

CORPORATE POLICY



Policy Title: **Community Cash Grants Policy**
Policy Category: **Municipal Services**
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POLICY STATEMENT:

The City of Waterloo recognizes the important role not-for-profit and community organizations play as providers of programs and services to help create a healthy, creative and resilient community. The City of Waterloo provides Community Cash Grants to support eligible organizations and community projects that encourage participation in a wide spectrum of interest areas encompassing recreation and sports, arts and culture, festivals and events, and neighbourhoods.

PURPOSE:

The Community Cash Grants Policy provides a framework for distribution of available program funds. This includes identifying eligibility criteria, funding use parameters, assessment processes, and accountability measures.

The policy supports understanding, transparency, and consistency in grant application, assessment, and allocation decision-making.

Mandatory Policy, <i>Municipal Act</i>:	No
Policy Administration Team, Review Date:	August 29, 2019
Corporate Management Team, Review Date:	September 4, 2019

DEFINITIONS:

Affiliated Organization: a community organization that has entered into a formal relationship with the City to support a mutual interest to provide recreation and sports, arts and culture, festivals and events, and/or , programs and services, in accordance with City's goals.

Affiliation Service Agreement: a formal agreement entered into by an Affiliated Community Organization and the City of Waterloo that specifies mutual expectations and benefits to the respective parties.

Capital Asset Expenditure: A capital asset is a physical item (the exception being software) with a long term use lifespan, typically more than three years. Capital assets include purchase of land, building, building renovations, machinery, leaseholds, and vehicles. Asset general maintenance (painting, mechanical maintenance, replacement of existing parts) is not a capital asset expense unless it increases the value of the specific asset. Equipment needed for core services/community programs are not considered capital assets. Funds from operating and project grants cannot be used for capital asset expenditures.

Community Grants Committee: a Council appointed committee of community members, supported by relevant staff and established according to the Committee Policy. The Committee has a mandate to assess applications to the Community Cash Grants program and make decisions within the scope of the community cash grants budget.

Developing Organizations: applicants who fall into one of the two following categories:

- A) **Start-up Organizations:** Organizations newly formed within the past three years and have been operating for at least one year prior to the close of the grant application period;
- B) **Organizations in Transition:** Established organizations or organizations undergoing a substantial change in direction or transformation over the next 1-3 year in order to enhance organizational resiliency.

Foundational Operating Grant: a type of operating grant that can be awarded to eligible affiliated organizations that have entered into a Service Agreement with the City of Waterloo.

Neighbourhood: "A district where people live" (Collins English Dictionary). For the purposes of this policy, a neighbourhood refers to a subsection of a city. Neighbourhood boundaries may be flexible. Neighbourhood projects are led or organized by individuals who live in the neighbourhood where the project will be implemented. Neighbourhood organizations include: neighbourhood associations, homes associations, and other neighbourhood groups.

Operating Grants: funds to be used for operating costs which provide for day-to-day activities. This may include but are not limited to rent, insurance, telephone and internet services, equipment for core services/community programs, equipment maintenance, repair and replacement, salaries of professional or administrative staff, programs, services, volunteer recruitment and recognition, in-house training, and office supplies/equipment. The following are also considered operating costs: costs associated with programs held on a regular basis, growth or expansion of an existing program/event/activity, replicating an existing program in another location or at another time, and programs, activities/events funded as a project in a past year.

Project Grants: funds that support one-time, temporary or innovative endeavors with a specific objective, completed in a specific timeframe, with a clear beginning and end date. Projects must be different from, or in addition to, current core services or programs. Projects may not take more than one year to be completed. Project costs can include developing or testing a new program/event or activity.

Service Club: a voluntary not-for-profit organization where members meet regularly to perform charitable works either by direct hands-on efforts or by raising money to support individuals or other organizations.

SCOPE:

This policy applies to:

- All applicants to the Community Cash Grants Program;
- Staff responsible for the delivery of the Community Cash Grants program;
- Members of the Community Grants Committee.

