

THE CORPORATION OF THE  
MUNICIPALITY OF GREENSTONE

POLICY MANUAL

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**SECTION:** Recreation/Leisure      **SUBJECT:** Municipal Grant and  
Resource Allocation Policy

**DATE:**      **September 28, 2020**

**DATE REVIEWED/REVISED:**

**AUTHORIZATION: By-Law 20-54**

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**Policy Statement**

The Municipality of Greenstone recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of citizens. Grant funding demonstrates Council's commitment to working with groups that provide these beneficial programs, services, or events to the community.

This policy is for all new applicants and is not applicable to those organizations which historically have been supported by the Municipality through funding and in-kind donations. All organizations historically supported by the Municipality shall be affected only by the stipulations listed in the "Grandfather Clause".

**Grandfather Clause**

All organizations (See Appendix "B") historically supported by the Municipality shall continue to receive the same support so long as the following stipulations are adhered to:

- All required insurance must be presented to the Municipality prior to the event.
- In keeping with the Municipality's commitment to transparency and due to the fact that many residents are unaware of Municipal contributions, it is required that all organizations receiving a contribution from the Municipality must acknowledge that contribution in any advertising associated with the event. Municipal logos and Visual Identity requirements will be made available.
- The Municipality is not to be the sole source of funding.
- Financial records, meeting minutes and/or activity reports must be presented to the Municipality on a yearly basis or as requested by Council.
- Events must be ongoing on a yearly basis (or as previously done) to continue to be "Grandfathered". Events which cease to operate (other than for extreme extenuating circumstances i.e. a pandemic) and restart at a later date must follow the application process.
- Council reserves the right to disqualify groups from being "Grandfathered" should they not adhere to the above stipulations.

The Municipality shall pay the liability insurance for organized Canada Day events currently supported by the Municipality. Any insurance related to alcohol will not be paid for by the Municipality and must be presented to the Municipality prior to an event should it be required.

### **Application**

This policy establishes eligibility requirements; identifies the types of funding available; and outlines application and monitoring requirements.

Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

### **Program Intent**

Every year the Municipality receives numerous requests for financial assistance and/or use of Municipal resources. The objective of this policy is to identify processes which will allow for the allocation of Municipal funds and resources fairly and consistently. The aim of the 'Municipal Grants Program' is to share available resources throughout the Municipality in a fair and consistent manner. Grants are intended to provide modest levels of support and assistance to community groups/organizations for activities and events.

Each year, as part of its annual budget process, Council will determine the amount of funding to be provided for municipal grants and resource allocation including; Community Project grants, In-Kind Contributions of resources and manpower and Community Events grants.

Council will, through its annual operating budget, determine the amount of funding to be allocated to the grant and resource allocation program. Council will retain the right to make the final decision on both the overall grant allocation and individual grants.

### **Types of Grants**

The different types of grants awarded under the Municipal Grants Program are as follows:

**Community Sponsorship Grants:** grants are defined as one-time assistance either as seed funding for the start-up of an organization/project or funds for a short-term undertaking or event with a start-up and completion date.

**In-Kind Contributions:** grants are based on the provision of municipal property/facilities, materials, or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for In-Kind grants will include specific resources being requested and their anticipated location and use.

The following are considered in-kind contributions: use of municipal assets at no cost including the municipal tents, facilities, parks, staff, and equipment.

**Community Events:** are defined as a recurring event or a one-time or first-time event that is of cultural, social or recreational significance to the community and which may have the participation of more than one organization and is open to all members of the public.

The following are currently designated as Community Events; Moosecalac, Summerfest, Geraldton Walleye Classic, Caramat Fish Derby, Nakina Bass Derby, Beardmore Trout Hunt, Longlac Walleye Masters, Skates with Santa, and Canada Day Celebrations.

These events are exempt from the requirement to submit applications utilizing the template. These events and the contributions allotted to them will be reviewed each January by Council.

Current In-Kind contributions (resource provisions) are listed in Appendix A. Any additional requests must be done through the application process.

Current pre-determined Monetary contributions are listed in Appendix B. Any additional requests must be done through the application process.

In every 5<sup>th</sup> Anniversary year Wards in Greenstone are able to request consideration for Community Event designation and the use of Municipal resources for anniversary celebrations. Significant anniversary celebrations (25<sup>th</sup>, 50<sup>th</sup>, 75<sup>th</sup>, 100<sup>th</sup> etc) will be eligible to request additional support including financial assistance.

### **Funding Eligibility**

An applicant organization must meet the following general criteria in order to be considered for a Municipal Grant:

- Grants are awarded by the type of project, not the type of organization/agency.
- There can only be one application per project.
- Grant applications should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service.
- The Municipality of Greenstone grant should not be considered as the primary source of funding for the organization.
- Funding requests can be defined as events/projects/programs that support, sustain, promote, celebrate and/or provide access to the arts, culture, recreation and heritage activities.
- Request for financial assistance for events of a municipal, provincial or national significance which would be expected to bring economic and/or public relations to the municipality.
- Each application must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.
- To qualify for funding, the group must demonstrate its commitment to all of the following principles: accessibility, effectiveness, and accountability through sound management and financial practices.
- Individuals are not eligible to apply.
- Funding will not be approved for any organization's accumulated deficits or funding shortfalls. Financial assistance consideration is based on only budget revenues and expenditures in the year for which the assistance is requested.

- The applicant organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was awarded.

