategic priorities of each Town funding program and target application accordingly.
7. Submissions must include a detailed budget including projected in-kind support, revenue, and expenses (with copies of quotes).
8. All applications must be supported by financial statements. The type of acceptable financial statement to support an application will vary according to specific dollar value thresholds as specified in the applicable funding stream and is at the discretion of the Town.

APPLICATION REVIEW:

1. Applications for funding are reviewed to assess eligibility.
2. Applications deemed eligible will be reviewed by staff and funding recommendations will be made to Community and Corporate Affairs Committee.
3. Funding recommendations may be informed by several mechanisms as appropriate. This may include consultation with subject matter experts and other relevant strategic leadership groups (e.g., Special Events Committee, Active Easy Alliance, Arts & Culture Working Group, Public Art Advisory Board and Climate Change Task Force).
4. The assessment may include the potential impact of the activity/event/initiative, evidence of the need, the overall business case (e.g., clear targets/objectives, efficient use of resources, collaboration, and sustainability) and other factors determined appropriate by the Town.
5. This review may also consider information outside of that provided within the application.
6. In some cases, additional information may be requested to supplement the review. Applicants have 15 days to submit any additional required information, or the application will be cancelled.
7. All decisions for funding recommendations are final. Unsuccessful applicants are entitled to a review of their application with Town staff.

TERMS & CONDITIONS:

1. Approval of funding must be received prior to the activity/event/initiative start date.
2. Funds issued by the Town are designed to be supplemental to the overall requirements necessary to carry out an activity, event, or initiative and should not be considered the primary source of funding.
3. Awarded funding amounts will vary according to the program priority area or funding streams that are applied for. Each funding stream will establish minimum or maximum amounts if applicable. Final awarded funding may be subject to an adjustment of the amount originally requested at the Town's discretion.
4. The Town reserves the right to restrict the number of applications submitted by a single organization in a calendar year based on the amount or type of funding already awarded to the same community organization. The Town will not support funding from multiple Town funding programs and will ensure a coordinated distribution of Town funds according to the strategic priorities of each funding program.
5. Funding or assistance is not guaranteed. All program priority area or funding stream are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the right to cancel or alter program priority area or funding streams as needed.
6. The Town reserves the right to reject or place a limit or cap the total funds available per program priority area or funding stream at a pre-determined amount or based on operational needs in a calendar year.
7. The Town reserves the right to cancel awarded funding without notice if the applicant is in violation of any terms and conditions.
8. Successful recipients must obtain and provide proof of liability insurance providing coverage for their organizations and operations in addition to any other liability insurance requirements deemed necessary by the Town before funds can be distributed. Failure to obtain liability insurance that is deemed acceptable by the Town shall result in the cancellation of awarded funds.
9. Community groups and organizations may be required to make a presentation to the Community Affairs Committee of Council about their activity, event, or initiative (prior or post approval).
10. All unused funds shall be returned to the Town of Halton Hills. In addition, at the Town's request, the funding recipient shall repay the whole or part of the funding, if the recipient:
    a. Ceases operating or dissolves.
    b. Knowingly provided false information in its application.
    c. Breaches any of the Terms and Conditions of the funding; and/or
    d. Has found itself in any other situation whereby the funding can no longer be effectively used to complete the activity, event, or initiative.
11. The activity, event, or initiative must adhere to all applicable municipal by-laws, policies, and procedures.
12. Community groups and organizations must adhere to the Community Registered Group program and provide required information on a yearly basis.
13. A detailed report on the activity, event, or initiative's results shall be submitted within 2 months from the completion of the activity/event/initiative. This report should include information on the results achieved, how any profits were reinvested into Halton Hills, level of community engagement, lessons learned, final budget, next steps, and measures for self-sufficiency without additional Town funding.

14. To achieve the goal of self-sufficiency, funding for an activity, event or initiative may be decreased annually depending on the availability of funds; in all cases funding may be provided up to a maximum of five years for a recurring application.