

**SUBJECT: LANARK COUNTY COMMUNITY GRANTS PROGRAM**

## **1.0 PURPOSE**

The purpose of the Lanark County Community Grants Program is to responsibly distribute County funds to support non-profit agencies and organizations who serve Lanark County.

The purpose of this policy is to:

- a. Improve the wellbeing of individuals and the County through directing County grant funding to eligible organizations that can demonstrate their positive contribution to the achievement of community and County goals.
- b. Ensure that the process to review and allocate grant funding is transparent, consistent and achieves the maximum impact for the investment provided.

## **2.0 POLICY STATEMENT**

The County of Lanark recognizes the valuable contributions made by community organizations and volunteer groups to improve the health, well-being and social development of the community and the quality of life for its residents.

## **3.0 POLICY GUIDELINES**

3.1 Grants are awarded to local projects that have a direct impact on the people of our community or an indirect impact by increasing the capacity of organizations to initiate and sustain local projects. They will be evaluated on the basis of meeting the following objectives:

3.1.1 Merit of funding:

- 3.1.1.1 Demonstrates how funding request provides a social, economic or environmental benefit to the County of Lanark, its citizens or taxpayers and/or support the County's strategic priorities;
- 3.1.1.2 Aligns with Council's goals and objectives;
- 3.1.1.3 Community need/demand for proposed activity or service exists;
- 3.1.1.4 The activities do not duplicate successful efforts that already exist in the community;
- 3.1.1.5 Community support exists through collaboration or partnerships with other organizations; and
- 3.1.1.6 Benefits a wide audience.

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- 3.1.2 Applicant profile supports community service:
  - 3.1.2.1 Likelihood of success (has the ability and capacity to complete the activity or service)
  - 3.1.2.2 Experience of the applicant in delivering similar program/service/event/activity;
  - 3.1.2.3 Ability of applicant to leverage other funding support, including matching funding from other levels of government; and
  - 3.1.2.4 Mission of the applicant and volunteer support.
- 3.1.3 Financial plan and need
  - 3.1.3.1 Sound financial management and revenue generation (accurate records, realistic and responsible budget, various sources of income)
  - 3.1.3.2 Financial need (leveraging of funds, seed money, inability to fund on their own through own resources or alternative revenue generation); and
  - 3.1.3.3 Clarity on how the contribution will be used.

3.2 Funding through the program will be aligned with the County of Lanark’s strategic priorities and preference will be given to applications that advance the priorities of Council.

3.3 At the beginning of Council’s term and once mid-way through the term of Council, Council will set one or more focus areas aligned with the County of Lanark’s priorities, with 50% of the available funding being allocated to projects or programs within the focus area(s).

3.4 Applications may be submitted for either a Project Grant or a Program Grant as defined in the table below:

Definition		Term of Funding	Grant Available
1. Project Grants	<ul style="list-style-type: none"><li>• Short term funding</li><li>• Supports a specific project that aligns with Council’s priorities</li><li>• Time limited (i.e. a project which has a beginning and an end, and can be</li></ul>	Annual	Maximum of \$10,000

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Council

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June 26, 2024

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Not Applicable

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	completed in 12 months or less)		
2. Program Grants	<ul style="list-style-type: none"><li>• Longer term funding</li><li>• Requires ongoing funding to build sustainability</li></ul>	Council Term	Maximum of \$50,000 (per year)

3.5 The amount of funding allocated to the municipal granting program will be confirmed each year as part of the annual budget process.

**4.0 ELIGIBILITY**

4.1 Applicants must provide services or programs to residents of Lanark County. Unincorporated individuals/organizations must work in partnership with an incorporated organization that will share in the project and receive and manage the funds.

4.2 The organization (or sponsoring organization) must have been in operation for at least one year.

4.3 Eligible organizations can submit only one (1) application per year. Exceptions are made for organizations submitting applications in partnership and on behalf of unincorporated groups.

4.4 Organizations receiving multi-year funding are not able to re-apply in a year for which they have been approved for funding.

