



SPECIAL GENERAL COMMITTEE AGENDA

July 30, 2024

COUNCIL CHAMBERS – CIVIC SQUARE

Council Information Packages are available on the City of Welland website at
<https://www.welland.ca/Council/CouncilInformationPackages.asp>

	Pages
1. OPEN SPECIAL GENERAL COMMITTEE MEETING - (5:00 P.M.)	
1.1 OPENING REMARKS FROM THE CAO	
1.2 CALL TO ORDER BY VICE MAYOR CLAUDETTE RICHARD	
1.3 ADDITIONS/DELETIONS TO AGENDA	
1.4 DISCLOSURES OF INTEREST	
1.5 ADOPTION OF MINUTES	
1. General Committee meeting of June 25, 2024.	2 - 4
2. VERBAL REPORTS AND DELEGATIONS - NIL	
3. COMMITTEE-OF-THE-WHOLE (OPEN) - (ITEMS AUTOMATICALLY REMOVED FROM BLOCK)	
3.1 Community Grant Program – Core Principles. Ref. No. 24-5	5 - 8
3.2 Community Grant Policy Options & Framework. Ref. No. 24-5	9 - 57
4. ADJOURNMENT	



**CITY OF
Welland**

MINUTES OF GENERAL COMMITTEE MEETING

June 25, 2024

COUNCIL CHAMBERS – CIVIC SQUARE

Meeting Number G.C. 2024 – 05

Members Present: Chair C. Richard

F. Champion

J. Chiocchio

T. DiMarco (virtual until 7:45 p.m.)

B. Fokkens

B. Green

M.A. Grimaldi (virtual)

J. Lee

D. McLeod

A. Moote (8:47 p.m.)

S. Setaram

G. Speck

Members of the Staff Present:

Chief Administrative Officer, R. Axiak

Deputy City Clerk, L. Bubanko

Director of Infrastructure Services, SM. Millar (virtual)

Director of Planning and Development Services, G. Munday

Policy Planning Supervisor, N. Aiello

Deputy Fire Chief, M. Richardson

MINUTES OF GENERAL COMMITTEE MEETING -- Page 2

**Tuesday, June 25, 2024
Meeting Number G.C. 2024 – 05**

Chair C. Richard called the General Committee Meeting to order at 7:41 p.m.

- 1. ADDITION/DELETIONS TO AGENDA: Nil**
- 2. DISCLOSURES OF INTEREST: NIL.**
- 3. ADOPTION OF MINUTES OF THE GENERAL COMMITTEE MEETING OF MAY 21, 2024**

Moved by Fokkens that the Minutes of the General Committee Meeting of May 21, 2024 be hereby approved and adopted.

CARRIED

- 4. DELEGATIONS:**

24-28 Carolyn Dyer, Executive Director, Regional Essential Access to Connected Healthcare Niagara (REACH) re: REACH's programs and services.

Moved by McLeod

THAT GENERAL COMMITTEE receives for information the presentation by Carolyn Dyer, Executive Director, Regional Essential Access to Connected Healthcare Niagara (REACH) regarding REACH's programs and services.

CARRIED

- 5. PRESENTATIONS:**

07-88 David Riley, Planner, SGL Planning and Design re: Update on the Official Plan Process and Draft Official Plan.

Moved by McLeod

THAT GENERAL COMMITTEE receives for information the presentation by David Riley, Planner, SGL Planning and Design regarding an update on the Official Plan Process and Draft Official Plan.

CARRIED

MINUTES OF GENERAL COMMITTEE MEETING -- Page 3

**Tuesday, June 25, 2024
Meeting Number G.C. 2024 – 05**

6. STAFF REPORTS:

PB-2024-22 Director of Planning and Development Services, G. Munday-
City of Welland's Official Plan Update- Draft Official Plan. Ref. No. 07-88

Moved by Setaram

THAT GENERAL COMMITTEE receives Report PB-2024-22 for information
regarding the Draft Official Plan Update.

CARRIED

During discussion, Councillor Setaram suggested posting Facebook ads
and placing ads in public places to reach as many people as possible.
Councillor Speck suggested that limiting Members to speak only 5 minutes
will not be enough time for this subject.

The General Committee Meeting adjourned at 10:48 p.m.

SPECIAL GENERAL COMMITTEE MEETING
COMMUNITY SERVICES DEPARTMENT
RECREATION, SPORT AND CULTURE DIVISION

REPORT CS-2024-19
July 30, 2024

SUBJECT: Community Grant Program – Core Principles

AUTHOR: Jessica Ruddell, Director of Community Services

APPROVING: Rob Axiak, CAO

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND provide direction to staff to create a Community Grant program that will require organizations to be self-sustainable providing a maximum of three years of funding; and further

THAT Welland City Council provide direction to staff to create a Community Grant program that is focused solely on the jurisdiction of a lower tier government and aligned with the Welland tax levy.

RELATIONSHIP TO STRATEGIC PLAN:

This recommendation is aligned to Council’s strategic priority of ensuring “**Liveability**” by creating a sense of belonging while enhancing mobility by improving access to recreation and community events, ensuring adequate housing options, encouraging job growth, and improving ways to efficiently move people throughout the city.

EXECUTIVE SUMMARY:

The Policy and Process for the Welland Community Grant Program will be presented for Council approval in August 2024. This policy has undergone extensive review and consultation, including a report on the current grant policy and research into municipal best practices.

Staff require a decision by Council on two core principles that will form the final policy report:

- **Self-Sustainable:** Organizations will receive grant funding for a maximum of three years, encouraging financial independence and reducing reliance on municipal funds.

- Spheres of Jurisdiction: Grant funding should be aligned with the City's areas of responsibility, ensuring property tax revenues support local needs and priorities.

Council's direction on these principles will shape the final Community Grant Policy to be presented in August 2024.

BACKGROUND:

A Policy and Process for the Welland Community Grant Program is scheduled to come before Council for final approval in August 2024. Prior to this final report, staff have brought several reports to general committee and have completed a review on municipal best practices.

The City's existing Grants and Special Assistance Policy was most recently updated in July 2020. On March 26, 2024, staff brought forward report CS-2024-05 to provide an overview of the City's current permissive grant policy and legacy funding. The report outlined the pros and cons of the City's current approach, provided examples from other municipalities, set out requirements for an updated policy, and posed some questions to each member of Council to gather feedback. On May 21, 2024, staff returned to have a fulsome conversation regarding granting. Unfortunately, this meeting timed out and the next available General Committee meeting was filled with another timely topic (Draft Official Plan), leaving this report to be finalized later in today's agenda.

This report seeks Council's direction on two distinct core principles as related to the Welland Community Granting Program, as shown in each of the recommendations of this report:

- **SELF-SUSTAINABLE:** The expectation for each organization to become self-sustainable, by providing a maximum of three years of funding. Grant funding awarded by the City would be viewed as seed money with the expectation the organization would seek other funding sources and not be reliant on the City. This approach would eliminate any legacy funding category.
- **SPHERES OF JURISDICTION:** As a lower-tier municipality, we have designated areas of responsibility known as a sphere of jurisdiction. The funding for these municipal services within the City's sphere of jurisdiction primarily comes from property taxes, commonly referred to as the tax levy. This financial model ensures that the necessary resources are available to manage and maintain these local services effectively, addressing the needs of our community. The recommendation in this report is to align the funding collected through property taxation to provide grant funding to the areas within the jurisdiction of the City as a lower-tier government. (ref. S. 11 Municipal Act, SO 2001, c25)

DISCUSSION:

Self-Sustainable:

It was evident from the majority of feedback received by Council and from the research conducted from other municipalities that working towards a self-sustainable model is preferred. It is also understood that this has not been our approach in Welland and changing this expectation will be met with challenges.

A self-sustainable model when providing community grant funding involves offering financial support to organizations for a limited period, typically up to three years. This funding acts as seed money to help the organizations establish themselves and develop their operations. The goal is to encourage these groups to become financially independent and sustainable, reducing their reliance on ongoing municipal funding. By the end of the grant period, the organizations should be able to stand on their own financially, using the initial support to build a foundation for long-term success.

Staff are seeking Council's direction on this matter (Recommendation #1). Should self-sustainability be approved, this core principle will be embedded into the forthcoming Community Grant Policy. Should this core principle not be approved, community organizations would have open access to applying annually with no cap on duration.

Spheres of Jurisdiction:

In the Municipal Act of Ontario, "spheres of jurisdiction" refer to the specific areas of responsibility allocated to different levels of municipalities. For lower-tier municipalities, these include local concerns such as arts and culture, parking management, economic development, and recreation. Upper-tier municipalities handle broader regional issues like public transportation, health services, and social services. These jurisdictions allow each level of municipal government to enact by-laws and manage services within their defined areas of authority, ensuring efficient governance and service delivery, which draw from a specific tax levy (e.g. property taxes). The provincial government holds jurisdiction over matters including areas such as health care, education, housing, social assistance, and major infrastructure. Traditionally, lower-tier municipalities play a role in advocating other levels of government to address local needs for matters of regional or provincial jurisdiction. Council can put forward a motion for consideration requesting action from other levels of government.

