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| <b>Subject:</b> Community Partnership and Development Fund Program | <b>Effective Date:</b> March 24, 2026 |
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**Purpose:**

The Community Partnership and Development Fund Program is intended to provide financial support for Community Organizations that provide a valuable resource and service to the municipality and its residents for minor capital projects or to support an initiative/program to develop internal capacity and/or enhance service delivery.

**Definitions:**

In reading and interpreting the Community Partnership and Development Fund Program policy, the following definitions apply:

**“Beautification”** means a project or initiative that benefits the local community or Township that is capital in nature. This would include but not be limited to such projects as horticultural/downtown initiatives (planter, tree purchase), seasonal displays (banners, seasonal decorations) and welcome signage (including entrance features on municipally owned road allowances).

**"Township"** means the Corporation of the Township of Selwyn.

**"Community Organization”** means a local community group, association or volunteer group which operates on a not-for-profit basis, is volunteer based, and provides a valuable resource or service to the municipality and its residents. More specifically, the organization must be geographically based in the Township of Selwyn and must offer programs or services within the geographic boundary of Selwyn Township.

**“Contributory Funds”** means that a Community Organization must provide contributory funding to be eligible to receive funding, in-kind services/donations are an eligible form of funding.

**“Culture”** means a project or initiative which enhances the area of arts, historical importance, and intellectual achievement.

**“Services Benefitting the Municipality”** means community services that build internal capacity and/or enhances service delivery, artistic endeavours, specific cultural and heritage activities, programs that improve the health and wellbeing of the community, programs that encourage participation in organized athletic activities, services or events directed for youth and older adults, public safety enhancement services and environmental services.

**“Special Event”** means any community activity that is a one-time occurrence being hosted/organized by a Community Organization and is for the purpose of a local community celebration without an expectation of profit generation.

## **Annual Funding Allocation**

\$10,000 will be allocated annually to this program.

In subsequent years, funds not accessed from the previous year will be brought forward to the following year and topped up to a maximum of \$10,000.

In 2026, the grant program will be funded by reducing the \$75,000 annual allocation to the Community Improvement Program (CIP) by \$10,000 which will result in no taxation impact.

## **General Eligibility**

Organization must be geographically located in the Township of Selwyn and have programs and services offered within the Township of Selwyn.

Program, activity, project, etc.. must be open, available, and benefit the community.

Must demonstrate other forms of revenue generation e.g. fundraising.

Have financial controls in place (budget, bank account, signatories, reporting etc..).

Must spend the funds for the sole purpose for which the funds were granted and for the period awarded.

Must consider/comply with applicable legislation, regulations and Township By-laws e.g. Occupational Health & Safety, Accessibility for Ontarians with Disabilities, Building Code, etc..

## Procedure:

### General Application Requirements

- 1) Community Organizations must apply in writing to the Community and Corporate Services Department prior to March 31<sup>st</sup> (commencing in 2027) for projects and/or initiatives to complete projects within the calendar year.
- 2) The applicant must demonstrate proof of contributory funds to be considered eligible for funding allotment. For the purposes of this Program, contributory funds can be cash or in-kind. Note: hours of time contributed by volunteers are to be valued at the current minimum wage.
- 3) The applicant must use the program application form and provide detailed description of the initiative including providing all required financial information (detailed budget).
- 4) Funds must be for a project that is capital in nature or in support of an initiative/program to develop internal capacity and/or enhance service delivery.

*Examples of Capital Projects: gateway sign, decorative project (sculpture, banner, planter, tree, bench).*

*Examples of Capacity Building: leadership training, volunteer recruitment strategy, strategic planning, fundraising plan, improving website, sustainability planning, volunteer training (health & safety, diversity, skills development).*

Funds are not intended to be used for annual operating purposes (maintenance, insurance, meeting expenses etc.). Should a capital project be applied for, the applicant must demonstrate the capacity to maintain the asset with own purpose operating funds, e.g. capital purchase of planters - the applicant must demonstrate their operating budget will support the ongoing maintenance of the planters (purchasing plant materials, watering the plants).

- 5) All funds must be expended during the approved timeframe of the funding, or future applications will not be considered eligible.
- 6) Applications will be submitted to the Community and Corporate Services Department and will be reviewed for completeness.
- 7) A staff report will be prepared and submitted for Council consideration as part of a regular Council meeting. The report will provide a summary of the applications, details about the project/initiative, financial information (budget), timing, etc...

- 8) Council will allocate funds based on the review of the applications as outlined in Section 7. Council has the ultimate authority to grant funds, or not grant funds.
- 9) Payment of funds will be dispersed based on project completion and proof of payment. Requests for an advance partial payment (deposit) must be requested as part of the application and approved by Council. Applicants must provide a brief report outlining the outcome of the project when requesting payment.
- 10) Applications can also be made to the Township's Municipal Grant program provided that the application is for a different program or initiative.

## **Administration:**

This Program may be amended or added to as necessary and appropriate in order 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 Program.

## **Applicable Legislation:**

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.

**Related Documents:**

- None

**Schedules:**

- Application (to be developed)