

GRANT POLICY

Purpose

In accordance with Section 107 of *the Municipal Act*, Elgin County Council may provide grants to non-profit organizations and groups who operate within, and/or provide services to, Elgin County for any purpose that Council considers in the interest of the municipality. These services include but are not limited to the areas of recreation, arts and culture, environmental and other activities that support purposes beneficial to the community.

Overview

Elgin County recognizes the need to assist non-profit organizations in taking on new initiatives and assisting organizations in carrying out their responsibilities. The County believes that organizations should become sustainable as soon as possible after they begin operations and should remain sustainable if the community provides the level of funding required for their operation. In other words, the County will not be supporting on an ongoing basis, any organization that does not have a sufficient amount of support, financial or otherwise, from the community.

Annual Grant Funding

Council shall establish annually, a monetary guideline of \$3.00 (2017 dollars indexed for inflation) per household per year for all annual regular grant requests.

Guidelines:

Qualification of Applicants

1. Cannot be a commercial or industrial organization. (*Municipal Act*, Section 106)
2. Must be a not-for-profit organization
3. Must benefit the community.
4. Cannot be agencies whose mandate is the responsibility of other levels of government where funding has been withdrawn.
5. Are not eligible if in arrears to the County.
6. Are not eligible if they provide grants to others.
7. Cannot be currently receiving any additional funding from Elgin County.

Evaluation of Applications

Each grant review Committee member will complete an evaluation and give each application a score. In the likely event that request for grants exceed funds available, this score will be used to determine the amount of dollars for each applicant. This means applicants may not receive their full request but rather a portion of their request. The following evaluation criteria will be used to evaluate the various applications:

1. Preference to organizations that provide programs events or services to a large number of children, youth, seniors, or volunteers.
2. Applicants must prove they have established diversified sources of revenue
3. Applicants may need to provide a comprehensive business plan to justify their application.
4. Applicants will be required to provide evidence of financial need.
5. Applicants shall demonstrate any and all economic spin-off benefits to the community.

Process

1. All applicants must submit their grant request no later than December 31st of the prior year of the funding request.
2. All applications will be initially reviewed by the committee responsible for grant review. If a pecuniary interest should exist in regards to an Application, that member of the Committee must declare a conflict and withdraw participation in the discussion.
3. The grant review Committee will review each application and make recommendations to Council the evaluation criteria established in this Policy.
4. 90% of grant entitlements will be paid out as soon as possible after Council budget approval, where applicable.
5. Grant recipients must provide written confirmation to the County, no later than December 31st of each calendar year, regarding how and where the grant funds were expended. This written confirmation may be included with the organization's following year grant request if appropriate. Failure to do so may eliminate the organization from future grant funding consideration. Final 10% of Grant entitlement will be paid upon receipt of final report.

Applications

A grant application letter addressed to the grant review Committee, along with attachments, must clearly and concisely include the following:

- Legal name of organization, along with address and contact information
- Revenue Canada Charity status and provincial non-profit incorporation status
- Mandate of the organization
- Planned use for the grant
- Amount of grant request
- Other sources of funding
- Forecasted economic and social impact of the initiative (project or event for which the grant request is being made)

- Future plans to become self-sustaining
- Latest available financial statements

Evaluation Matrix

Scoring Criteria	Score
The initiative will serve the local interests of the residents of the County of Elgin and will uphold the Corporation's strategic values.*	<u>20 Points</u>
The initiative provides access to the arts, culture, environment, heritage, recreation, lifelong learning and/or health activities.*	<u>20 Points</u>
The project, initiative or event will contribute to the economic prosperity of the County.*	<u>20 Points</u>
The initiative demonstrates broad support by way of having adequate funds and support from other sources and stakeholders and/or significant evidence of broad community support.	<u>20 Points</u>
There is clear alignment between the initiative and its' intended goals.	<u>10 Points</u>
The initiative has other innovative, creative thinking attributes.	<u>10 Points</u>
Total **	<u>100 Points</u>

* commensurate with the amount of grant being requested

** minimum of 50 points required to be eligible for grant funding