If a lower-tier government provides grant funding (sourced from property taxes) to an organization operating outside its jurisdiction (e.g. Regional or Provincial government), several issues may arise. Firstly, it could lead to the misallocation of taxpayer funds, diverting resources away from local needs and priorities under the scope of the City. This can result in reduced service levels and dissatisfaction among residents who expect their taxes to benefit their community directly. Additionally, there may be legal and accountability concerns, as the municipality

might lack the authority or mechanisms to oversee and ensure the effective use of these funds outside its jurisdiction.

Staff are seeking Council's direction on this matter (Recommendation #2). Should focusing grant funding (funded by property taxes) for organizations that fit within the designated areas of responsibility for City jurisdiction as a lower-tier municipality be approved, this core principle will be embedded into the forthcoming Community Grant Policy. Should this core principle not be approved, additional funding and resourcing should be accounted for as part of the budget process (e.g. new Tax Levy).

FINANCIAL:

There are no financial impacts to this report. Staff are seeking direction on core principles only at this time.

CONCLUSION:

This report outlines two key principles for the Welland Community Grant Program: implementing a self-sustainable model that limits grant funding to a maximum of three years AND the alignment of grant funding with the City's sphere of jurisdiction. These principles aim to encourage financial independence for organizations and ensure taxpayer funds are used effectively within the City's areas of responsibility. Council's direction on these recommendations will be crucial in finalizing the Community Grant Policy and ensuring it aligns with Welland's strategic priorities for economic growth and sustainable community development.

ATTACHMENT:

N/A

GENERAL COMMITTEE MEETING
COMMUNITY SERVICES DEPARTMENT
RECREATION, SPORT AND CULTURE

REPORT CS-2024-13
May 21, 2024

SUBJECT: Community Grant Policy Options & Framework

AUTHOR: Amanda Degazio, Manager of Business and Community Services

APPROVING: Jessica Ruddell, Director of Community Services

RECOMMENDATION:

THAT THE COUNCIL OF THE CITY OF WELLAND receives for information report CS-2024-13 Community Grant Policy Options; and further

THAT Welland City Council approve Option #1 as the recommended approach for the Community Grant Policy.

RELATIONSHIP TO STRATEGIC PLAN:

This recommendation is aligned to Council’s strategic priority of ensuring “**Liveability**” by creating a sense of belonging while enhancing mobility by improving access to recreation and community events, ensuring adequate housing options, encouraging job growth, and improving ways to efficiently move people throughout the city.

EXECUTIVE SUMMARY:

The City of Welland has a long history of supporting community through taxpayer funded permissive grants and legacy funding for events, programs, and various other needs in the community. Community grant programs are highly valued by the community. Staff recognized the policy needs to be updated to reflect good governance practices and reduce risk to the organization. Based on municipal research and feedback from Councillors, staff are recommending policy option #1 which includes:

- Three distinct funding streams: Start Up Funding, Event Funding, and Arts & Culture Funding
- Each funding stream will have a maximum funding amount
- Applicants will only be eligible for funding for a maximum of three years with annual review, regardless of funding stream applied for in an effort for

- applicants to become self-sustaining. Applicants must only apply for one funding stream per year.
- Legacy funding will be eliminated. Applicants must apply for community grant funds annually.

BACKGROUND:

The City's existing Grants & Special Assistance Policy was most recently updated in July 2020 – Appendix 1. After a recent review of the policy, staff determined that the policy is unclear in some areas and no longer aligns with industry best practices for good governance.

In late March 2024, staff brought forward report CS-2024-05 to provide an overview of the City's current permissive grant policy and legacy funding. The report outlined the pros and cons of the City's current approach, provided examples from other municipalities, set out requirements for an updated policy, and posed some questions to each member of Council to gather feedback. Responses received by staff from Council are detailed in Appendix 2.

This report provides an overview and framework, with options for Council's review and consideration. Following this report, and based on the direction provided, staff will return in June 2024 with a final policy report for Council to approve.

DISCUSSION:

Staff developed and conducted a survey of municipalities across Canada to gather feedback on their current practices and processes relating to community grants and legacy event funding. This municipal survey is meant to ensure that we are learning from others and considering all options for this important community support focused policy. Municipal survey responses are provided in Appendix 3.

In total, eight municipalities responded to the survey: seven from Ontario and one from outside of Ontario. Below is a summary of our findings:

- Municipalities offer a variety of community grant programs. The most popular grant programs include event support, arts & culture support, and start-up support. 75% of municipal respondents offer all three types of grant funding streams.
- Five of eight municipalities do not offer legacy program of event funding. For the purpose of the survey, a legacy program of event was defined as one of municipal significance who receives ongoing funding indefinitely, unless the program or event ceases to exist.
- Six of eight municipalities use a set of principles to guide community grant programs. The most common principles being addressing community need, alignment to the municipal strategic plan, and transparency in the program and approval process.
- All municipalities who responded have eligibility criteria for applicants to their community grant programs. The most common criteria being that the

- applicant has registered non-profit status. All municipalities who require a non-profit status, require documented proof with Canada Revenue Agency (CRA).
- All municipalities who responded have evaluation criteria for applicants to their community grant programs. The most common criteria being that the applicant will support event, programs and/or activities that are open to the public and publicized broadly, that the applicant is active in the municipality, and that the event, programs and/or activities have a diverse revenue base.
 - All municipalities who responded have minimum criteria for applications to community grant programs. All municipalities require a fully completed/signed application form and an anticipated budget including revenue and expenses. Seven of eight municipal respondents require signed terms & conditions.
 - All municipalities who responded have requirements for successful applicants to meet to ensure all awarded funds are provided. All municipalities require post-event reporting and 75% of respondents require recognition of funding support through all marketing channels for the event.
 - Seven of eight municipalities have repercussions for successful applicants not completing post award requirements. The most common repercussion being disqualifying the event, programs and/or activities for future funding until all requirements are met.
 - All municipalities who responded receive community grant program applications through an online submission. 25% accept paper application forms.
 - All municipalities who responded have the amount of funding allocated to community grants approved by Council annually. Note: this was confirmed through follow-up discussions with respondents.
 - All municipalities who responded have staff receive, review, and analyze applications for Community grant for completeness and alignment with the goals of the grant program. Approval for the grant varies between three different approaches:
 - staff having full responsibility and accountability for approval; or
 - staff working with a third-party advisory committee with the required expertise to assess the merit of the application having full responsibility and accountability for approval, ie. Arts & Culture Advisory Committee evaluating the merit of a request from a local artist; or
 - staff and/or staff and a third-party advisory committee making recommendations for approval and Council providing final approval.
 - Six of eight municipalities have a process to ensure that conflicts of interest are declared by anyone who might be reviewing the merits of a community grant application or approving the award of community grant funding.
 - All municipalities who responded publicize community grant opportunities through their website and social media. Six of eight municipalities promote through their newsletter and four of eight host information sessions for interested groups to attend in order to learn

about how their needs might qualify for one or more of the funding streams.

- Municipalities who responded reported a mix of how often they review community grant applications from annually to bi-annually to ongoing. Three municipalities identified that the frequency depends on the stream of funding and the amount the applicant is eligible to receive. ie. Smaller grants have an ongoing intake process.
- Seven of eight municipalities who responded reported an annual process to gather feedback from grant recipients on how they can improve the community grant program and process.

In addition to the municipal survey, feedback was requested from each member of Council to gather feedback on each Council members level of comfort with the existing program, values for community grant evaluation, requirements for community grants, and how we might improve the current processes and tools. These responses are provided in Appendix 2.

In total, eight Councillors responded to the survey. Below is a summary of our findings:

- Councillors believed that the values of the City's strategic plan are important in the evaluation of community grant applications. In addition to strategic plan values, Councillors felt that community needs and priorities should be considered.
- Councillors felt that information regarding an applicant's fundraising efforts, board of directors and/or organizing team, budget (planned and actual including reserves), plan for the requested funds, should be provided for the application evaluation.
- Councillors felt that the community grant program should be staff lead with all decisions being transparent and aligned to the policy. If applicants are unsuccessful for any reason, staff will meet with them to review the application for way to improve in future funding cycles.
- Councillors had a number of good governance improvements for the community grant program including enforcing community grant timelines with applicants, requiring a follow-up report and the return of any unused funds, a community grant webpage on the City's website to promote opportunities, promoting and hosting an information session for potential applicants, and using an online portal for all applications.
- Councillors felt that the event, program, or initiative should occur within the Welland boundary however there was mixed feelings on if the applicant needed to be Welland based.
- Councillors who responded felt that community grant applicants should be moving towards being self sufficient and not rely on City funding. The one exception to this, for two Councillors, was legacy events.
- Some Councillors responded that there should be maximum amounts for funding and a maximum number of years that an applicant is eligible which ties into community grants applicants moving towards being self sufficient.
- Three Councillors identified issues with funding from other levels of government and paid staff. Of these three Councillors, it was suggested

that applicants with paid staff should not qualify for community grant funding. Another Councillor suggested that applicants with paid staff may contribute to the sustainability and leadership of an applicant. Lastly, one Councillor suggested that if more than 30% of funding comes from another level of government, the applicant will not be considered for municipal funding.