POLICY COMMUNICATION:

This policy will be communicated by means of:

- Posting on the City of Waterloo website;
- Posting on the City of Waterloo intranet accessible by staff;
- Providing a copy to all members of the Community Grants Committee;
- Providing a copy to all staff involved in the delivery of the grant program;
- Including the website location for the policy in all grant program information distributed to the public;
- Providing a copy of the policy to all organizations requesting an application for the grant program. Applicants will be required to indicate on the grant application form that they have reviewed the policy.

It is the applicant's responsibility to be proactive in seeking out grant application information and submission deadlines.

POLICY

1.0 Grant Program Principles

- 1.1 The Community Cash Grants are intended to support and encourage:
- Opportunities that help create a healthy, creative and resilient community;
 - Range of opportunity in sports and recreation, arts and culture, festivals and events, and neighbourhoods;
 - Provision of services that are accessible and inclusive; and
 - Resiliency, innovation and growth of community organizations.

2.0 General Grant Parameters

- 2.1 This program provides both Operating Grants and Project Grants.
- 2.2 Application for Community Cash Grants will be available on an annual basis to eligible organizations whose programs, services or projects benefit the community in one or more of the following four (4) funding categories:
- Recreation and sports
 - Arts and culture
 - Festivals and events
 - Neighbourhoods
- 2.3 Grant funds will be allocated within each of the four funding categories provided there are successful applications.
- 2.4 Grants to support developing organizations and/or for projects are considered a priority.
- 2.5 A dollar based cap per grant may be established by staff annually based on available funding.
- 2.6 Grant funds must be used as per the approved grant application. Any significant changes to the original grant application must be discussed with and approved by the appropriate City of Waterloo staff liaison prior to implementation. If the proposed changes are acceptable the grant funding may be revised to reflect the changes or if the proposed changes are not acceptable to the City, approval may be revoked and grant funding will not be forwarded to applicant or the applicant will be required to return any grant funding already provided. Failure to seek approval from the City for any changes from the approved grant application may result in ineligibility for future funding or the need to return any grant funding received.

- 2.7 Grant funds will typically be awarded in one lump sum payment. At the discretion of the Grants Committee, organizations may be awarded funds by installments, with a reporting requirement prior to the release of the next installment.
- 2.8 Grants should not be considered as automatically renewable in subsequent years.
- 2.9 Submission of a grant application does not guarantee an organization will receive full or partial funding.

3.0 Conditions

- 3.1 Affiliated organizations that receive Foundational Operating Grant support through an Affiliation Service Agreement are only eligible to apply for project funding.
- 3.2 Affiliated organizations that do not receive Foundational Operating Grant support through an Affiliation Service Agreement may apply for an operating grants.
- 3.3 Organizations requesting a grant(s) totaling \$7,500 or more must provide, at a minimum, a professionally reviewed financial statement for the previous year with the grant application and must show proof of incorporation or proof of incorporation under an umbrella organization such as a provincial sport body.
- 3.4 Grant recipients must acknowledge the support of the City of Waterloo on all printed materials that relate to the grant request or as determined by staff.
- 3.5 Project Grant Recipients must complete a status report and submit to the City of Waterloo within 6 months of project completion or prior to the next grant cycle. Failure to do so may make the organization ineligible to apply for future grants until the status report is completed and submitted.
- 3.6 All grant opportunities are contingent on the allocation of funding as part of the city's budget process.

4.0 Basic Eligibility Criteria

- 4.1 All applications for Community Cash Grants will first be assessed by staff to determine if they meet basic eligibility criteria.
- 4.2 To be eligible for a Community Cash Grant:

- Organizations' programs, services or projects must benefit the community in one or more of the four (4) funding categories listed in Section 2.2;
- Organizations must be in compliance with all applicable legislation, regulations and bylaws for the Government of Canada, The Province of Ontario, and the City of Waterloo. (e.g. Accessibility for Ontarians with Disabilities Act, 2005 (AODA), Human Rights Code, Occupational Health & Safety Act); and
- Organizations must submit a completed application form, providing all of the requested information and all supporting material by the application deadline.

