

POLICY

TITLE: HALTON HILLS COMMUNITY GRANT PROGRAM (CGP)

NUMBER: RP-2021-0002

CATEGORY: Department

DATE: May 2021(revised May 2023)

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 allocates municipal funds and resources that support community-based activities, events and initiatives that align with the Town's priorities through the Halton Hills Community Grant Program (CGP).

POLICY DETAILS:

The Halton Hills Community Grant Program (CGP) 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 environment, arts and culture, business, and other related funding.

SCOPE:

This Halton Hills Community Grant Program (CGP) policy pertains to the provision of grants to community groups and organizations involved in delivering activities, events, and initiatives. 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 CGP.

The Halton Hills Community Grant Program (CGP) provides eligible community groups and organizations grants for delivering activities, events, and initiatives located in Halton Hills 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.
- Promote active recreation, sport, active transportation, and healthy lifestyles for all.
- Support community health and wellbeing, diversity, equity, inclusion, and accessibility.
- Produce quality opportunities for civic participation and volunteerism.

The Halton Hills Community Grant Program (CGP) guidelines provide detailed information regarding Grant Opportunities, Eligibility and Ineligibility, Assessment Criteria, 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 Business, Environment and Culture or Recreation and Parks.

Eligible refers to activities, events, and initiatives that meet the criteria of the Halton Hills Community Grant Program (CGP) or the Community Registered Group Policy.

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

Grant Opportunity is the type of grant 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.

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 Grant Program (CGP) 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 CGP 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-sufficiency 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 Grant 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 Grant 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 to make recommendations on the awarding of funding.
4. Providing a comprehensive report to 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 Grant 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.

HALTON HILLS COMMUNITY GRANT PROGRAM (CGP) GUIDELINES

OVERVIEW:

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 allocates municipal funds and resources that support community-based activities, events and initiatives that align with the Town's priorities through the Halton Hills Community Grant Program (CGP).

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The following Halton Hills Community Grant Program (CGP) guidelines provide detailed information for applicants regarding Grant Opportunities, Eligibility and Ineligibility, Assessment Criteria, Application Requirements, Application Review and Terms and Conditions.

GRANT OPPORTUNITIES:

The Halton Hills Community Grant Program (CGP) allocates municipal funds and resources as described within the following opportunities.

1. Community Projects

Grants are for:

- New activities, events, and initiatives that innovatively seek to resolve a defined need within the community or meet a specific objective and that are completed in a set timeframe with a clear beginning and end.
- Developing or strengthening internal practices and addressing challenges in organizational effectiveness such as governance, marketing and promotion, strategic planning, volunteer training and management.
- Community projects must differ from a groups/organizations normal range of activity, ongoing core services and/or programs.

Up to 50% of the total community project budget or \$5,000, whichever is less.
(Cash grant or grant applied to municipal fees or a combination)

2. Neighbourhood Projects

Grants are 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.
- Neighbourhood projects must demonstrate how multiple neighbours are involved and how other neighbours will be aware of the project and can participate.
- Neighbourhood group must match request through volunteer hours and/or donated services, materials, and supplies.

*Exempt from the community registered group, financial and insurance conditions of guidelines.

Up to a maximum of \$250 (One time per neighbourhood group, activity, event, or initiative)

3. Special Events

Grants are for:

- Municipal fees for designated reoccurring events that take place on Town of Halton Hills' property. This includes expenses related to facility/park rental permits, road occupancy permits, loan of municipally owned/controlled equipment and delivery fees (equipment, picnic tables, pylons, barriers, etc.) and other pre-approved supports determined by staff.
- Special events must contribute to community vibrancy, create revenue generating opportunities for local businesses, and draw broad public participation.

Amount based on actual resources required and not representing more than 50% of total costs.
(3-year pre-approved grant applied to municipal fees)

ELIGIBILITY:

1. 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.
 - 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 CGP guideline and criteria used for Community Registered Group program.
2. Community groups and organizations must be located in the Town of Halton Hills and/or must serve the Halton Hills community in its catchment area.
 - Neighbourhood focused activities, events and initiatives must have a defined neighbourhood area such as: geographic street boundaries, apartment building or complex.
 - Non-local applicants that can demonstrate evidence of a specific Halton Hills-based activity/event/initiative where most participants are Town of Halton Hills residents may also be considered.
 - Activities/events/initiatives of national, provincial, or regional significance may also be considered.