It is clear that a number of good governance practices for community grant programs align between the municipal survey responses and Council responses. These good governance practices that will be in the upcoming policy include:

- well-defined principles for each community grant program including the expectation that the applicant be self-sufficient
- well-defined criteria for eligibility of applicants for community grant programs
- well-defined evaluation criteria for applications to community grant programs
- well-defined process and requirements for submitting community grant applications and post-award requirements
- well-defined roles for Council and staff; Council to approve funding envelope annually through the budget process. Once the funding envelope is approved, staff to administer community grant program and award of community grant funding in alignment with the new community grant policy (pending)
- well-defined process for conflict of interest declaration, advertising of community grant programs and information sessions, online application portal, and continuous improvement for the program through feedback sessions

Staff have reviewed all feedback and have considered a number of policy options for community grant funds. In alignment with the feedback received, community grant policy options are as follows:

Option #1

City to offer three distinct funding streams:

- Start Up Funding
Financial assistance for any expenses related to a new program or initiative to support the community
- Event Funding
Financial assistance towards any event expenses including City services
- Arts & Culture Funding
Financial assistance for the creation, production, presentation and distribution of arts & culture

Each funding stream will have a maximum funding amount. Applicants will only be eligible for funding for a maximum of three years with annual review,

regardless of funding stream applied for in an effort for applicants to become self-sustaining. Applicants must only apply for one funding stream per year. Legacy funding will be eliminated. Applicants must apply for community grant funds annually.

Option #2

City to offer three distinct funding streams:

- Start Up Funding
Financial assistance for any expenses related to a new program or initiative to support the community
- Event Funding
Financial assistance towards any event expenses including City services
- Arts & Culture Funding
Financial assistance for the creation, production, presentation and distribution of arts & culture

Each funding stream will have a maximum funding amount. Applicants will only be eligible for funding for a maximum of one year. Legacy funding will be eliminated. Applicants must apply for community grant funds annually.

Option #3

City to offer three distinct funding streams:

- Start Up Funding
Financial assistance for any expenses related to a new program or initiative to support the community
- Event Funding
Financial assistance towards any event expenses including City services
- Arts & Culture Funding
Financial assistance for the creation, production, presentation and distribution of arts & culture

Each funding stream will have a maximum funding amount. Applicants will only be eligible for funding for a maximum of one year. Legacy funding for the Rose Festival will be maintained due to the event's historical significance, however the practice of allowing any further legacy funding to additional applicants will not be available.

Given the municipal research and Council feedback received on community grant programs, staff recommend Option #1 as the preferred policy option as this option recognizes needs in the community and promotes the expectation that applicants becoming self-sustainable.

FINANCIAL:

There is no financial impact to report CS-2024-13.

CONCLUSION:

Based on municipal research and Council feedback, staff recommend community grant program policy Option #1 in alignment with good governance practices. With the approval of a policy option, staff will present an updated community grant policy for Council approval in June to ensure continuity of community support.

ATTACHMENT:

Appendix 1 – City of Welland - Grants and Special Assistance Policy FIN-001-0007

Appendix 2 – Responses from Welland Council requested in report CS-2024-05

Appendix 3 – Municipal survey responses

CITY OF WELLAND
POLICY

Policy Title: Grants & Special Assistance	
Date of Approval: April 22, 2008	Policy Number: FIN-001-0007
Lead Role: General Manager, Corporate Services/Treasurer	Support Role:
Cross Reference:	Next Review Date:
Council File Number: 06-5	Revision Dates: December 19, 2017; July 7, 2020, December 15, 2020

Policy Statement

The objective of the policy is to ensure that funding allocations are made according to established and common criteria. The City of Welland recognizes the contribution of voluntary and charitable organizations and individuals to the quality of life enjoyed by the City. City Council has adopted a policy with respect to providing financial assistance to these organizations and persons. In addition, the city has a zero tolerance policy for any applicant that provides false or misleading information.

Policy Details

Legislative Authority in the Municipal Act provides for the making/awarding of grants:

Section 107, Municipal Act, 2001

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.

Definition

For the purposes of this policy and the awarding of grants and assistance to not-for-profit organizations, the definition of not-for-profit corporations (as defined in Section 1.4 of the Not-for-Profit Incorporators Handbook of the Province of Ontario) is as follows:

"Not-for-profit corporations are organizations that carry on activities without pecuniary gain. They are incorporated under Part III of the Corporations Act as corporations without share capital."

This policy recognizes five (5) most common types of not-for-profit corporations:

1. General type - this would include such corporations as ratepayers' associations, professional associations, community organizations, etc.
2. Sporting and athletic organizations, arts & cultural
3. Social clubs - these are corporations with objects in whole or in part of a social nature.
4. Service clubs such as Rotary, Lions, Kiwanis and Optimist.
5. Charities - these would include religious organizations and organizations that are engaged in carrying out certain good works that are of benefit to society.

Note: A primary difference between a charity and another type of not-for-profit corporation is that upon dissolution a charity is required to distribute its remaining assets to other charities, not to its members. Other types of not-for-profit corporations may (unless prohibited from so doing in its charter or by-laws) on dissolution distribute remaining assets among members. Also, a charitable corporation, because it usually solicits funds from the public and enjoys certain legal and tax advantages (e.g. under the Income Tax Act - Federal) is subject to more stringent reporting requirements than a not-for-profit corporation of another type.

GENERAL PRINCIPLES

a) City Significance & Need

This policy does not speak to grants or requests made by the City to other levels of government.

An organization seeking assistance should ensure City significance is stated clearly in its purpose for seeking assistance. City significance includes, but is not limited to, the following:

An organization serving the municipality of the City of Welland;

An organization that does not duplicate services provided by another agency, by the City itself or an area municipality;

An organization that can meet an identified and quantifiable need in the community, as determined by City Council, and can demonstrate the need for the service;

The acceptance of any City grant obligates the accepting organization to allow any citizen of the City to participate in that organization's activities;

Organizations should not be in conflict with the other criteria and conditions in this policy.

b) Funding

The City will not provide grants to organizations that, in turn, give grants.

An organization should be able to demonstrate the need for City funding and also demonstrate that it has sought funding from other sources including appropriate and applicable fundraising. The awarding of grants is to provide assistance, and not establish dependency. City Council will not consider any permissive grant application to any organization receiving a grant for three (3) consecutive years.

Organizations or individuals seeking assistance are limited to one (1) request per fiscal year (City) irrespective of the amount requested. Applicants should include all possible anticipated costs in their application. A denied request constitutes the request for the year (in other words, if a request is denied the organization may not re-apply for any reason for a grant or grant-in-lieu within the fiscal year).

c) Recognition of the City's Contribution

Any organization receiving a grant from the City will recognize the City's contribution in any promotional literature which may be prepared by the organization.

d) Use of Funds

Any grant funding approved by the City must be used for the purposes stated in the organization's application, unless prior approval to change the purpose of the grant is given by the City.

e) Commitment by the City

The approval of a grant in one year or over several years in no way obligates the City of Welland to future funding for an organization. Likewise, meeting all of the conditions for a grant does not obligate the City to provide a grant to any organization.

f) Organizational Status

For an organization to be considered for a grant from the City, it must:

Be managed by a voluntary board of directors who will take responsibility for the receipt and disbursement of funds,

Be a not-for-profit organization,

Have a majority of its clients or members as residents of the City or otherwise provide a significant benefit to the City; and

Be committed to the use of volunteers.

g) Return Funds

Organizations receiving permissive grant funding are required to return funds (net of any deposits or non-refundable deposits) back to the City if the proposed special event(s) are cancelled.

ANNUAL OPERATING GRANTS/PERMISSIVE GRANTS

Council approval is required for annual operating grant/ permissive grant requests and applications will be considered during the City's annual budget approval process. In general:

The City will not provide grants for the purpose(s) of funding or assisting an organization's operating deficit.

The annual operating grant/permissive grants must be used for the delivery of programs to a defined target audience and not for existing overhead, administrative expenses, fundraising activities, funding of previous year's deficits, debt charges or capital costs.

Applications for operating grants/ permissive grants must be submitted by September 30 in order to be considered for budget approval. All applications will be reviewed by the General Manager, Corporate Services/Treasurer who will report eligible grant requests to the Budget Review Committee. The Budget Review Committee will make recommendations to City Council with respect to the awarding of grants. The Budget Review Committee reserves the right to deny any application received after the deadline.

Applications for annual operating grants/permissive grants must include financial statements for the previous year including balance sheet and statement of revenue and expenses. Organizations not normally audited by professional accountants are required to submit an independent review of the statements attesting to the accuracy of the information.