4.5 Applicants who have previously received a grant must fulfill the reporting portion of the policy to be eligible for future funding.

4.6 Grants will not be issued:

4.6.1 To cover deficits or retire debts

4.6.2 To replace current program funding

4.6.3 To provide endowment funds

4.6.4 For sectarian, religious or political purposes

4.6.5 To individuals

4.6.6 To provide money for fundraising activities

4.6.7 To support recurring operating expenses of established organizations or program

4.6.8 To fund projects/events that are already completed

4.6.9 To applications that duplicate an existing program

4.6.10 As 100% of the budget an activity

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**5.0 APPLICATION PROCESS**

- 5.1 There will be one intake period per year for applications, where intakes are open at the beginning of July and close mid-September. Applications received outside of this period may be considered at the discretion of Council. To qualify, applicants must be at risk of closure or losing a matching funding opportunity from another agency or level of government.
- 5.2 Application forms are available electronically on the County’s website during the intake period and must be submitted on the prescribed form. Additional material may be uploaded with the form.

**6.0 REVIEW PROCESS**

- 6.1 The review process will take place in October with notification following budget approval. Grants awarded will cover the period January – December of the following year.
- 6.2 Grant applications are reviewed by the Community Grants Selection Working Group. The working group will be comprised of 4 staff members, the Warden, Past Warden, the Chair of the Community Services Committee and one additional member of Council.
- 6.3 Applications will be rated based on their impact to the community, the ability to support or improve the quality of life for residents, and their alignment with Council’s priorities. A pre-determined scoring system will be used during the review process as outlined in Appendix A.
- 6.4 The scoring system will be used as a guide, however Council may make award decisions to match funding available, and include pro-rating or other approaches to encourage best overall community outcomes.
- 6.5 The selection working group will present recommendations to a subsequent Community Services Committee meeting for approval.
- 6.6 A grant given in one year does not commit the County to ongoing funding of the same or other amount in subsequent years.
- 6.7 All applicants will receive notification of whether their application was successful.

**7.0 FUNDING AGREEMENTS AND LIABILITY INSURANCE**

- 7.1 Applicants must submit the following upon approval for approved funding to be released:
  - 7.1.1 Proof of incorporation for their group or sponsoring group.
  - 7.1.2 Proof of comprehensive general liability insurance.

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7.2 Every individual/organization receiving funding from the Lanark County Community Grants Program must provide proof of comprehensive general liability insurance, acceptable to the County of Lanark, subject to the limits of not less than \$2,000,000 inclusive per occurrence. This is to protect the organization in case of bodily injury, including personal injury, death, and damage to property. Copies of insurance must be submitted prior to any approved funding being released.

**8.0 REPORTING**

- 8.1 When the project is finished, the grant recipient must provide the following:
  - 8.1.1 A completed project report and evaluation (Available on the County’s website).
  - 8.1.2 A statement of revenues and expenditures (invoices upon request).
- 8.2 These must be submitted within 2 months following completion of the project. Future proposals will not be considered until the final project report is received and reviewed.
- 8.3 Project reports will be provided to County Council bi-annually.

**9.0 INDEMNIFICATION**

9.1 The grant recipient must agree to reimburse the Lanark County Community Grants Program if they fail to comply with the agreement.

**10.0 CHANGES TO THE PROJECT**

10.1 Funding provided will be solely for the purpose stated in the agreement. Grant recipients will be required to advise the County immediately, in writing, before making any changes to the project description or planned activities. Changes to the project description or planned activities must be approved by the Community Grants Working Group and County Council as required.

**11.0 APPEAL PROCESS**

11.1 Applicants accept that all grant applications may not be approved for funding and that there will be no opportunity for appeal.