4.3 The following are not eligible to apply for a Community Cash Grant:

- An organization that acts as a funding body, or makes grants to another organization;
- An organization that is the responsibility of a higher level of government, education, or that is precluded under the Municipal Act;
- Commercial businesses or for profit organizations;
- Service Clubs;
- Health or social services organizations;
- Educational institutions, or activities/programs/events that are primarily providing educational opportunities for students within a school environment and/or within the school curriculum;
- Political organizations or any organization focused on political activities or activism;
- Religious organizations seeking funds for activities that serve primarily their membership and/or religious education purposes; Religious organizations may apply for a grant if the program/activity/event benefits that broader community, does not involve religious teachings, and is not generating revenue for the organization;
- Homes associations are not eligible to apply for funding for programs/activities/events limited to their membership. Homes associations may apply for a grant for programs/activities/events that benefit the broader neighbourhood.
- Individuals.

4.4 Applications that staff determine have met the basic eligibility criteria will move forward to review by the Grant Committee.

5.0 Other Eligibility and Assessment Criteria

5.1 The Grants Committee will review applications that have met all basic eligibility criteria to ensure they also meet the following additional criteria.

- 5.2 To be eligible for a Community Cash Grant, organizations must also:
- Be organized for a minimum of one (1) year;
 - Operate as a not-for-profit or community organization under the leadership of a volunteer board of directors or executive committee, elected by the general membership, or as a registered charity;
 - Demonstrate a benefit to residents of Waterloo;
 - Hold regular board or committee meetings with recorded minutes;
 - Carry public liability insurance;
 - Keep accurate volunteer and participant records;
 - Carry out volunteer screening and other risk management measures to help ensure volunteer and public safety;
 - Demonstrate funding or revenue from at least one source other than the City of Waterloo;
 - Have less than two years equivalent operating budget in unreserved cash;
 - Submit a status report for any project grant received in the previous year within the required timelines.
- 5.3 Grants will not be available to support the following:
- Capital asset expenditures;
 - Operating or capital deficits;
 - Retroactive project expenses;
 - Endowment funds;
 - Charitable fundraising events;
 - Expenses associated with travel to, attendance at, or that are related to the registration fees for seminars, conferences, workshops, or tours;
 - Projects or services that are the same as those provided by the City of Waterloo;
 - Any activity related to election campaigning for federal, provincial, municipal, or school board candidates, including promotional activities and advertising.
- 5.4 The following may make an application ineligible for a Community Cash Grant:
- Currently in financial arrears with the City of Waterloo;
 - Liabilities exceed assets for a period of two or more years;
 - Operating loss for two consecutive years;
 - Affiliated Organization that does not meet the requirements of their service agreement;
 - Non-compliance with legislation, city by-law and/or policy;
 - Submission of an incomplete application.

6.0 Application Assessment

- 6.1 Grant applications will first be assessed by staff to determine if they meet the basic eligibility criteria.
- 6.2 Grant applications that meet the basic eligibility criteria will be assessed by the Community Grants Committee to determine if they will be awarded funding and the amount of funding to be awarded from the available program budget.
- 6.3 Grant applications assessed by the Community Grants Committee will be assessed based on the following:
 - Funding request merit;
 - Organization's profile;
 - Finances;
 - Benefit to the community.
- 6.4 Grant applications will be evaluated by the Community Grants Committee using a standard assessment tool.

7.0 Late Submission of Grant Applications

- 7.1 Applications submitted after the grant deadline will not be accepted or entertained by the Community Grants Committee.

8.0 Appeals

- 8.1 Appeals will not be heard by the Community Grants Committee. The decisions of the Community Grants Committee regarding applicant eligibility, application assessment, and grant allocation will be considered final.

COMPLIANCE:

In cases of policy violation, the City may investigate and determine appropriate corrective action.