ZERO TOLERANCE – FALSE OR MISLEADING APPLICATIONS

Any applicant that provides false, inaccurate, or incorrect information will immediately be requested to refund 100% of any grant approved by Council. In addition, all future applications will not be considered by Council.

CAPITAL GRANTS

A capital grant is defined as a one-time grant to an organization for the purpose(s) of acquiring a physical asset for use by the organization to carry out its programs within the City. Council approval is required for capital grants and Council may consider a capital grant if:

The purchase of the asset will benefit the recreational, social and cultural life or the delivery of service to the organization's clients or members,

The application is made prior to the organization acquiring or committing to the acquisition of the asset,

The organization has conducted a fundraising campaign and has approached all other sources of potential funding.

In general:

- a) Applications for capital grants must be submitted by September 30 in order to be considered for budget approval. All applications will be reviewed by the General Manager, Corporate Services/Treasurer who will report eligible grant requests to the Budget Review Committee. The Budget Review Committee will make recommendations to City Council with respect to the awarding of grants. The Budget Review Committee reserves the right to deny any application received after the deadline.
- b) The application for a capital grant must be accompanied by a complete capital budget showing the sources and uses of all funds and an estimation of ongoing operating costs for the project (if any).
- c) The sources of funds should indicate any significant level of funding from other sources. Funding information should distinguish between funds-in-hand, funds pledged but not received, and projected additional funding, and any conditions which could in any way affect the availability of those funds.
- d) The maximum contribution of the City will be 10% of the cost of the project and cannot exceed \$5,000.
- e) Applications for capital grants must include financial statements for the previous year including balance sheet and statement of revenue and expenses. Organizations not normally audited by professional accountants are required to submit an independent review of the statements attesting to the accuracy of the information.
- f) Any anticipated future funding requests to the City must accompany the capital grant request.
- g) Capital grants will be awarded only once per project or related project.

TRAVEL ASSISTANCE GRANTS

Grants for travelling expenses to provincial/national, or international competitions will be considered if there is significant City benefit from the attendance at such an event.

Criteria for Travel Assistance Grants:

A provincial, national, or international governing body must sanction the competitive event for which the assistance is being asked.

The event must be a recognized competition, and the competitor must have qualified for the event. Grants will not be considered for open invitational tournaments.

Residents applying for assistance must be residents of Welland, and 18 years of age or younger. There is no age restriction for Special Olympics athletes.

Assistance will only be available when travel to the site exceeds 100 kilometres one way.

The individual or group must show an indication that other fundraising efforts have been made.

Competitive events include, but are not necessarily limited to essay competitions, 'spelling bees,' and sporting events.

Limits for Travel Assistance Grants:

The following is a breakdown of the amounts that may be distributed by the General Manager Corporate Services/Treasurer without Council approval based on requests that qualify:

a) Provincial Competitions:

Individuals – maximum \$100

Team – maximum \$30 per competitor to a maximum of \$500

b) National Competitions:

Individuals – maximum \$125

Team – maximum \$30 per competitor to a maximum of \$750

c) International Competitions:

Individuals – maximum \$150

Team – maximum \$50 per competitor to a maximum of \$1,000

SPECIAL EVENT and SPECIAL ASSISTANCE GRANTS

The City of Welland will award funding to eligible applicants for special events, or for special assistance. This funding is intended to assist individuals and organizations for one-time events and occurrences in Welland. Examples of special events include 'pep' rallies, awareness campaigns (MADD), welcoming celebrations. The General Manager Corporate Services/Treasurer has authority to make decisions for grant amounts up to \$2,000.00. Budget Review Committee and Council approval is required for grant amounts over \$2,000.00.

Criteria for Special Event and Special Assistance Grants:

Grants for special events or special assistance require that the event or assistance provide significant City benefit, and will include promotion, awareness, public relations, volunteer recognition, community involvement, and employment opportunities.

The City will not consider grants for the purpose(s) of holding fundraising events.

The General Manager, Corporate Services/Treasurer reserves the right to seek Council approval for amounts less than \$2,000.00 if in his opinion, the event is/may be potentially sensitive.

Organizations requesting these grants are not required to be registered non-profit organizations.

NEW FUNDING REQUESTS

Agencies or organizations requesting grant funding for the first time or requesting funding for new program initiatives must demonstrate the following (in addition to those listed in the General Principles):

- a) That a genuine and demonstrable need in the City is being met;
- b) That the service or program is not duplicated either in whole or in part by another organization within the City, regardless of whether or not the City funds the other organization;
- c) That the City grant will be used for the delivery of programs to its defined target audience and not for existing overhead, administrative expenses, fundraising activities, funding of previous year's deficits, debt charges or capital costs;
- d) That other sources of revenue have been examined and pursued including consideration of user fees (depending on the ability of the clients/participants to contribute financially to the program).

The City of Welland will not normally consider extending grants to replace financial support previously provided by other funding bodies.

City Council may or may not decide to receive new funding applications depending on the funds available in any budget year.

APPLICATION PROCEDURE

All grant requests must be submitted by September 30 to the General Manager, Corporate Services/Treasurer on the standardized forms.

PAYMENT OF CITY GRANTS

In general:

Capital grants will be paid to the organization once the asset has been purchased and payment is due. Where the asset forms part of a larger project which is not yet complete at the time of payment of the grant by the City, the agency will provide such security or indemnification as may be required by the City to cover the eventuality that the remainder of the project is not completed.

Travel assistance grants, Special Event grants and Special Assistance grants will be provided to the individual, or organization upon approval of the General Manager, Corporate Services/Treasurer or Council upon satisfactory completion/submission of application criteria. Payment is provided on the understanding that the individual or organization will provide a follow up report, or testimony concerning the event, competition, etc., as may be requested by Council from time to time.

Appendix 2 - Responses from Welland Council requested in report CS-2024-05

Please Note: Not all Councillors responded to all questions. This is a complete list of all Councillor responses received through the survey following the March 26, 2024 General Committee meeting.

Question 1:

Should the granting of organizations automatically occur each year? Is this attainable for all organizations? Should a goal be for organizations to be self-sufficient?

Councillor Richard	Dependant on what grants Legacy or Permissive. Legacy grants = Yes - provided they meet the criteria of being determined a Legacy grant (years in successful operation at least 10 Years I would say – providing a positive service to our City to include entertainment of all ages) must fund raise etc. etc. Permissive Grants – NO- Also they must meet all criteria and not be funded by the government with paid staff... The applicants that are completely Govt. funded – with paid staff should be excluded from applying.
Councillor McLeod	Self-sufficient is important
Councillor Speck	to bring back the requirement that if greater than 30% of funding for the organization comes from other levels of government the municipality will not contribute.
Councillor Van Vliet	I have always felt that organizations should be self sufficient. I will make an exception where the organization is working on housing, feeding and clothing residents who have fallen on hard times.
Councillor DiMarco	(long time running traditional organizations eg: Rose Festival for one, and there are others, are definitely funded, and up until the past few yrs there was NEVER a problem with such. I would expect that a financial statement be submitted and then if there are any questions, which there shouldn't be, then we discuss for the following year, and this goes for all groups. Groups that are new(er) to our city should be at councilors discretion and not automatic seeing some will be small in regards to a particular group/organization, they can NOT expect the same as some others when first requesting ...possibly minimal
Councillor Grimaldi	No, automatic granting of organizations each year can lead to dependency and lessens their attainability and sustainability of their organization. Even nonprofits need to have their own financial plan for existence and stability for their volunteers and their organizations viability. Granting should not be considered their main source of income, and their goal should always be to become self-sufficient.

<p>Councillor Setaram</p>	<p>There should be an option for multi-year (2 or 3) funding to support the planning and delivery of some activities. For example, grants for food / shelter programs / children’s mental health This could be extended to others depending on their activity to allow for multi-year contracts. Organization should be striving to be self-sufficient. If the majority of the funding is coming from COW then it begs the question why the city doesn’t adopt this event / activity as a signature program and have a steering committee. This would hopefully allow for direct and indirect cost-savings. I’m also asked about how other groups / organizations can apply to be a legacy group so if this category exists, then we need a way for people to apply and set criteria. There’s also a question of when a council rep needs to be appointed sit on the board / organizing team of an external organization? Do all funded groups require a council appointed representative? When and why is it needed? If the grant is of a certain value over 50K, should there be an appointed staff person joining meetings or involved in some other way.</p>
	<p>I think there should be streams of funding – and some possibility for a smaller grant for new initiatives. There should be requirements that the event has to take place in Welland but the organization doesn’t have to be based in Welland.</p> <ol style="list-style-type: none"> 1) Festivals – should include a definition of a festival. Is this one weekend, multiple days in a month? 2) Arts and Culture initiatives 3) Organizations working with vulnerable groups – depending on the level of grant, we might want some things in return like we would with the YMCA, or other more corporate partners. <p>Some of the current legacy grants – should these be moved to partnership agreements like the YMCA? Thinking of organizations like Pathstone, etc This is more like institutional funding rather than time bound program / initiative.</p>

Question 2:

Do the values in the City’s strategic plan matter when determining which grant applications are approved? What other criteria should be used to evaluate community grant applications?

