

THE CORPORATION OF THE TOWNSHIP OF SOUTH STORMONT

BY-LAW NO. 2023-066

BEING a by-law to adopt a Municipal Grant Policy.

WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (1) provides that the powers of a municipal corporation are to be exercised by its council;

AND WHEREAS the *Municipal Act, 2001*, c. 25, s. 5 (3) provides that the powers of every council are to be exercised by by-law;

AND WHEREAS on November 25, 2009, Council passed Resolution No. 347/2009, to adopt a Municipal Grant Application Policy;

AND WHEREAS on August 9, 2017 and again on September 25, 2019 Council amended and updated the Municipal Grant Application process.

AND WHEREAS Council deems it advisable to replace the Township's Municipal Grant Policy and Standards Operating Procedures with a new Policy.

NOW THEREFORE Council of the Corporation of the Township of South Stormont enacts as follows:

1. That Resolution No. 347/2009, adopting a Municipal Grant Application Policy, as amended, be repealed.
2. That the Municipal Grant Policy attached hereto as Schedule "A" and forming part of this by-law, be adopted.
3. That the Director of Finance/Treasurer or designate, be authorized to update the Municipal Grant Policy forms and templates, as may be required from time to time.
4. That any other by-law inconsistent with this by-law is hereby repealed.

READ AND PASSED in open Council, signed and sealed this 16th day of August, 2023.

Mayor

Clerk



TOWNSHIP OF SOUTH STORMONT

Title: Municipal Grant Policy, Schedule "A" to By-law No. 2023-066

Policy Category: Finance

Effective Date: August 16, 2023

Revision Date:

Overview

Subject to annual budget approval, the Township of South Stormont provides municipal funds up to \$20,000 per year for the purpose of starting, operating, supporting, or maintaining community-based programs, projects, or events. The Township also provides donations in-kind to registered charities, not for profit corporations and public and private organizations for the purpose of starting, operating, supporting, or maintaining community-based programs, projects, or events.

Policy Statement

The Township of South Stormont wishes to ensure that municipal funds and donations in-kind granted to registered charities, not for profit corporations and public and private organizations for the purpose of starting, operating, supporting, or maintaining community-based programs, projects or events are distributed in an open, fair, and accountable process and are beneficial to the community. This policy and any related forms are meant to streamline the processing of grant requests.

Governing Principles

1. The Township of South Stormont may or may not fund to the limit of the maximum grant amount at its discretion.
2. Organizations with outstanding balances or owing the Township of South Stormont the final report will not be eligible for grants.
3. Guaranteed funding, once approved, is only for the fiscal year in which the organization has applied. It is not to be regarded as a commitment by the Township to continue such assistance in future years.
4. All funding shall be for future projects, retroactive funding will not be considered.
5. Repeat grants will only be available to organizations who have complied with the reporting requirements of any previous grants.

Grant Options

Please note under normal circumstances any one organization can only submit one application for financial consideration and to a maximum of \$2500 in funds per calendar year.

1. Funds requested by an organization will be to help support a community event or for the betterment of the residents of the Township of South Stormont.
2. An in-kind donation requested by an organization will be to help support a community event or for the betterment of the residents of the Township of South Stormont.
3. Both funds and an in-kind donation requested by an organization will be to help support a community event or for the betterment of the residents of the Township of South Stormont.

Application Requirements

Fill out the application in full and return completed to the Township:

1. For financial consideration, the application must be received by December 15th in the year preceding the funding disbursement.
2. For in-kind considerations the application must be received 90 days prior to the event(s).
 - Applications received after the deadline, will be reviewed on a case-by-case basis, based on available funding and in-kind support.
3. Applications are available on the Township's website as well as at the Township office, applicants will provide;
 - a brief history of the organization
 - a list of Board/Committee members of the organization
 - Municipal Grant Financial Analysis Form or most recent Financial Statements for your organization.
4. If asking for in-kind donations, the Support Summary, must be included.
5. Applicants can have no more than 30% of the funded event expenditures for administration costs.

6. The Corporation of the Township of South Stormont must be named as an additional insured party when insurance is required. A copy of the insurance certificate for the event will be supplied to the Township in advance of the event.
7. The Township of South Stormont must be added as a supporter in all advertising, the logo will be provided by the Township.
8. Prior to disbursement, all grantees must sign a Letter of Agreement.
9. The organization, within the funding calendar year, must spend the grant funding on the sole purpose for which it was approved.
10. Final Activity Report must be submitted within 60 days of your event(s), all unused funds must be returned to the Township. Failure to submit this summary, may result in no additional funds being received.
11. If you require assistance applying, please contact the Finance Specialist prior to the deadline at 613-534-8889 ext. 227 or accountsreceivable@southstormont.ca

Evaluation

To ensure transparency and a fair and equitable process, the Township of South Stormont has the following guidelines in place to evaluate Municipal Grant Applications. All final decisions regarding funding are at the discretion of the Director of Finance or designate, and Council:

1. Was the application complete and submitted on-time?
2. Does the organization/group or event contribute to the betterment of the residents of the Township of South Stormont?
3. Does the organization/group or event receive other public funds (i.e.: School, library etc.)? If yes, how much.
4. Is the organization/group financially stable?
5. Does the organization/group require more than 30% of the funds to be allocated to administrative costs?
6. Has the organization/group complied with procedures in the past?
7. Does the organization/group owe monies to the Township?

Township of South Stormont Procedures

1. The Director of Finance or designate, along with appropriate department directors, shall review all completed Municipal Grant Applications and incorporate requests into operational budget considerations.
2. The Director of Finance or designate will bring forward recommendations to Council.
3. Recommendations will be reviewed and approved by Council.
4. Notification of acceptance will take place after the budget process.
5. The Township of South Stormont will provide the Letter of Agreement as well as the Final Activity Report and The Township Official Logo, it is the responsibility of the organization to return the forms, along with any unused funds.
6. Funds will be dispersed after the Letter of Agreement has been signed and received at the Township office.

Contact

For more information on this policy, contact:

Finance Specialist
Township of South Stormont
P.O. Box 84, 2 Mille Roches Road
Long Sault, ON K0C 1P0
613-534-8889, Ext. 227
accountsreceivable@southstormont.ca