



POLICY AND PROCEDURE – PROJECT GRANT POLICY

OBJECTIVE

The Municipality of Bluewater's Grant Program provides limited funding for projects that enhance and enrich the community. Council makes all funding decisions based on local needs and priorities and in concert with Council's approved budget, strategic goals and objectives.

Grant funds are intended to support project-based initiatives in the areas of:

- Community Services
- Arts and Culture
- Social Services
- Environment

DEFINITION OF FINANCIAL ASSISTANCE

1. Direct Grants
2. Use of Municipal Property/facilities at reduced or no cost
3. Fee waivers (permits, etc.)
4. Municipal Staff support
5. Equipment supply
6. Materials supply
7. Insurance coverage

CATEGORIES FOR FUNDING

- Community Events/Parades*
- Tourism/Economic Development
- Arts/Culture/Heritage
- Community Social Assistance

*Note: Organizers of Parades are required to provide liability insurance in the amount of \$2,000,000. The cost of obtaining such insurance may form part of any grant application, along with the necessary Municipal Staff support.

GUIDELINES

1. All requests for financial donations and grants should be considered having regard for the Municipality's current budget. Under normal circumstances, only one request per organization is to be considered in a calendar year.
2. All grants/awards will be assessed in terms of the need for the project; cost effectiveness; financial viability; contribution to the quality of life in the community; community response, and apparent quality.

3. In general, organizations from which the Municipality purchases services or with which it has contracts, will not be eligible.
4. Organizations/charities whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant. Similarly, organizations in a position to issue charitable tax receipts themselves shall not be considered for a municipal donation or grant.
5. Organizations that may be located within the Municipality but are more County of Huron organizations that represent or service a special interest group shall not be considered.
6. One-time special requests for assistance will be considered on an individual merit basis. Examples of these types of requests would be flood or ice storm disaster relief requests either locally or on a broader scope.
7. The grant should not be considered as the primary source of funding for the organization. Grants are intended to be supplementary to main sources of funding for organizations. The group must show exploration of other financial support and option (ie. fundraising) and adequate volunteer support.
8. The Municipality, through its grants process, will not contribute to outstanding deficits.
9. There will be no consideration given to requests for donations/grants from recreation groups.
10. There will be ongoing consideration given to providing school awards to local schools.
11. The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years.
12. No financial donations or grants will be considered unless specifically authorized by this policy.
13. In making grants, the Municipality may impose such conditions as it deems fit.

ELIGIBILITY*

1. Applicants must demonstrate the need for the specific project/program. Each proposal must identify a specific defined benefit and outcome and be located within Bluewater.
2. Applicants, with the exception of local elementary and secondary schools, must be non-profit community groups and organizations governed by a community-based volunteer board of directors. Individuals are not eligible.
3. There can only be one application per fiscal year for each organization or event.
4. Applicants, upon request by the Municipality, must provide an organizational budget and a proposal specific budget. Grants will not be considered for organizations offering services for which other governments have a clear, legislative responsibility (e.g. education, health).

Please note grant applications that are eligible under other grant programs may be given a lesser priority in the evaluation process.

GUIDELINES

Applicants may apply for a grant of up to 25% of the project budget. The final grant will be based on up to 25% of the net project costs or 25% of the project budget, whichever is less. Exceptions to this guideline may be considered at Council's discretion.

The budget submitted should be for the total project. It should identify all sources of income including other grants, self-generated revenue, contributions, etc.

In addition to submitting an application and appropriate financial information all organizations requesting grants may be asked to make a brief presentation to Council.

Application packages are available through the Clerk's office. Completed applications are accepted once a year and must be received by the Municipal Clerk's office by November 1.

APPLICATION REVIEW

The Clerk's office will review all applications for eligibility/completeness of information.

Council is the final granting authority.

The Clerk's office will notify all applicants of Council's decisions no later than February 1.

OBLIGATIONS UPON RECEIVING A GRANT

Successful applicants must provide a report on the project no later than 90 days following completion of the project. The report must certify that funds were spent on activities described in the grant application and must also include:

- a complete and accurate financial accounting of the project, authorized by a representative with legal or financial signing authority;
- a description of the outcome of the project and an evaluation of the success of the project; and
- copies of any printed materials and/or publicity generated by the project.

Grant recipients must acknowledge the Municipal contribution to the project in all related public information, printed material and media coverage. The Municipal logo is available through the Clerk's office.

DISTRIBUTION OF FUNDS

Funds will be distributed to successful applicants upon the signing of a letter of agreement stating that the applicant will comply with the obligations as listed above. Normally, 10% of any grant over \$2,500.00 awarded will be withheld pending receipt and approval of the final report. Failure to provide the final report will result in forfeiting the final 10% of the grant awarded and forfeiting eligibility for future grants. Grants under \$2,500.00 are not subject to holdbacks.