



Tab	Community Services / Finance
Authority	Council
Subject	GRANTS
Related Policies	N/A
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Revision Date	

POLICY STATEMENT It is the City of Guelph's policy to provide financial assistance to not-for-profit community groups and agencies by means of an annual grant program. Guelph City Council will, through its annual operating budget, determine the amount of funds to be allocated to the grant program. Council will retain the right to make the final decision on both the overall grant allocation and the individual grant.

A. COMMUNITY GRANT POLICY

Community Grant applications will be considered under the categories of:

<u>Category</u>	<u>Sector Review Group</u>
Health & Social Services	United Way
Arts and Cultural Activities	Guelph Arts Council
Civic Activities/Special Events	Visitor & Convention Services Committee/ Sports Advisory Council

Guelph City Council will assign the responsibility of reviewing applications and recommending grants to the applicable Sector Review Group.

GENERAL CRITERIA

An applicant organization must meet the following general criteria in order to be considered for a City of Guelph grant:

1. Operate strictly as a not-for-profit organization. Any specific service, program or activity for which funding is requested must also be not-for-profit in nature.

2. Operate under a formal organizational structure with an active Board of Directors and/or Executive Committee/Officers. First-time applicants must submit copies of Constitution/By-Laws currently in effect. All applicants must submit lists of Board of Directors and Executive Committee/Officers.
3. Be based in Guelph, with at least a majority of members being Guelph residents. Membership and programs must be open to all Guelph citizens, and services, programs and activities must be of benefit primarily to Guelph citizens.
4. Demonstrate a willingness to co-operate as much as possible with the programs and activities of other community organizations, especially those in its own sector (e.g. social services, arts, etc.).
5. Complete the Application for a City of Guelph Grant in full, attached as Schedule 'A' to this policy.
6. It is the policy of the City of Guelph that travel expenses or activities that duplicate existing programs or services will not be funded. Applications from private enterprise or individuals will not be considered. Requests of a capital nature will not be funded.

PROCEDURES

1. The Finance Department will, on an annual basis, advertise in the local media, information relevant to the grant process.
2. Applications must be received by the City Finance Department by the deadline date specified in the information materials. Late applications as well as emails, faxes and computers discs will not be accepted. Support materials (brochures, flyers, programs) that will help explain an application will be accepted, but should be kept to a reasonable minimum.
3. Once all grant applications have been received, they will be divided up into sector groups and distributed to the organizations who have been contracted to review the various sectors (see above).

4. In considering grant applications, the Sector Review Groups will evaluate applications in terms of the general and financial criteria and principles outlined in the Grant Policy and will also consider:
 - the contribution that the service, program or activity makes to the life of the community;
 - the effectiveness and quality of the service, program or activity;
 - the fiscal viability and accountability of the organization and of any specific service, program or activity for which funding is being sought;
 - the need of the organization for funding;
 - the degree of community involvement in the service, program or activity.
5. The recommendations of the Sector Review Groups will be compiled and forwarded to the City of Guelph's Community Services Committee (CSC).
6. City staff will then inform all applicant organizations of the grant recommendations and of the timing and process for any appeals that might be considered.
7. An appeal cannot be made with respect to the amount allocated. **Only** if there is evidence that the normal process was not followed (e.g. if some materials submitted were misplaced and were not considered by the Sector Review Group looking at the particular application) will appeals be handled by the Community Services Committee.
8. The final recommendations will then go directly to City Council for final approval.
9. City staff will notify all organizations of the final grants results, and will look after dispatching grant cheques in as timely a manner as possible.

B. SPECIAL EVENTS GRANT POLICY

The purpose of the City of Guelph's Special Events Grant Policy is to improve and increase the quality of leisure activity and support its various community organizations.

GENERAL POLICY

1. All requests are reviewed by the Visitor & Convention Services Committee with support from the Sports Advisory Council.
2. Each request is reviewed on the following basis:
 - a. Importance of the activity
 - b. Fiscal viability and accountability of the organization
 - c. Community impact
 - d. Media impact
 - e. Economic impact
3. Funds being requested for a volunteerism pride program or activity and should have major impact within the City.
4. Leisure and Community organizations must show that they have made reasonable efforts to raise funds and may be responsible to repay a portion or all of their grant money.
- 5 (a) Applicants applying to the City of Guelph must satisfy all of the following criteria:
 1. Non Profit Organization (incorporation or charitable status not required)
 2. Sanctioning governing body (P.S.O. or N.S.O.) endorsement
Or
Resolution of your Board of Directors
Or
Letters of support from your partners
 3. Special one-time event or Inaugural event
 4. Event is regional, provincial, national, and international in scope

5. Event will attract visitors/participants from out of town
 6. Event is a championship, tournament, festival or sporting in nature
 7. Organization is not in a deficit situation
 8. With specific exemptions, the event is based within the City and provides the majority of services within proximity of City
 9. Event is a continuing one that will establish the City of Guelph as a permanent or semi-permanent site.
 10. Requests for financial assistance must originate only from organizations and not from individuals.
- 5 (b) Trade Shows, conferences and educational events will meet the above criteria in 5 (a) except 6.

ELIGIBLE COSTS

1. Expenses related to event bid preparation and presentation.
2. Bond or holding fees required to secure an event once a bid has been won.
3. Start up costs for organizing committee to begin the process of planning, sponsorship campaigns, volunteer recruitment and training or marketing campaigns prior to revenue generation.
4. Legacy items that can be used for other events.
5. Costs associated with the contract of professional services or the lease of office equipment.
6. To leverage for additional/matching funding from other sources i.e. public or private sectors.
7. Associated expenses related to staging the event.

WHAT ARE THE STEPS?

1. Carefully read the Event Development grant package information and complete the application form including budget information. The application should be submitted at a minimum of two months prior to the commencement of the event or bid submission to the Finance Department.

2. Consult with Visitors and Convention Services staff before completing your application.
3. Enclose letters of intent or support, Board resolution and or letters of confirmation from governing body.
4. The review committee will review the application form and budget information.
5. Your organization will be contacted with the final recommendation prior to Council's final decision.
6. If your organization is successful in receiving a grant, applicants must submit a post-project report to the Community Services Committee within 60 days of the completion of the project.
7. Tournaments/events that are of a fund raising nature part or all of the grant would be required to be payable back to the City of Guelph. This will depend on the assessment of the pre budget and final audited financial report.
8. Recipients of City of Guelph Special Events Grants will be required to report, within a reasonable time, to the Sector Review Group what purpose the grant was applied to. If the project was a profitable venture a proportionate amount (as to other seed investors) will be required to be returned and held in a "trust" for other projects to draw from. E.g. grant \$2,000.00 total seed funds \$10,000.00, project profit \$11,000.00 amount to be returned \$2,200.00-Organization realizes net income of \$8,800.00 on investment of \$8,000.00.