

Policy: Municipal Grants and Recognition Policy	Effective Date: May 22, 2001
	Revision Date: October 25, 2016
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Municipal Grants and Recognition Policy

Purpose:

To provide support to organizations that provide services that are of a general benefit to the community and to offer awards and gifts to persons whose actions or achievements are, in the opinion of Council, worthy of note and recognition.

Scope:

Commencing in 2017, this policy extends to recipients who received a Municipal Grant in 2016 in accordance with Schedule "A" attached hereto and forming part of this policy. Any new applicants/organizations must be based from the Township of Selwyn, more specifically they must be geographically based in the Township of Selwyn and must offer programs or services within the geographic boundary of Selwyn Township.

Objectives:

1. To provide financial assistance, supplementary to the main sources of revenue, for organizations that have demonstrated the ability to provide services that are of general benefit to the community.
2. To recognize the value of the volunteers and organizations whose programs promote well being and enhance the quality of life in this community.
3. To assist other communities who are facing specific crisis situations of an overwhelming magnitude, eg. 1998 ice storm.
4. To provide recognition to individuals or teams making extraordinary accomplishments.

General Provisions

1. Correspondence will be provided annually to the previous year's Municipal Grant recipients early in the first quarter of each year to advise of the upcoming Municipal Grant application process and any changes thereto.
2. Notice of the Municipal Grants and Recognition program will be posted on the Township's website and promoted through the Township's various communication methods e.g. social media, e-newsletter etc...
3. Applications for a Municipal Grant will be considered annually and applications will be due on March 31st of each year.

Administration

Procedures may be amended or added to the Municipal Grants and Recognition Policy as necessary and appropriate in order to ensure that it is current and applicable. Such amendments or additions shall be approved by Resolution of Council and be coordinated with, and form part of this Policy.

Municipal Authority to Make Grants & Awards

The authority of the Municipality to make grants is set out in the Municipal Act as follows:

General power to make grants

107. (1) Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1).

Assistance prohibited

106. (1) Despite any Act, a municipality shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses for that purpose. 2001, c. 25, s. 106 (1).

Same

- (2) Without limiting subsection (1), the municipality shall not grant assistance by,
- (a) giving or lending any property of the municipality, including money;
 - (b) guaranteeing borrowing;
 - (c) leasing or selling any property of the municipality at below fair market value;
or
 - (d) giving a total or partial exemption from any levy, charge or fee. 2001, c. 25, s. 106 (2).

The authority of the Municipality to offer awards and gifts to persons whose actions or achievements are, in the opinion of council, worthy of note is set out in the Municipal Act Spheres of Jurisdiction as follows:

Broad authority, lower-tier and upper-tier municipalities

11. (1) A lower-tier municipality and an upper-tier municipality may provide any service or thing that the municipality considers necessary or desirable for the public, subject to the rules set out in subsection (4). 2006, c. 32, Sched. A, s. 8.

Municipal Grants:

Budget Provisions

1. Each year during the budget process Council will establish the amount of funding available for allocation as Municipal Grants.
2. If Council does not allocate all of the budgeted amount in response to the applications received under this policy, the balance shall remain in the Municipal Grant account for that year and may be called upon to provide grants in urgent situations as deemed appropriate by Council.

Eligibility Requirements

1. An organization must show that it involves volunteers and offers programs which address identifiable needs in the community or which bestow benefit to the general community.
2. An organization must demonstrate that it is actively pursuing other sources of financial support and fundraising, eg. funding from other levels of government, donations, membership fees, ticket sales and user fees.
3. An organization must demonstrate a clear need for the funds being requested in order to enable the organization to provide a specific program.
4. An organization shall have designated Executive Members or a Trustee who will assume responsibility for the administration of the funds provided.
5. An organization shall submit, by March 31st of each year, a completed application form that is attached hereto as Schedule "B".
6. Eligible organizations include those recipients identified on Schedule "A" attached hereto and forming part of this policy provided that they continue to meet the eligibility requirements above. Any new applicants/organizations must be based from the Township of Selwyn, more specifically they must be geographically based in the Township of Selwyn and must offer programs or services within the geographic boundary of Selwyn Township, and they must also meet the eligibility requirements above.

