

Community Grants Program Policy

Authority	Council		
Establishing By-law No.	2019-086	Amending By-law No.	2023-119

1. PURPOSE

To establish a transparent, fair and equitable policy for the distribution of Community Grants for the Corporation of the Town of Gananoque.

2. SCOPE

This Policy applies to all Groups and Individuals who are eligible to apply for a Community Grant for the Town of Gananoque.

The Town of Gananoque recognizes the following key principles as cornerstones of its Community Grants Program.

- **Equity Participation and Fairness:** Fair and equitable access to recreation, cultural, festival or social programs and services for everyone is an important foundation of our community. Services that respond to changing and diverse needs of individuals, families and communities will provide maximum benefit.
- **Sustainability:** This program supports the development of viable recreation, cultural, festival and social opportunities that have the support of the community and are well planned and have the necessary organization, human and financial resources to be self-sustaining.
- **Partnerships and Coordination:** It is important to coordinate efforts between all interest groups. By working together to maximize and share resources, we will ensure that our services are relevant to residents of the Town of Gananoque.

3. AUTHORITY

The Treasurer has delegated authority to implement, execute, monitor and administer this Policy and to review and approve Grant Applications.

The Treasurer is directed to report to Council on quarterly basis on the status of the Community Grant Program.

4. POLICY

PROCEDURE/PROGRAM GUIDELINES

Who Is Eligible

Any Town of Gananoque resident or not-for-profit/charitable community organization that provides or develops recreation, cultural, festival and social opportunities for the residents

of the Town of Gananoque is eligible to apply. Applications from school teams/clubs are eligible if a teacher, leader or coach sponsors the application.

Who Is Ineligible

Projects or requests originating from schools, Parent-Teacher Associations, political organizations, provincially or federally tax supported organizations and non-Gananoque based organizations are not eligible.

What Is Eligible

Projects that are recreation, cultural, festival or social in nature that provide for equal opportunities and access to participation for Town of Gananoque residents or offer the potential to attract tourists to the area. Emphasis is on projects that are financially responsible cost-shared projects and are deemed to provide a viable community service.

Total Annual Budget – 5% of Casino Revenues, as funds are available.

Grant Categories

1. Program Development	Annual Allotment	20,000
2. Festivals/Facility Use	Annual Allotment	39,500
3. Travel	Annual Allotment	500

Frequency of Application

An individual or organization may receive support for only one (1) grant per year. It is the intent of this program to allow for short-term cost shared financing and not for organizations to become financially dependent on these funds over the long term.

Application Procedures

The individual or organization must submit a completed and signed application form to the Town of Gananoque’s Treasurer, meeting the appropriate review period, and provide a list of other Grant Applications from any funding source in support of the vent cited on the Community Grant Application.

Review Process

Applications for financial assistance will be reviewed by the Treasurer for completeness. The Treasurer will review the application and present the application to the Senior Management Team to ensure that the proposed event is in compliance with Town policies and by-laws.

The Treasurer will make recommendations to Council to approve grants that clearly meet the eligibility of the policy. In additions, applications that deviate from the policy shall also be brought to Council for consideration. Funding approval will be based on the eligible criterion and available funding. This is an ongoing process throughout the year until all funds are exhausted. Recommendations will be made to Council every 2 months until the annual budget is exhausted.

Post-Project Report

An individual or organization that receives a grant from the Town is required to submit a post-project report within two months after the completion of the project, which clearly articulates the success of the project, the number of attendees, and how the funds were spent. If the report is not submitted, further requests for financial support will not be considered.

Town of Gananogue Recognition

An individual or organization that receives a grant from the Town of Gananogue must clearly acknowledge the receipt of financial assistance by the Town on all publicity or promotional materials.

GRANT CATEGORIES

1. Program Development Grant

Objective

To enhance the opportunity for increased participation, access and equity for new initiatives in recreation, cultural and social programs for residents of the Town of Gananoque. The intent of this category is to encourage cost-sharing ventures and not to encourage long-term financial dependency. The maximum grant for this category is \$5,000 per request. Grant applications for this section must be received in a complete format at a minimum of four (4) weeks in advance of funds being required. The Town of Gananoque reserves the right to ask for copies of receipts validating expense claims.