Councillor Richard	<p>Yes.. Our values are important and do matter, with health and well being certainly a very large part of our plan as well. Criteria – should be enforced with fund raising and internal operation of their group considered such as other funding – Volunteers only and surely Residents of Welland, (grants are funded by our City taxpayers and should benefit Welland only!</p> <p>Permissive grants should never include private run sports or entertainment groups.</p> <p>These are private businesses which we cannot support. In fairness it opens the doors for all private business. Similar to complete groups completely funded by the Government with paid staff. There should not be Niagara area groups considered –especially wanting funding when they do not provide the service to Welland exclusively or receiving funding from many other areas as well.</p>
Councillor McLeod	<p>Initiatives supported should align with Community priorities and/or Strategic Priorities</p>
Councillor Speck	<p>no more than 3 years of permissive Grant funding. Specifically I wish to drop the word consecutive.</p>
Councillor DiMarco	<p>No, as mentioned above a newer group which I explained above</p>
Councillor Grimaldi	<p>Strategic plan values do matter to a degree but the benefit it provides to our citizens including our most vulnerable citizens should be prioritized equally.</p> <p>Other criteris Could Include:</p> <ul style="list-style-type: none"> How much effort has been put into fund raising Effort into their recruitment plan for volunteers Their goal for becoming self-sufficient (timeline) A maximum limit of grant \$ A maximum limit of grant application requests (years)
Councillor Setaram	<p>Leadership stability is critical, are there paid staff? What is the turnover in the board of directors? I believe it is St. Catharines that has a requirement for stability. There doesn't have to be a staff person but there does need to be proper controls.</p> <p>The organizing team / board of director / key staff should be identified. Organization should share a multi-year budget and a fundraising plan.</p>

Question 3:

What type of information must be provided in a community grant funding application, and should there be any post-community grant funding requirements?

Councillor Richard	The application must include all pertinent information in regards to the Group such as questions of : If a Volunteer group – any paid staff - fund raising attempts- other sources of monies/funded - expected or received- informed they will have to present their financial record- non profit organizations only – Reserve funds brought forth- VERY Important - Similar to grant applications on line – have a cut off date set up - that will simply not accept any late entries after the midnight deadline . This eliminates what we have experienced over many years. No financials received – no approval (unless a detailed reasoning of why it could
Councillor McLeod	Information collected should be clear as to who is involved, specifically what they are proposing, how funding will be distributed or returned. It needs to be standardized and formalized. It should mirror procurement policy requirements. I do not know what ‘Post community grant funding requirements” means.
Councillor Speck	for staff to provide on the City website the full Matrix of the all applicants and where they were successful or where they failed to meet policy. This will be in grid format as it has been in our agenda in the past and will help improve transparency
Councillor DiMarco	Yes, and possibly for a newer group, prior to and post event financials and possibly for all
Councillor Grimaldi	How long the organization has existed and what steps they have taken to become self-sufficient, amount of fundraising it has done in past years, and the amount of funds and capital the organization has incurred over the years.
Councillor Setaram	There should be additional requirements for organizations seeking funds over 25K. Groups receiving funds should comply in with not for profit and charitable rules and there should be an attestation for this. All organizations awarded grants should be announced publicly with their socials, similar to a press release. There should be post-community grant funding requirements with a simple report on the outcomes and if there were any issues how they will be addressed in the future.

Question 4:

**Reviewing the current practice, how can we better ensure a good governance approach?
Referring to effectiveness, transparency, accountability, and responsible management.**

Councillor Richard	No individual grants given out to private individuals after the process is complete. It is simply unfair to applicants that have been denied to find out others have been receiving funds from the city for events and not even providing financial statements??They can apply the following year and follow the correct process as all others (surely there is more and will be highlighted I am sure once we are able to review of the proposed requirements of the policy.
Councillor McLeod	Current practice review. Its flawed. Start over. Have everything managed through staff.
Councillor Speck	recipients are to provide a brief written report of the results of the program or event or capital project that they received money for.
Councillor DiMarco	(as mentioned above as well, for the past few years certain groups have been unnecessarily treated like never before basically that being, what I would call, a mild form of harassment, and they don't deserve it. <i>Referring to effectiveness</i> (the majority of councilors know what these groups do for our city and they do not need or do they appreciate the city interfering is my guess unless of course something out of the ordinary occurs , <i>transparency</i> (we ask these groups to submit financial statements after an event, continuing that is what the norm has been AND what we could add and if possible a pre-event plan both monetary and sked/outline of sorts of what is being proposed ... but NOT necessarily to change their event ... for the majority of time these people/organizers have the "know how" esp the legacy groups) , <i>accountability</i> , (as mentioned above, they have the "know how" let them perform and if/when we have questions, we ask prior to the following year) <i>and responsible management.</i> (this is what we watch then question after the fact and again prior to the following year event/request seeing there may be new people running the event and/or the group requesting is relatively new)
Councillor Grimaldi	Good governance will depend on council-as-a-whole through professionalism and consensus. Staff and council set the policies unfortunately council overturns the policy. Years back when the permissive grants moved into a decision unit category in the budget process they became a political hot potato. Prior to that council had decided to stay the line on grants and the amount allocated was to lower in following years. Since then, it has become a highly political battle.

Councillor Setaram	<p>Evaluation of the application should be done by an advisory committee. Composition members of the public who are not part of the organizing teams applying for funds, and potentially with no affiliation. 1 to 2 members of council. 1 to 2 staff persons, including someone from Community Services. Advisory committee should be provided with the full application to review similar to other funding review committees. Would be great to have a brochure (or on the grant page of the website) a listing of available services for groups organizing events. And/or setting expectations that when you host X type of event, you will need package A from the city which includes X services for a cost of X. Would like to see information grants sessions (could be mandatory) to help people understand what information is required and how to apply, and timelines. Would also like to see an online portal for documents so that if part of the submission is missing, it isn't accepted.</p>
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Question 5:

Listening to the conversations and insights gathered from questions 1 through 4, should the city be in the granting business?

Councillor Richard	I truly believe the City should definitely be involved with permissive grants. And even, more so with legacy grants . With Permissive grants – it is a way for the city to encourage success and provide a service that perhaps economically our city cannot do- provided these applicants are volunteer based.
Councillor McLeod	City should not be in the grant business, but in the ‘funding business’ of City initiatives through partnerships with organizations. I agree with starting over with a brand new process based on transparency, responsiveness, good governance, clear roles and supports growth of organizations
Councillor Speck	No response provided
Councillor DiMarco	(ABSOLUTELY ... and let these groups, mostly volunteers who have experience of sorts ... and some staff, who work directly (traffic for road closures, wooden barriers for road/pedestrian traffic ... etc) with these groups where for the majority of time work hand in hand with each other without problems, or minimal at best
Councillor Grimaldi	No, it should not as it is right now. There should be a strict policy and a set amount if it is to be continued. It is meant to help organizations not to fund them and it should not directly affect the tax base.
Councillor Setaram	Yes, we just need to find the right processes for COW.

Final Comments

<p>Councillor Richard</p>	<p>The City would not be economically able to organize these events if they had to pay staff as now it is done by Volunteers. . Our City and Business groups benefit from Events happening in our City . Removing these events will only make our residents travel to area cities and towns for entertainment to spend their money instead of keeping it in our own City- supporting our own.(E.g. - gas stations- restaurants – hotels convenience stores and mall etc. etc.) Of course I do agree with Permissive grants it should not be extended over three year , as the purpose is to get them started. I also agree that some of these applicants could join forces possibly –e.g. Food fest and Floatfest with one huge event – sharing of in kind services etc. Criteria should be enforced stronger with accountability of the applicants prior to and after their events. The application can be made far simpler with the elimination of repeating and criteria that only meets our City and resident needs. Money in reserves is another question that needs to be asked as it is quite shocking at times - when they present at council – and the question is asked. This is my responses to the questions</p>
<p>Councillor McLeod</p>	<p>Permissive Grants should be rolled into Community Services budget and managed to deliver community events & community programming by engaging with community groups. Legacy Groups/grants need to be stopped and funding redirected to Community Services to support community priorities. (ie Rose Festival is not a Community Priority but soaks up a significant amount of the budget).</p>
<p>Councillor Moote</p>	<p>At the meeting they were presenting cheque's for their permissive grants which they do throughout the year and the money is from their Hydro dividend. I also think the grants are selected by a volunteer committee. I would use City staff for this committee to take the politics out of it.</p>
<p>Councillor DiMarco</p>	<p>AND MAY I ADD ... For the past few years and as we all know, we are having trouble getting volunteers to sit on our committees, organizing groups ... etc., LIKE NEVER BEFORE, and it is not a coincidence. Rather than “nickel and dime” these people lets leave them alone of sorts and let them do their jobs ... esp the people who have been involved for years and who have put on events that the people enjoy and who will comment up until the following years event at times AND ONE MORE THING ... the concert series has been damaged AND I HOPE ...not beyond repair. When an uninterested group state their case and basically want no involvement in an event ... leave it at that and continue with what once was a HUGE SUCCESS !!!</p>