Processing of Applications

1. Organizations must submit a completed application form by March 31st of each year that they are requesting a grant.
2. Grant applications will be mailed to each organization that received a grant in the previous grant year.
3. Complete grant applications received by the deadline will be presented to Council for consideration. Council will choose to allocate, or not allocate, funds to eligible organizations, as they deem appropriate.
4. Cheques will be issued for the total amount that Council has approved for each organization.

General Provisions

1. The granting of assistance in any one-year is not to be considered as a commitment to grant such assistance in future years.
2. Notwithstanding any other provision in this policy, Council may make grants to other communities/organizations at any time during the year where they deem such contributions to be warranted due to extraordinary situations.

Recognition Awards

Eligibility Requirements & Means of Recognition

1. An athlete or team who resides/is based in the Township of Selwyn who has captured a championship at a Provincial, National or International level. A cash award of \$20 and a Township pin. In the case of a team the award is given to each player and management member.
2. An individual or group from the Township of Selwyn who has been selected for participation in an educational activity/forum at a Provincial, National or International level. A cash award in an amount of Council's choosing with consideration being given to the costs to be incurred by the recipient(s) and two Township pins.
3. The individual selected each year as the recipient of the T.A.S.S. Community Service Award to recognize a Selwyn student (formerly the Lakefield Secondary School award). A cash award of \$100 and a Township pin.
4. Individuals or groups from the Township of Selwyn participating in educational exchanges. Two Township pins for each participant.
5. Individuals who reside in the Township of Selwyn who are members of a team based outside of the Township of Selwyn which has captured a championship at a Provincial, National or International level. A cash award of \$20 and a Township pin.

Processing of Nomination Forms

1. A completed Nomination Form, attached hereto as Schedule "C", must be submitted within 45 days of the event.
2. Nomination forms will be reviewed by staff and the appropriate recognition will be granted. Council will be advised of all recognition activities by way of a staff report.
3. Notwithstanding Section 8(2), where a nomination form is received pursuant to Section 7(2) the nomination will be referred to Council by way of a staff report for determination of the amount to be granted.

Schedule "A"

Eligible Organizations (commencing 2017)

Eligible Applicants (provided that they continue to meet the eligibility requirements above):

Beautiful Buckhorn Foundation Inc.
Buckhorn Community Centre & Athletic Association
Buckhorn District Tourist Association
Christ Church Community Museum
Community Care - Chemung Office
Community Care - Harvey Office
Community Care Peterborough – Lakefield Office
Ennismore & District Horticultural Society
Ennismore Homestead Theatre
Kawartha Lakes Stewards Association
Lakefield Animal Welfare Society
Lakefield & District Horticultural Society
Lakefield Farmer's Market
Lakefield Lion's Club
Pedal for Hope
Peterborough Children's Water Festival
Peterborough County Plowman's Association
Quilts for Cancer Peterborough County
Rock the Locks
Smith Ennismore Senior Citizens Club
Trent Lakes Outreach Centre
United Way of Peterborough & District
Veteran's Memorial Committee of Smith, Ennismore & Curve Lake First Nations
YMCA of Central East Ontario
Emerald Isle/Cow Island Association

New Applicants (provided that they meet the eligibility requirements above):

Any new applicants/organizations must be based from the Township of Selwyn, more specifically they must be geographically based in the Township of Selwyn and must offer programs or services within the geographic boundary of Selwyn Township.

Schedule "B"

Township of Selwyn

Municipal Grant Application

Submission Deadline: March 31st, 20__

1. Group Name: _____

2. Group Mailing Address: _____

3. Group Contact Name: _____

Contact Phone: _____

Contact Email: _____

4. Financial Information **to be included:**

Fully completed and signed "Financial Information Return" (attached to this application) and/or most recent Financial Statements.