Examples of Eligible Projects

Examples of projects that are eligible for consideration include: purchase of program equipment and supplies, marketing or public relation venues to attract new participants, start-up operational costs for a new program or service, leadership training and development opportunities for volunteers.

2. Festivals/Facility Use

Objective

To assist Town of Gananoque community-based organizations in offsetting expenses for new festivals and/or the rental of Town of Gananoque facilities and/or security costs. It is the intent of the grant to encourage cost-sharing financial ventures and not to have long-term financial dependency. The Town of Gananoque reserves the right to ask for copies of receipts validating expense claims.

- In general, the maximum grant for this category is \$5,000 per request, up to a maximum of 50% of the cost of the event. (Note: A festival is defined as an event designed to attract tourists to the Town of Gananoque, and/or entertainment/educational value for residents.
- Events which can demonstrate the ability to attract in excess of 5,000 visitors will be eligible for a one time grant of \$10,000, up to a maximum of 50% of the cost of the event.
- Events and Festivals must be physically located within the geographic boundaries of the Town of Gananoque.
- New is defined as festival or event in its first three years of operation.
- Grant applications under this section for tourism related events must be received in a complete format at a minimum of six (6) weeks in advance of funds being required.

Also eligible under this section is a contribution towards fees for municipal facilities and/or security costs. Local charitable organizations may apply for up to 50% of the cost of rental fees and/or security costs for community events, to a maximum of \$500. Please note that all frequency of application requirements will apply. Preference will be given to new events. (Facility rental and booking should be discussed with the appropriate Town staff prior to application.)

The applicant reserves the right to appeal to Council for more than a 50% rental cost reduction. Council will consider further rental costs reductions to groups who, in Council's opinion, provide a community benefit that outweighs the financial implications. A further reduction shall be considered primarily for charitable groups, but in some instances, some non-profit or other organizations may be considered. In responding to groups requesting exemptions, Council will take into account the staffing costs and operating cost related to the use of requested facilities, and also the consumption of any related capital asset.

Examples of Eligible Projects

Examples of projects eligible for consideration include: marketing-promotion or public relation instruments to promote an activity or new program, purchase of professional services for a special event activity, rental of equipment, security costs and rental of Town facilities.

3. Travel

Objective

To assist individuals or teams in offsetting transportation costs to regional, provincial or nationally sanctioned events. It is the intent of this grant to encourage cost-sharing financial ventures and not to create long-term financial dependency.

This grant category is available to Gananoque based teams or clubs up to a maximum of \$50 per participant. For example a team could include 15 players, 2 coaches and 1 manager or team administrator. The event must be held at a location which is further than 100 km or 60 miles from the limits of the Town of Gananoque. The organization or individual must receive an official invitation from the host community or have qualified to attend the event through regional, provincial or national competitions.

The organization must have a minimum of 80% of its membership being Gananoque residents. An individual applicant must be a Gananoque resident. (Note: A list of participant names and home addresses must be provided at the time of application. Substitutions will be permitted providing the 80% citizenship level is maintained. Applications for groups with less than 80% Gananoque residency will be considered, but only to the level of residency. For example, a group with 20 members with only 8 Gananoque residents would be eligible for funding for 8 persons.)

The applicant reserves the right to appeal to Council for a grant beyond the \$50 per individual limit for applications of extenuating circumstances. The Town of Gananoque reserves the right to ask for copies of receipts validating expense claims.

Grant applications for this section should be received in a complete format at a minimum of four (4) weeks in advance of funds being required whenever possible. The Town recognizes that timelines for grants under this category may present a problem for some organizations.

COMMUNITY GRANTS PROGRAM

A. APPLICATION INFORMATION

Description of organization or individual requesting the grant.