### **Successful Grant Requirements**

- Be open to all residents of Greenstone.
- Promote the Municipality of Greenstone as a desirable place to live, visit and do business.
- Promote the Municipality of Greenstone as a visitor destination and/or bring tourism-associated revenue to the Municipality.
- Enhance the quality of life and well-being of the residents of the municipality.
- Advance the Municipality's commitment to and pride in being a multicultural community.
- Encourage the development of identity and pride.
- Promote cultural and artistic awareness among the residents of the municipality.
- Promote accessibility.

### **Application**

Organizations wishing to be considered for grants (financial and in-kind) must submit applications in accordance with the process outlined below.

Grant applications shall be received by the Economic Development & Communications Department in three application rounds each year—with application deadlines of March 1, June 1 and October 1. Applicants will indicate which funding round they are applying to when completing the template.

Only one grant application per project per year will be considered unless approved by Council.

All applications shall be submitted on the Grant Application form together with the following information and documentation:

1. An outline of the service the organization provides to the community including how the service supports Council's Strategic Plan as presented on the Municipal website ([www.greenstone.ca](http://www.greenstone.ca));
2. The amount of financial assistance or in-kind assistance required;
3. The benefits in the community to result from the grant;
4. A detailed proposed budget for the event that the grant is being applied for, detailing expenditures and revenues, including a list of all other sources of funding and/or grants/donations;
5. Formal financial statements if available (not audited) from the preceding fiscal year which will include: Statement of Financial Position – signed by two directors, Statement of Revenue and Expenditures; OR copies of any bank statements directly related to the event/organization.
6. Listing of the current Board of Directors including contact information;
7. A copy of the most recent annual general meeting (AGM) minutes (if applicable).

### **Application Review Process**

Completed applications for grants (both monetary and in-kind as defined by this policy) will be reviewed by the Economic Development & Communications Department within 21 days of the submission deadline. A report outlining recommendations will be forwarded to Municipal Council at the next scheduled Regular Meeting of Council for approval.

Grant applications will be evaluated in terms of the general and financial criteria and principles outlined within the Policy and any group may be contacted for additional information. Approval recommendations will be consistent with the total annual grant allocation and approval of individual grants.

Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding.

Recognizing that unique and recognizable opportunities may also arise from time to time outside of those noted in this policy, additional applications for grants may be forwarded to the Municipality for consideration and approval. These additional requests will be brought forward to Municipal Council for discussion.

Grant applicants determined to be ineligible for funding shall be notified, in writing, of the decision.

### **Payment**

The term of a grant shall be for one year only unless Council has endorsed a multi-year commitment in the Community Project grant category.

Applicants are to be advised that grants may not be continued from year to year.

Renewals are not automatic nor are any increases in the request for funds.

Grant recipients will be notified in writing of the grant amount approved following Council's approval of the Municipality's annual budget.

Grants may be awarded with certain terms and conditions. The letter of award will identify any particular restrictions or conditions that apply to the grant.

### **Insurance**

Not all events held on Municipal property or within a Municipal facility are covered by the Municipality's insurance. Any organization requiring additional insurance must provide proof of said insurance prior to the event and prior to receiving any contributions from the Municipality. A list of specific requirements will be provided to all organizations that require insurance. The Municipality's insurance does not cover any events at which alcohol is consumed.

### **Recognition**

In keeping with the Municipality's commitment to transparency and due to the fact that many residents are unaware of Municipal contributions, it is required that all

organizations receiving a contribution from the Municipality must acknowledge that contribution in any advertising associated with the event.  
Municipal logos and Visual Identity requirements will be made available.

**APPENDIX “A”**

**In-Kind Resource Allocations**  
(To be reviewed yearly by Council)

- Nakina Annual Catch & Release Bass Derby — Both municipal tents, tables and chairs with municipal staff assistance
- Longlac Summerfest - Both municipal tents, tables and chairs with municipal staff assistance
- Geraldton Walleye Classic - Both municipal tents, tables and chairs with municipal staff assistance
- Caramat Fish Derby - Both municipal tents, tables and chairs with municipal staff assistance
- Lake Nipigon Annual Trout Hunt — Free use of Poplar Lodge Park facilities
- Longlac Walleye Masters - Both municipal tents, tables and chairs with municipal staff assistance
- Canada Day Celebrations held throughout Greenstone (to be distributed as needed)
- Junior Walleye Classic - Both municipal tents, tables and chairs with municipal staff assistance

**APPENDIX "B"**

**Community Events – Grandfathered Monetary Allocations**

(To be reviewed yearly by Council)

- Beardmore Winter Carnival \$1,500
- Skate with Santa - Geraldton - \$200
- Skate with Santa - Longlac - \$200
- Skate with Santa - Beardmore - \$150
- Skate with Santa - Nakina - \$150
- Canada Day Celebrations Beardmore - \$1,000
- Canada Day Celebrations Caramat - \$500
- Canada Day Celebrations Geraldton - \$2,000
- Canada Day Celebrations Longlac (Summerfest) - \$2,000
- Canada Day Celebrations Nakina - \$1,000
- Geraldton Concert Series - \$4,000
- Geraldton Children's Concert Series - \$2,000
- Summerfest (Advertising, trophy, and postage) - \$320.00
- Geraldton Cross Country Ski Club (Liability Insurance) - \$400.00
- Kenogamisis Fish & Game - \$4,900