

## **COMMUNITY GRANT PROGRAM (CGP) GUIDELINES**

### **NEIGHBOURHOOD PROJECTS STREAM**

#### **OVERVIEW**

The Town of Halton Hills recognizes that enhancing residents' quality of life and well-being is a shared responsibility among governments, community groups, and organizations. To support this goal, the Town provides municipal funding and resources through its Community Grant Program (CGP), which assists community-based neighbourhood projects that align with the Town's strategic priorities.

These guidelines outline the eligibility criteria, available funding and eligible expenses, application process, evaluation standards, and the program's terms and conditions.

The Halton Hills Community Grant Program (CGP) provides eligible neighbourhood groups with grants to deliver activities, events, and initiatives located within Halton Hills that:

- Encourage gatherings that build connected and more engaged neighbourhoods.
- Host neighbourhood activities that focus on outdoor activities and connect residents to nature.
- Promote active recreation, sport, active transportation, and healthy lifestyles for all.
- Contribute to community vibrancy, well-being, diversity, inclusion, and accessibility.

#### **ELIGIBILITY STANDARDS**

To qualify, applicants must be a minimum of 18 years of age and:

- Be a group of committed residents from the same neighbourhood and share a common goal.
- Be Halton Hills residents.
- Provide a free and inclusive event or activity within their neighbourhood (specified geographical area).

Applications will not be considered for:

- Neighbourhood groups that have received Town funding within the same calendar year.
- Applications that are submitted after the intake deadline.
- Events/activities/initiatives that have already occurred.
- Initiatives held outside of the Town of Halton Hills.
- Government-owned or controlled institutions (schools, shelters, hospitals).
- Groups or organizations serving only their members.

- Personal appeals, individual pursuits, or registration fees.
- Group expeditions, contests, or pageants.
- Conferences, trade shows, fairs, or commercial advertising.
- Film, video, book publications, or business promotions.
- Organizations serving only their members.
- Political activities or fundraisers.
- Bursaries or scholarships
- Commercial ventures.
- For-profit organizations or other corporations' community initiatives
- Fundraising initiatives (i.e. walks, dinners, tournaments, auctions, etc.)
- 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.
- 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.
- Community groups and organizations that are not in good standing with the Town.
- 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.

## **FUNDING AMOUNTS AND EXPENSES**

Funding is available through the Neighbourhood Projects Stream for up to \$250.00 per neighbourhood, per year.

The following is a list of items that may be eligible for funding consideration:

- Town fees for Block Party or Road Occupancy permits.
- Insurance coverage.
- Food and beverages.
- Craft materials and supplies.
- Eco-friendly consumables, such as paper plates and bamboo or wooden utensils.
- Waste management supplies, including garbage, recycling, and compost bags, as well as garbage bag tags.
- Entertainment expenses.
- Equipment rentals, including chairs, tables, tents, sound systems, and recreational or sports equipment.
- Promotional and marketing materials such as posters and signs.
- Honorariums or fees for specialized services required for the event.
- Items needed for the development of a Neighbourhood Association.

Funding will not be granted for the following:

- Rental or purchase of inflatable equipment.

- Purchase of chairs, tables, tents, sound systems, or any items that require ownership after the event.
- Fees associated with renting space on private property.
- Balloons and decorative items.
- Purchase of alcoholic beverages, tobacco, cannabis products, or any type of drugs.
- Purchase or rental of fireworks and/or related supplies.
- Restricted food items.
- Academics / tutoring-related activities.
- Purchase of items to be “owned” by someone after the event / activity (e.g. prizes, gifts, medals, merchandise, etc.)
- Political and / or advocacy activities.
- Requests to reimburse individuals for time invested.
- Flow-through funding (redistribution of funds to others, for example bursaries / scholarships).
- Activities deemed discriminatory as defined by the Ontario Human Rights Code.
- Activities whose purpose is to promote religious doctrine or are being led by a person whose mandate includes the promotion of religious doctrine.
- Duplication of funding received from another funding organization or level of government.
- Any other items the Town considers inappropriate or unnecessary.

## **APPLICATION REQUIREMENTS**

- Applications must be submitted on time in accordance with the annually posted deadlines.
- Application guidelines and forms will be published annually before intake.
- The application intake period is once per year in January, with funding decisions communicated in April.
- Applicants are encouraged to consult with Town staff to review eligibility and funding options.
- Applicants must disclose alternate funding sources (e.g., federal/provincial grants) and detail their budget, including in-kind contributions and expense estimates.

## **EVALUATION CRITERIA**

Applications are reviewed to assess eligibility, completeness, and clarity. Applications deemed eligible will then be reviewed by a staff review committee and funding allocations will be communicated to Halton Hills Town Council.

Applications will be evaluated based on the following key factors:

- Neighbourhood Impact: The initiative/activity/event's potential to benefit the neighbourhood and align with Town priorities.
- Feasibility and Readiness: The neighbourhood's ability to successfully execute the initiative/activity/event within the proposed timeline and budget.
- Inclusivity and Accessibility: The degree to which the initiative/activity/event is open, inclusive, and accessible to diverse community members.
- Collaboration and Community Engagement: Evidence of residents working together and potential collaboration with local businesses or community groups.
- Sustainability and Long-Term Benefit: The project's ability to create lasting community impact beyond the funding period.
- Financial Responsibility: A well-defined budget.
- Efficient Use of Municipal Resources: Demonstrated effort to minimize reliance on Town resources while maximizing impact.

## **TERMS & CONDITIONS**

To ensure accountability and the effective use of municipal funds, recipients of the Neighbourhood Projects Stream grant must adhere to the following terms and conditions:

- Funding must be approved prior to the project start date. Expenses incurred before approval will not be eligible for reimbursement.
- Approval of funding is subject to the Town's annual budget and available resources. Submission of an application does not guarantee funding.
- Applicants may receive only one (1) grant through the Community Grant Program per calendar year. The Town reserves the right to decline applications from applicants that have received funding from another Town grant program in the same year.
- The Town may modify the approved funding amount based on available resources and project needs demonstrated.
- The Town reserves the right to request proof of liability insurance before funds are distributed. Failure to comply may result in forfeiture of funding.
- All recipients must submit a final report within two (2) months of project completion. The report must include:
  - A financial summary detailing the use of funds.
  - Measurable outcomes and community impact.
  - Proof of recognition of Town support (where applicable).
  - Copies of expense receipts for items used for the project/event/activity.
- Any unused or misallocated funds must be returned to the Town of Halton Hills. Additionally, recipients may be required to return funding if they:
  - Cease operations or dissolve before project completion.
  - Provide false or misleading information in their application.
  - Breach any of the terms and conditions outlined in the agreement.
  - Are unable to complete the project as described in the application.

- Funded projects must adhere to all applicable municipal by-laws, policies, and procedures.
  - The Town reserves the right to request a presentation from grant recipients detailing project outcomes.
  - The Town reserves the right to modify or discontinue the Community Grant Program, including funding streams and eligibility criteria, at its discretion.
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