



Community Grants Policy

1. Purpose

This policy is to establish a grant process that supports and encourages community organizations and events that enrich the quality of life within the Township.

2. Policy

The Township on a yearly basis will solicit applications from community organizations for projects or events supporting community initiatives. The total amount available within a calendar year will be based on what has been set within the year's operating budget. Individual allocations to organizations will be based on a pre-determined structure. Being approved in one year does not guarantee funding in the following year. Multiple intakes of applications may occur in one calendar year, depending on uptake in the funding. When multiple intakes occur in a year, an applicant can only qualify for funding once per year per stream. However, a different stream may be applied to in subsequent intakes.

3. Definitions & Guideline

Community organizations: Not for profit including unincorporated groups or registered charitable organizations who:

- operate a business, provide a service or event within the geographic boundaries of the Township of South Frontenac
- have the ability to show the stability or sustainability of the organization/group
- in the previous calendar year, received less than 75% of its operating budget from government grants.
- Submitted financial statements from the previous calendar year with your Letter of Intent along with a list of current officers.

4. Criteria for All Grant Recipients

1. Submissions must have a well-defined purpose and take place / be completed within the calendar year of receiving the grant.
2. Submissions must meet the requirements of the application process.
3. The Grant request may be for:
 - a new, improved or expanded community service (including necessary supplies)
 - a community event
 - an acquisition, improvement or expansion of a facility or its related equipment
 - the acquisition and installation of community assets
4. Final reports from any previous year's funding must have been received in order to be considered for the current year.
5. Unspent funds must be returned to the Township following completion of the project.



6. In years where there are multiple intakes, applicants may apply to subsequent intakes if the application is for a different grant stream.
7. Applicants cannot be in receipt of other program specific Township funding.

Grant Streams

1. Operating

- Grant up to \$2,500
- Grants will not be given:
 - to cover deficit or retire debt
 - to respond to annual fundraising drives to sustain support
 - to support recurring operating expenses of established organizations or programs

2. Sponsorship

- Grant up to \$2,500
- Sponsorship funds provided must be for a specific purpose of the event (i.e. music, food, sleigh rides, etc.)
- Township sponsorship must be clearly acknowledged and promoted at the event and in all materials
- The event must be open to the community and must be free to attend, or as an alternative the proceeds are provided to a local charity

3. Capital

- Grant up to \$5,000
- The applying organization must match the grant dollar for dollar
- Can be used for the acquisition, improvement or expansion of equipment or facility owned by the applicant
- Written quotes for the work must be submitted with the application
- 50% of the approved grant will be released upon approval and the remaining 50% of the grant will be paid out upon submission of paid receipts

4. Community Asset

- Grant up to \$2,500
- Applicant must be providing further funding or in kind services associated with the project
- Examples include benches, signs, planter boxes
- These assets ultimately become property of the Township



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Township of South Frontenac

4432 George St, Box 100

Sydenham ON, K0H 2T0

613-376-3027 Ext 4354

communications@southfrontenac.net

Preference will be given to new projects/new groups however previously approved projects/groups may also reapply and be approved for further funding if there is evidence that the program or event is developing successfully.

Schedule 1: Application Process

How to Apply:

1. the Township will advertise on their website and in the local paper to announce the application process. Applications will be received until **Tuesday April 30th, 2024.**
2. Download and complete the Letter of Intent form from our website.
3. Deliver or [email \(communications@southfrontenac.net\)](mailto:communications@southfrontenac.net) your Letter of Intent, along with necessary financial statements, in person or by mail to:
Township of South Frontenac
P.O. Box 100
4432 George Street
Sydenham, ON
K0H 2T0
Re: Community Grants
4. All Letter of Intents will be reviewed by staff and presented for Council approval. Grant decisions are anticipated to be announced by mid-May.

Evaluation:

Once all applications have been received, staff will review them and rate them on their impact to the community and the ability to support or improve the quality of life for residents. A pre-determined scoring system will be used by the Township prior to beginning the review process.

Should multiple applicants meet the application requirements and goals of the funding, a fixed amount will be granted to each organization with any remaining funding allocated based on the percentage applied for and the total funding available.

Submissions beyond the scope of this grant process may be presented for separate consideration to council in advance of the next operating budget review.

If you are selected for a grant, you will be asked to sign a grant agreement. Upon completion of your project or event, you are required to submit a Final report. The final report is intended

www.southfrontenac.net

South Frontenac is a welcoming and thriving rural community



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to help you evaluate the initiative and help us evaluate the effectiveness of our grants in supporting and improving the quality of life in our community.

Contact: For further assistance, please contact communications@southfrontenac.net.

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