5. Mission Statement of your organization: _____

6. What are these funds to be used for?

(Note: Funds are being granted on the condition that funds must be used for activities or services within the Township of Selwyn)

7. What benefits will be provided to the community?

8. Submission Dates and Location:

Submission Deadline: March 31st, 20__

Fully completed and signed Applications and Financial Documents are to be submitted to:

Suzanne Schroeter, Corporate Services Assistant
Township of Selwyn
Box 270
Bridgenorth, Ontario
K0L 1H0

Note:

- Brochures or promotional materials which describe the organization and its activities may be provided along with the application.
- No Grant will be made retroactively to fund deficits or shortfalls.
- Commitments made by an applicant prior to, or in anticipation of official written notification that a Grant has been approved, are done at the applicant's risk.
- In the event that an application is rejected, the Township will not be responsible for expenditures already incurred.

9. Conditions of Grant

As a condition of the award of a Grant, the applicant agrees to allow the Township Treasurer, or her delegate, to examine any records of the applicant to ascertain that the funds granted by the Township to the applicant have been properly expended for the purpose herein described.

I / We certify that the information in the application is true and correct.

Signature of two (2) authorized Principal Officers of the Organization required.

President/Chairman

Treasurer

Checklist:

- Fully completed the Municipal Grant Application
- Municipal Grant Application signed by two(2) official officers authorized by the organization
- Fully completed the Financial Information Return and/or attached your most recent Financial Statements
- Financial Information Return signed by two (2) official officers authorized by the organization
- Included any brochures or promotional materials

Municipal Grant Application "Financial Information Return"

Please complete this form and/or attach your most recent Financial Statements

Organization Name: _____			
Revenue	20__ - Budget	20__ - Actual	20__ - Projected
Grants - Township of Selwyn			
Grants - Other			
Memberships/Sponsorships			
Donations/Fundraising			
Other Revenue (Specify)			
Total Revenue			
Expenditures	20__ - Budget	20__ - Actual	20__ - Projected
Salaries/Benefits			
Rental Fees			
Insurance			
Light, Heat, Water			
Telephone/Internet			
Advertising			
Office Supplies & Printing			
Other - Specify			
Total Expenditures			
Excess (deficiency) of revenue over expenditures for the year			
Bank Balance At December 31, 20__			

I/We certify that to the best of our knowledge, the information provided in this community funding request is accurate and reasonable and is endorsed by the organization which we represent.
Signature of two (2) authorized Principal Officers of the Organization required.

Name: _____ **Title:** _____ **Date:** _____

Name: _____ **Title:** _____ **Date:** _____

Schedule "C"

Nomination Form – Recognition Awards – to be added

Recognition Certificates for Special Events and People

What is a Recognition Certificate?

Special people who do exceptional things should get recognized. It may be appropriate for the Municipality to help you recognize a special someone with a **Recognition Certificate** from the Township of Selwyn on milestone events such as the examples below:

- A birthday milestone (65+ or another special birthday number)
- Retirement after 20 or more years of service
- An athletic, artistic, career or academic accomplishment
- A 25th or later wedding anniversary
- A special award from a community, church or professional group

For these and similar occasions, you may feel it is appropriate for the Township of Selwyn to recognize the individual and the accomplishment.

The Recognition Certificate will be inscribed with the name of the recipient, details of the accomplishment and signed by your Mayor on behalf of the Township of Selwyn.

How to request a Recognition Certificate

Please complete the form below or contact our staff at 705-292-9507 to request a Recognition Certificate and we will gladly provide one to recognize your memorable event.

Your Name: _____

Your Address: _____

Your Telephone No.: _____

Your Email Address: _____

Recipient Name(s): _____

Reason for Certificate: _____

Original Date of Event: _____

(ie. Birthday December 3, 1950)

Would you like the Mayor to present the certificate? Yes No

If answer is yes:

Location: _____

Date: _____

Time: _____