**APPENDICES**

**Appendix A – Community Grants Evaluation Matrix**



## Community Grants Application – Evaluation Matrix

### General Eligibility

Each application must be evaluated upon receipt for eligibility and completeness prior to scoring. The following criteria must be met to be deemed a complete application and reviewed by the Community Grants Working Group:

- The organization is incorporated or working with an incorporated organization.
- The organization (or sponsoring organization) has been in operation for at least one year.
- The organization has not submitted more than one application for the current funding window.
- The organization is not currently in receipt of a Lanark County Community Grant for program funding.
- The applicant has fulfilled the reporting requirement (applicable only to those applicants who have previously received a Lanark County Community Grant).
- The application is **not** a request to:
  - Cover deficits or retire debts
  - Replace current program funding
  - Provide endowment funds
  - For sectarian, religious, or political purposes
  - From an individual (not sponsored by an incorporated organization)
  - Provide money for fundraising activities
  - Support recurring operating expenses of established organizations or programs
  - To fund projects/events that are already completed
  - That duplicates an existing program
  - Fund 100% of the budget of an activity

General Information	
Name of Organization:	
Type of Grant:	<input type="checkbox"/> Project Grant <input type="checkbox"/> Program Grant
Name of Project:	
Funding Amount Requested: \$	Total Project Budget: \$
Community Grant Priorities	
Community Grants Program funding will have a focus on one of the key areas (identified by Council):	
<input type="checkbox"/> Focus Area 1	
<input type="checkbox"/> Focus Area 2	

### Matrix for Application Evaluation

Criteria		0	1	2	3	Score	
<b>Merit of Funding</b>	Demonstrates how funding request provides a social, economic, or environmental benefit to the County of Lanark, its Citizens or taxpayers and/or supports the County's strategic priorities	Does not demonstrate benefits the County or support priorities	Little evidence of how this project will enhance or impact the community	Some evidence of significant impact	Very evident how this project will enhance the community		
	Aligns with Council's goals and objectives	Does not meet	Minimal alignment	Similar alignment	In true alignment		
	Community need/demand for proposed activity or service exists	Does not speak to community need	Not well defined and is not supported	Generally defined and supported with some data	Clearly defined and supported with substantial data		
	Does not duplicate successful efforts that already exist in the community	Provided by multiple entities	Provided by some entities	Provided by limited entities	Not currently provided		
	Community support exists through collaboration or partnerships with other organizations	Has never partnered with other groups	Has worked with one other partner	Has demonstrated partnerships and resource sharing	Extensively works with other groups to share resources		
	Benefits a wide audience	Does not directly/specifically support any group	Serves a very small number/sector of the population (less than ¼)	Serves a limited number/sector of the population (less than ½)	Impacts and includes broad-based population (more than ½)		
<b>Applicant Profile Supports Community Service</b>	Likelihood of success (has the ability and capacity to complete the activity or service)	Insufficient information about project activities, budget or personnel to gauge success	Project unlikely to be achieved with stated activities, budget or personnel	Some gaps in project activities, personnel or budget but project likely achievable	Personnel, project activities and budget consistent with successful project		
	Experience of the applicant in delivering similar program/service/event/activity	No previous experience	Limited previous experience (1 yr)	Some previous experience (2-4 yrs)	Extensive previous experience (5 yrs+)		
	Ability of applicant to leverage other funding support, including matching funding from other levels of government	Relying solely on Lanark County funding	Pending financial support	Confirmed support from at least one other source	Confirmed support from multiple sources		
	Mission of the applicant and volunteer support	Not included	Poorly stated	Included but not strong or specific – no data provided	Clear and specific – data provided		
<b>Financial Plan and Need</b>	Sound financial management and revenue generation (accurate records, realistic and responsible budget, various sources of income)	No budget attached	Covers basic expenses and revenues	Balanced and realistic	Viable and sustainable plan		
	Financial need (leveraging of funds, seed money, inability to fund on their own through own resources or alternative revenue generation)	Unable to fund project without community grant funding	Limited own resources or alternative revenue generation	Own resources and some alternative revenue generation	Leveraging of matching funds (government or private)		
	Clarity on how the contribution will be used	None specified	Somewhat defined	Mostly defined	Clear objectives, targets and outcomes		
		<b>Total Score (out of 39)</b>					
		<b>Funding Recommendation</b>					\$