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, schools, or school councils, 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, staffing costs and/or other.
4. Commercial ventures.
5. Fundraising-based activities, events, and initiatives where the primary intent is to raise funds for the organization or in support of a provincial or national organization/campaign or for redistribution of funds to a third-party (for example bursaries, scholarships and/or direct financial donations).
6. Any activity/event/initiative associated with an individual, team or club such as tournaments, competitions, exhibitions, performances, travel, accommodation, training, uniforms, equipment, trophies/awards and/or other.
7. Any activity/event/initiative that could be deemed discriminatory as defined by the Ontario Human Rights Code or for which purpose is related to religious, political and/or advocacy activity.
8. Community groups and organizations that are not in good standing with the Town.
9. Submissions that do not comply with the application requirements, terms, and conditions and/or align with the Town's strategic priorities or CGP criteria as contained in these guidelines.

ASSESSMENT CRITERIA:

Community groups and organizations must demonstrate 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:

1. Takes place within the Town of Halton Hills having **broad** community benefits for Halton Hills residents.
 - This includes the potential impact, evidence of the need, participation levels and the overall business case of the activity/event/initiative.
2. Demonstrates and promotes **volunteerism**, collective planning, **collaboration**, and maximizes community involvement.
3. Is **affordable, accessible, inclusive, and diverse**.
 - This means 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.
4. Promotes **self-sufficiency** and **efficient use of municipal resources** establishing that potential funding is critical to carry out the activity/event/initiative.
 - Grants 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 or annual source of funding.
- Submissions must be supported by financial statements including a detailed budget showing projected in-kind support, matching funds, revenue, and expenses (with copies of quotes).
- Applicants who have or will have funding from alternate sources must disclose other grants or funding sources (such as sponsorship, federal and provincial).

APPLICATIONS REQUIREMENTS:

1. Application guidelines, requirements and forms shall be published and available annually before intake.
2. Applications will be accepted once per year, with intake in January of each year for funding in that same year or before the following years intake. Approval and notification in March.
3. Applicants are encouraged to contact Town staff to discuss their activity/event/initiative and confirm alignment with the priorities of the CGP. Additional Town funding programs exist, and applicants should consider the strategic priorities of each Town funding program and target application accordingly.
4. 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).

APPLICATION REVIEW:

1. Applications are reviewed to assess eligibility, completeness, and clarity. Applications deemed eligible will then be reviewed by a staff review committee and funding recommendations will be made to Halton Hills Town Council.
2. Funding recommendations may be informed by several mechanisms as appropriate. This may include consultation with subject matter experts and other relevant strategic leadership groups.
3. This review may also consider publicly available information outside of that provided within the application.
4. In some cases, additional required information may be requested from the applicant to supplement the review.
5. 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. Awarded funding may be subject to an adjustment of the amount originally requested at the Town's discretion.
3. The Town reserves the right to restrict the number of applications submitted by a single organization based on the amount or type of funding already awarded.
4. The Town will not support funding from multiple Town funding programs and will ensure a coordinated distribution of Town funds to avoid duplication of other existing and/or planned Town supports.
5. Funding is not guaranteed as determinations are made in context with the total number of submissions made each year and the CGP is subject to funding availability, conditional

- on approval of the annual operating budget by Council. Council reserves the right to cancel or alter the CGP as needed or based on operational needs in a calendar year.
6. Successful recipients must obtain and provide proof of liability insurance providing coverage for their organization and operations in addition to any other liability insurance requirements deemed necessary by the Town before funds can be distributed.
 7. The activity, event, or initiative must adhere to all applicable inspections, permits, licenses, approvals municipal by-laws, policies, and procedures.
 8. Community groups and organizations must adhere to the Community Registered Group program and provide required information on a yearly basis.
 9. Community groups and organizations may be required to make a presentation to the Town Council about their activity, event, or initiative (prior or post approval).
 10. 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.
 11. The Town reserves the right to cancel awarded funding without notice or 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.
 12. All unused funds shall be returned to the Town of Halton Hills.