1. Name of organization/individual: _____

Incorporation number: _____

Affiliated with a larger organization. If yes please provide name _____

2. Mailing Address: _____

Town: _____ Postal Code: _____

Phone (home): _____ Phone (office): _____

3. Contact Person(s):

Name: _____ Name: _____

Title: _____ Title: _____

Address: _____ Address: _____

Phone (home): _____ Phone (home): _____

Phone (office): _____ Phone (office): _____

4. List of Executive of organization:

President _____

Vice President _____

Secretary _____

Treasurer _____

(Please attach other officers of your organization on a separate list)

B. GRANT CATEGORY

1. What category of grant are you applying for:

(a) Program Development _____

(b) Festivals/Facility Use _____

(c) Travel _____(See Note Below)

Note:

If you are applying under the travel category, please attach a list of participant names and home addresses at the time of application. Substitutions will be permitted providing the 80% citizenship level is maintained.

2. Amount requested: _____

3. Is this a new program? Yes ____No ____

4. Are you requesting funds from other sources: Yes_____ No _____

Explain if answer is yes:

5. Have you applied for funding in the previous five years? Yes____ No _____

If Yes, when and for what projects?

C. PROJECT INFORMATION

1. What is the purpose of your grant request? Describe the event - time, place, participants. If more space is required, please attach a separate sheet.

2. If your program is not new, in what way is your project an enhancement to your present program, and how will it increase participation?

3. What do you hope to achieve as a result of your project?

4. How many Town of Gananoque residents will actively participate?
5. How many tourists do you anticipate attracting to this event?
6. How many people will be non-participants, spectators?

D. PROJECT BENEFITS

1. Is this a onetime only request? Yes_____ No_____ Explain if answer is no:

2. Will there be a charge to participants? Yes _____ No _____

Comments:

3. Will there be a charge to spectators? Yes_____ No _____

Comments:

4. If your group/project is anticipating a profit, describe how these funds will be used.

5. What area does the activity serve?

- (a) Town of Gananoque
- (b) a specific part of the region
- (c) the entire region

Explain:

6. Whom does your project or activity serve?

- (a) general population of Gananoque
- (b) general population within Region
- (c) specific segments of population

Please fill in the following Project Budget Information

PROJECT BUDGET

Expenditures	Amount	Revenue (sources of)	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total		Total	

AMOUNT REQUESTED FROM THE TOWN: _____

INDIVIDUAL/ORGANIZATION CONTRIBUTION: _____

CHEQUE PAYABLE TO: _____

STATEMENT BY APPLICANT: On behalf of and with authority of the organization, I certify that the information provided on this application for a grant is true, correct, and complete, and that the organization agrees to abide by the program guidelines. I/we hereby agree to provide the Town of Gananoque with a post-project report upon successful completion of the project.

Signature of official signing officer

Date

The legal authority for the collection of this information is the Municipal Act of Ontario. The Town of Gananoque uses this information for the purpose of carrying out its responsibilities under the Act.

TOWN OF GANANOQUE POLICY

COMMUNITY GRANTS PROGRAM – POST PROJECT REPORT

(To be completed and return within sixty (60) days after your event. Failure to return this form will result in the refusal of future grants to your organization)

Applicant: _____

Amount Received: \$ Purpose

of Grant: Success of your

project:

Final Statement of Operations

Expenditures	Amount	Revenue (sources of)	Amount
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
	\$		\$
Total		Total	

If your final statement indicates that a profit was achieved, please describe how these funds will be utilized.

If you applied for a travel grant, please attach a list of participant names and home addresses to your final report.

I certify that this report is a true statement of our project.

Name: Signature: _____ (Please Print)

Date: _____

PLEASE RETURN THIS APPLICATION TO:

Melanie Kirkby
Treasurer
Town of Gananoque
30 King Street East
Gananoque, Ontario K7G 2T6
Email: mkirkby@gananoqe.ca
Phone: (613) 382-2149 ext. 1124
Website: www.gananoque.ca