Councillor Setaram	<p>I received feedback from community members and there were some interesting points shared.</p> <ul style="list-style-type: none">a) Incorporating a mechanism to receive / deal with complaints about misuse / mismanagement of city issued funds, this includes overuse of cash payments without any policies on when cash payments will be issued.b) Support for an advisory committee of mixed representativesc) Comment that groups should charge an admission fee as part of their fundraisingd) Grants should be based on need - mental health / homeless / at riske) Should be community wide and caution around funding religious or political groupsf) Obligation for volunteer organizations to be notify the city if they no longer have members acting in certain leadership positions (i.e, treasurer)g) Documents for review – confirmation of AGM and election of board of directorsh) Consider a cap in funding and require all groups to be registered charities, not for profits, or social enterprise
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Respondent No: 1

Login: Anonymous

Email: n/a

Responded At: Apr 12, 2024 10:10:18 am

Last Seen: Apr 12, 2024 10:10:18 am

IP Address: n/a

Q1. Which municipality do you represent?	City of Waterloo
Q2. Is the City of Welland permitted to use the name of your municipality in further communications or would you like to remain anonymous?	Permission to use
Q3. What types of community grant programs does your municipality currently offer? Please check all that apply.	Activity support – financial assistance to participate in local recreation and culture activities Municipal fee support – financial assistance to participate in municipally run programs and activities Arts & Culture support – financial assistance for the creation, production, presentation and distribution of arts & culture Operating expense support – financial assistance for expenses related to the ongoing operations of a community resource Capital expense support - financial assistance for expenses related to the acquisition of a physical asset for use by a community resource Start up support – financial assistance for any expenses related to a new program or initiative to support the community
Q4. Does your municipality have legacy programs or events that are supported through the annual operating budget process? A legacy program or event is one of municipal significance who receives ongoing funding indefinitely, unless the program/event ceases to exist.	Yes
Q5. If you answered yes to the previous question, is there a maximum amount of funding that a legacy program/event is eligible for?	No
Q6. Does your municipality have a set of principles for their community grant programs?	Yes
Q7. If you answered yes to the previous question, what principles are used? Check all that apply.	Transparency in the program and approval process Alignment to the municipal strategic plan Addressing community needs Other (please specify) For on Diversity, equity and inclusion, providing low cost opportunities
Q8. Does your municipality have criteria for determining the eligibility of an applicant to a community grant programs?	Yes

Q9. If you answered yes to the previous question, what criteria do you use to evaluate applications? Check all that apply.	Other (please specify) Your question is not work. I would have selected all.
Q10. Does your municipality have evaluation criteria for applications to your community grant programs?	Yes
Q11. If you answered yes to the above question, what evaluation criteria do you use to evaluate applications? Check all that apply.	To support events, programs and activities that are open to the public and publicized broadly Diverse revenue base, outside of the request to the City Other (please specify) Community impact, emerging organizations, accessibility, DEI
Q12. Does your municipality have minimum requirements for applications to your community grant programs?	Yes
Q13. If you answered yes to the previous question, what are the minimum requirements for an application?	Fully completed & signed application form Anticipated Budget including revenue and expenses Other (please specify) Income statement, list board director, insurance certificate
Q14. Does your municipality have requirements for successful applicants to meet to ensure all awarded funds are provided?	Yes
Q15. If you answered yes to the previous question, what requirements do you have for successful applicants? Check all that apply.	Post-event reporting Other (please specify) If project funding, must report back
Q16. Does your municipality have any repercussions for successful applicants not completing post award requirements?	Yes
Q17. If you answered yes to the previous question, what repercussions for successful applicants are there? Check all that apply.	Failure to submit requirements disqualifies the applicant/program for future funding until all requirements are met
Q18. How are community grant applications submitted for consideration? Check all that apply.	Online form with upload capabilities
Q19. Who approves the amount of funding annually allocated to community grants?	Other (please specify) Council has provided staff with authority to recruit volunteers for a committee. Volunteers and staff can both vote. We report back to council as information only.
Q20. Who approves applications for community grants?	3rd party Advisory Committee

Q21. **Are there criteria for conflict of interest and a declaration process for those involved in the approval of applications for community grants?** Yes

Q22. **How does the municipality advertise community grant opportunities to the public?** Website
Social media
Newsletter
Local news
Community grant information sessions

Q23. **How often are community grant opportunity applications reviewed?** **Other (please specify)**
We multiple grant programs - each is different

Q24. **Does your municipality collect feedback from grant recipients to improve the community grant process?** Yes

Q25. **How does your municipality measure the effectiveness of your community grant programs?**
We do not in any formal way

Q26. **Is there any other information you would like to provide on how we might improve community granting based on your knowledge and experience?**
not answered



Respondent No: 2

Login: Anonymous

Email: n/a

Responded At: Apr 12, 2024 10:41:00 am

Last Seen: Apr 12, 2024 10:41:00 am

IP Address: n/a

Q1. Which municipality do you represent?	Ottawa
Q2. Is the City of Welland permitted to use the name of your municipality in further communications or would you like to remain anonymous?	Permission to use
Q3. What types of community grant programs does your municipality currently offer? Please check all that apply.	Event support – financial assistance towards event expenses, etc. Activity support – financial assistance to participate in local recreation and culture activities Municipal fee support – financial assistance to participate in municipally run programs and activities Arts & Culture support – financial assistance for the creation, production, presentation and distribution of arts & culture Operating expense support – financial assistance for expenses related to the ongoing operations of a community resource Capital expense support - financial assistance for expenses related to the acquisition of a physical asset for use by a community resource Start up support – financial assistance for any expenses related to a new program or initiative to support the community
Q4. Does your municipality have legacy programs or events that are supported through the annual operating budget process? A legacy program or event is one of municipal significance who receives ongoing funding indefinitely, unless the program/event ceases to exist.	No
Q5. If you answered yes to the previous question, is there a maximum amount of funding that a legacy program/event is eligible for?	not answered
Q6. Does your municipality have a set of principles for their community grant programs?	Yes
Q7. If you answered yes to the previous question, what principles are used? Check all that apply.	Alignment to the municipal strategic plan Addressing community needs Growth & development of municipal strategic priorities
Q8. Does your municipality have criteria for determining the eligibility of an applicant to a community grant programs?	Yes

Q9. If you answered yes to the previous question, what criteria do you use to evaluate applications? Check all that apply.	Registered non-profit status
Q10. Does your municipality have evaluation criteria for applications to your community grant programs?	Yes
Q11. If you answered yes to the above question, what evaluation criteria do you use to evaluate applications? Check all that apply.	Active in the municipality To support events, programs and activities that are open to the public and publicized broadly Diverse revenue base, outside of the request to the City Other (please specify) Financial need, target audience, Previous applicant experience
Q12. Does your municipality have minimum requirements for applications to your community grant programs?	Yes
Q13. If you answered yes to the previous question, what are the minimum requirements for an application?	Fully completed & signed application form Signed Terms & Conditions for the application Anticipated Budget including revenue and expenses
Q14. Does your municipality have requirements for successful applicants to meet to ensure all awarded funds are provided?	Yes
Q15. If you answered yes to the previous question, what requirements do you have for successful applicants? Check all that apply.	Post-event reporting Recognition of funding support through social media, on-site, etc.
Q16. Does your municipality have any repercussions for successful applicants not completing post award requirements?	Yes
Q17. If you answered yes to the previous question, what repercussions for successful applicants are there? Check all that apply.	Hold back of a percentage of funding until all requirements are met (example 10%), Failure to submit requirements disqualifies the applicant/program for future funding until all requirements are met
Q18. How are community grant applications submitted for consideration? Check all that apply.	Paper application form Online form with upload capabilities
Q19. Who approves the amount of funding annually allocated to community grants?	Other (please specify) Jury of peers for cultural grants, staff committee for event grants, Council for annual operating and capital grants

Q20. Who approves applications for community grants?	Municipal Council
Q21. Are there criteria for conflict of interest and a declaration process for those involved in the approval of applications for community grants?	Yes
Q22. How does the municipality advertise community grant opportunities to the public?	Website Social media Community grant information sessions Other (please specify) Councillor newsletters
Q23. How often are community grant opportunity applications reviewed?	Other (please specify) Depends on program stream annual for most but bi-annual for others
Q24. Does your municipality collect feedback from grant recipients to improve the community grant process?	Yes
Q25. How does your municipality measure the effectiveness of your community grant programs?	Recipient satisfaction survey, leveraging impact of municipal funding,
Q26. Is there any other information you would like to provide on how we might improve community granting based on your knowledge and experience?	not answered



Respondent No: 3

Login: Anonymous

Email: n/a

Responded At: Apr 12, 2024 14:18:12 pm

Last Seen: Apr 12, 2024 14:18:12 pm

IP Address: n/a

Q1. Which municipality do you represent?	City of Mississauga
Q2. Is the City of Welland permitted to use the name of your municipality in further communications or would you like to remain anonymous?	Permission to use
Q3. What types of community grant programs does your municipality currently offer? Please check all that apply.	Event support – financial assistance towards event expenses, etc. Arts & Culture support – financial assistance for the creation, production, presentation and distribution of arts & culture Operating expense support – financial assistance for expenses related to the ongoing operations of a community resource Start up support – financial assistance for any expenses related to a new program or initiative to support the community Other (please specify) Municipal fee support is provided through a program outside of the purview of grants.
Q4. Does your municipality have legacy programs or events that are supported through the annual operating budget process? A legacy program or event is one of municipal significance who receives ongoing funding indefinitely, unless the program/event ceases to exist.	No
Q5. If you answered yes to the previous question, is there a maximum amount of funding that a legacy program/event is eligible for?	not answered
Q6. Does your municipality have a set of principles for their community grant programs?	Yes
Q7. If you answered yes to the previous question, what principles are used? Check all that apply.	Transparency in the program and approval process Alignment to the municipal strategic plan Addressing community needs Growth & development of municipal strategic priorities
Q8. Does your municipality have criteria for determining the eligibility of an applicant to a community grant programs?	Yes
Q9. If you answered yes to the previous question, what criteria do you use to evaluate applications? Check all that apply.	Active in the municipality

Q10. Does your municipality have evaluation criteria for applications to your community grant programs?	Yes
Q11. If you answered yes to the above question, what evaluation criteria do you use to evaluate applications? Check all that apply.	Active in the municipality To support events, programs and activities that are open to the public and publicized broadly Diverse revenue base, outside of the request to the City
Q12. Does your municipality have minimum requirements for applications to your community grant programs?	Yes
Q13. If you answered yes to the previous question, what are the minimum requirements for an application?	Fully completed & signed application form Signed Terms & Conditions for the application Anticipated Budget including revenue and expenses Other (please specify) Attendance at an info session only required for new applicants.
Q14. Does your municipality have requirements for successful applicants to meet to ensure all awarded funds are provided?	Yes
Q15. If you answered yes to the previous question, what requirements do you have for successful applicants? Check all that apply.	Post-event reporting Recognition of funding support through social media, on-site, etc.
Q16. Does your municipality have any repercussions for successful applicants not completing post award requirements?	Yes
Q17. If you answered yes to the previous question, what repercussions for successful applicants are there? Check all that apply.	Hold back of a percentage of funding until all requirements are met (example 10%), Failure to submit requirements disqualifies the applicant/program for future funding until all requirements are met
Q18. How are community grant applications submitted for consideration? Check all that apply.	Online form with upload capabilities
Q19. Who approves the amount of funding annually allocated to community grants?	Municipal Council
Q20. Who approves applications for community grants?	Other (please specify) A peer assessment committee evaluates applications and recommend who should receive funding and at what amount, City Council provides final approval for the funding recommendations.

Q21. **Are there criteria for conflict of interest and a declaration process for those involved in the approval of applications for community grants?**

Yes

Q22. **How does the municipality advertise community grant opportunities to the public?**

Website
Social media
Newsletter
Local news
Community grant information sessions

Q23. **How often are community grant opportunity applications reviewed?**

Other (please specify)
Majority of grants are reviewed annually, smaller grants may be reviewed bi-annually.

Q24. **Does your municipality collect feedback from grant recipients to improve the community grant process?**

Yes

Q25. **How does your municipality measure the effectiveness of your community grant programs?**

Grant funding leveraged (i.e. for every dollar spent in arts and culture grants, X amount is invested in Mississauga's arts and culture industry), total public event/public activities, total attendees, total volunteer hours.

Q26. **Is there any other information you would like to provide on how we might improve community granting based on your knowledge and experience?**

Question 8 does not allow me to check all that are eligible. All do apply.



Respondent No: 4

Login: Anonymous

Email: n/a

Responded At: Apr 17, 2024 11:12:45 am

Last Seen: Apr 17, 2024 11:12:45 am

IP Address: n/a

Q1. Which municipality do you represent?	City of Toronto
Q2. Is the City of Welland permitted to use the name of your municipality in further communications or would you like to remain anonymous?	Permission to use
Q3. What types of community grant programs does your municipality currently offer? Please check all that apply.	Other (please specify) Urban Forestry Grants - Financial assistance for projects that will increase Toronto's canopy cover
Q4. Does your municipality have legacy programs or events that are supported through the annual operating budget process? A legacy program or event is one of municipal significance who receives ongoing funding indefinitely, unless the program/event ceases to exist.	Yes
Q5. If you answered yes to the previous question, is there a maximum amount of funding that a legacy program/event is eligible for?	Yes, LEAF Backyard Tree Planting Program receives a specific amount of funding. Program targets change yearly but the funding amount does not increase or decrease.
Q6. Does your municipality have a set of principles for their community grant programs?	No
Q7. If you answered yes to the previous question, what principles are used? Check all that apply.	not answered
Q8. Does your municipality have criteria for determining the eligibility of an applicant to a community grant programs?	Yes
Q9. If you answered yes to the previous question, what criteria do you use to evaluate applications? Check all that apply.	Other (please specify) Community Planting and Stewardship Grant: You must be an incorporated not-for-profit corporation without share capital or a charitable organization or foundation registered as a charity with the Canada Revenue Agency to be eligible to apply. Only direct costs to run or deliver a project that are reasonable and necessary are eligible for funding. Greening Partnership Grant: You must be a public school board, hospital, college, university, or an eligible institution (including but not limited to non-profit housing provider) within the City of Toronto to be eligible to apply. Only direct costs to run or deliver a project that are reasonable and necessary are eligible for funding.

Q10. Does your municipality have evaluation criteria for applications to your community grant programs?	Yes
Q11. If you answered yes to the above question, what evaluation criteria do you use to evaluate applications? Check all that apply.	<p>Other (please specify)</p> <p>Applications will be evaluated based on four areas: Concept, Feasibility, Budget, and Impact. • The project must closely align with the stated purpose of the grant • The application should clearly demonstrate the applicant's experience and capacity to successfully complete the project and to maintain the trees over the long term, and describe a feasible process to accomplish the project and has clearly defined project deliverables • Project costs should be reasonable to achieve the proposed deliverables and the budget should clearly demonstrate how the 50% matching funding requirement (cash or in-kind) will be met or exceeded. • The application should demonstrate the impact of the project as it relates to the purpose of the grant and in increasing tree canopy cover. Additional assessment considerations include: • Geographic representation across the City of Toronto • Locations with low canopy cover or a high need for tree planting and/or stewardship • Environmental impact of proposed activities (i.e. biodiversity) • Community impact, equity impacts, and benefit of proposed activities</p>
Q12. Does your municipality have minimum requirements for applications to your community grant programs?	Yes
Q13. If you answered yes to the previous question, what are the minimum requirements for an application?	<p>Fully completed & signed application form</p> <p>Signed Terms & Conditions for the application</p> <p>Anticipated Budget including revenue and expenses</p> <p>Previous years 3rd party audited budget (events & programs only)</p> <p>Other (please specify)</p> <p>Matching funding (In-kind or Cash)</p>
Q14. Does your municipality have requirements for successful applicants to meet to ensure all awarded funds are provided?	Yes
Q15. If you answered yes to the previous question, what requirements do you have for successful applicants? Check all that apply.	<p>Post-event reporting</p> <p>Recognition of funding support through social media, on-site, etc.</p> <p>Other (please specify)</p> <p>Interim report on project January to July Final report on project July to December Audited Financial statements Certificate of Insurance</p>
Q16. Does your municipality have any repercussions for successful applicants not completing post award requirements?	Yes

Q17. If you answered yes to the previous question, what repercussions for successful applicants are there? Check all that apply.	Failure to submit requirements disqualifies the applicant/program for future funding until all requirements are met
Q18. How are community grant applications submitted for consideration? Check all that apply.	Online form with upload capabilities
Q19. Who approves the amount of funding annually allocated to community grants?	Other (please specify) Council approves divisional funding With the allocated forestry grant funding Staff and external reviewers approve of amounts to be allocated to approved projects
Q20. Who approves applications for community grants?	Municipal Staff
Q21. Are there criteria for conflict of interest and a declaration process for those involved in the approval of applications for community grants?	Yes
Q22. How does the municipality advertise community grant opportunities to the public?	Website Social media Newsletter Community grant information sessions
Q23. How often are community grant opportunity applications reviewed?	Annually
Q24. Does your municipality collect feedback from grant recipients to improve the community grant process?	Yes
Q25. How does your municipality measure the effectiveness of your community grant programs?	Survey's, on site inspection of work, community testimonies, recognition events, site visits, photos
Q26. Is there any other information you would like to provide on how we might improve community granting based on your knowledge and experience?	not answered



Respondent No: 5

Login: Anonymous

Email: n/a

Responded At: Apr 22, 2024 10:51:08 am

Last Seen: Apr 22, 2024 10:51:08 am

IP Address: n/a

Q1. Which municipality do you represent?	Town of Oakville
Q2. Is the City of Welland permitted to use the name of your municipality in further communications or would you like to remain anonymous?	Permission to use
Q3. What types of community grant programs does your municipality currently offer? Please check all that apply.	Event support – financial assistance towards event expenses, etc. Municipal fee support – financial assistance to participate in municipally run programs and activities Arts & Culture support – financial assistance for the creation, production, presentation and distribution of arts & culture Operating expense support – financial assistance for expenses related to the ongoing operations of a community resource Other (please specify) Community Activation Grant - micro grants to informal groups/individuals focused on sense of belonging/inclusion/community building at a small scale
Q4. Does your municipality have legacy programs or events that are supported through the annual operating budget process? A legacy program or event is one of municipal significance who receives ongoing funding indefinitely, unless the program/event ceases to exist.	No
Q5. If you answered yes to the previous question, is there a maximum amount of funding that a legacy program/event is eligible for?	not answered
Q6. Does your municipality have a set of principles for their community grant programs?	No
Q7. If you answered yes to the previous question, what principles are used? Check all that apply.	not answered
Q8. Does your municipality have criteria for determining the eligibility of an applicant to a community grant programs?	Yes
Q9. If you answered yes to the previous question, what criteria do you use to evaluate applications? Check all that apply.	Registered non-profit status
Q10. Does your municipality have evaluation criteria for applications to your community grant programs?	Yes

Q11. If you answered yes to the above question, what evaluation criteria do you use to evaluate applications? Check all that apply.	Active in the municipality To support events, programs and activities that are open to the public and publicized broadly
Q12. Does your municipality have minimum requirements for applications to your community grant programs?	Yes
Q13. If you answered yes to the previous question, what are the minimum requirements for an application?	Fully completed & signed application form Signed Terms & Conditions for the application Anticipated Budget including revenue and expenses
Q14. Does your municipality have requirements for successful applicants to meet to ensure all awarded funds are provided?	Yes
Q15. If you answered yes to the previous question, what requirements do you have for successful applicants? Check all that apply.	Post-event reporting Recognition of funding support through social media, on-site, etc.
Q16. Does your municipality have any repercussions for successful applicants not completing post award requirements?	No
Q17. If you answered yes to the previous question, what repercussions for successful applicants are there? Check all that apply.	not answered
Q18. How are community grant applications submitted for consideration? Check all that apply.	Online form with upload capabilities
Q19. Who approves the amount of funding annually allocated to community grants?	Municipal Council
Q20. Who approves applications for community grants?	Other (please specify) both - we have some 3rd party and some staff
Q21. Are there criteria for conflict of interest and a declaration process for those involved in the approval of applications for community grants?	No
Q22. How does the municipality advertise community grant opportunities to the public?	Website Social media
Q23. How often are community grant opportunity applications reviewed?	Other (please specify) 2 systems - some ongoing some annually

Q24. Does your municipality collect feedback from grant recipients to improve the community grant process? Yes

Q25. How does your municipality measure the effectiveness of your community grant programs?

Varies - we are looking to improve this area

Q26. Is there any other information you would like to provide on how we might improve community granting based on your knowledge and experience?

not answered



Respondent No: 6

Login: Anonymous

Email: n/a

Responded At: Apr 22, 2024 12:37:46 pm

Last Seen: Apr 22, 2024 12:37:46 pm

IP Address: n/a

Q1. Which municipality do you represent?	Town of Lincoln
Q2. Is the City of Welland permitted to use the name of your municipality in further communications or would you like to remain anonymous?	Permission to use
Q3. What types of community grant programs does your municipality currently offer? Please check all that apply.	Event support – financial assistance towards event expenses, etc. Arts & Culture support – financial assistance for the creation, production, presentation and distribution of arts & culture Start up support – financial assistance for any expenses related to a new program or initiative to support the community
Q4. Does your municipality have legacy programs or events that are supported through the annual operating budget process? A legacy program or event is one of municipal significance who receives ongoing funding indefinitely, unless the program/event ceases to exist.	No
Q5. If you answered yes to the previous question, is there a maximum amount of funding that a legacy program/event is eligible for?	not answered
Q6. Does your municipality have a set of principles for their community grant programs?	Yes
Q7. If you answered yes to the previous question, what principles are used? Check all that apply.	Alignment to the municipal strategic plan Addressing community needs
Q8. Does your municipality have criteria for determining the eligibility of an applicant to a community grant programs?	Yes

<p>Q9. If you answered yes to the previous question, what criteria do you use to evaluate applications? Check all that apply.</p>	<p>Other (please specify)</p> <ul style="list-style-type: none"> - Not-for-profit, community organizations - Be located and conduct the majority of activities within geographic boundaries of the Town • Only one application per organization is permitted. • Demonstrated sound financial management and good standing with the Town. • Funding requests can be defined as events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, social, heritage, recreation and/or health activities. • Demonstrate provision of services and programs in an effective, accessible, equitable and inclusive manner. • Demonstrate active sustainability efforts to support the continuation of an event/project/program. • Municipal funding should not be considered as the primary source of funding. • Demonstrate need for financial assistance.
<p>Q10. Does your municipality have evaluation criteria for applications to your community grant programs?</p>	<p>Yes</p>
<p>Q11. If you answered yes to the above question, what evaluation criteria do you use to evaluate applications? Check all that apply.</p>	<p>Other (please specify)</p> <ul style="list-style-type: none"> - application completeness - organizational ability (volunteer involvement, efficient use of resources, recognition of the Town) - demonstrated need (need for financial assistance, community need) -alignment to community visions - financial feasibility (in good standing with the Town, budget is clear) - outcome driven and sustainable (sound implementation plan, outline intended outcomes, plan for future continuation)
<p>Q12. Does your municipality have minimum requirements for applications to your community grant programs?</p>	<p>Yes</p>
<p>Q13. If you answered yes to the previous question, what are the minimum requirements for an application?</p>	<p>Fully completed & signed application form Signed Terms & Conditions for the application Anticipated Budget including revenue and expenses</p> <p>Other (please specify)</p> <ul style="list-style-type: none"> - consultation with staff before applying
<p>Q14. Does your municipality have requirements for successful applicants to meet to ensure all awarded funds are provided?</p>	<p>Yes</p>
<p>Q15. If you answered yes to the previous question, what requirements do you have for successful applicants? Check all that apply.</p>	<p>Post-event reporting Recognition of funding support through social media, on-site, etc.</p>
<p>Q16. Does your municipality have any repercussions for successful applicants not completing post award requirements?</p>	<p>Yes</p>

Q17. If you answered yes to the previous question, what repercussions for successful applicants are there? Check all that apply.	Failure to submit requirements disqualifies the applicant/program for future funding until all requirements are met
Q18. How are community grant applications submitted for consideration? Check all that apply.	Paper application form Online form with upload capabilities
Q19. Who approves the amount of funding annually allocated to community grants?	Municipal Council
Q20. Who approves applications for community grants?	Municipal Staff
Q21. Are there criteria for conflict of interest and a declaration process for those involved in the approval of applications for community grants?	Yes
Q22. How does the municipality advertise community grant opportunities to the public?	Website Social media Newsletter Local news
Q23. How often are community grant opportunity applications reviewed?	Annually
Q24. Does your municipality collect feedback from grant recipients to improve the community grant process?	No
<p>Q25. How does your municipality measure the effectiveness of your community grant programs?</p> <p>The final grant report provides information on the project/ events/ activities which are summarized in a report shared with Council. We do encourage grant recipients to be a delegate at Council to share how the grant funds received contributed to the success of the organization. We do review the number of applications, new applicants and the number of returning applicants with new program/event/activity ideas.</p>	
<p>Q26. Is there any other information you would like to provide on how we might improve community granting based on your knowledge and experience?</p> <p>The pre-application consultation was very helpful in reducing ineligible applications and items, and to provide some additional information on the project/event/activity during review process. Would suggest this is imperative. Ensure it is clear to groups that the annual application should be for a new project/event/activity - not a repetitive ask.</p>	



Respondent No: 7

Login: Anonymous

Email: n/a

Responded At: Apr 22, 2024 12:54:25 pm

Last Seen: Apr 22, 2024 12:54:25 pm

IP Address: n/a

Q1. Which municipality do you represent?	City of Vaughan
Q2. Is the City of Welland permitted to use the name of your municipality in further communications or would you like to remain anonymous?	Permission to use
Q3. What types of community grant programs does your municipality currently offer? Please check all that apply.	Event support – financial assistance towards event expenses, etc. Municipal fee support – financial assistance to participate in municipally run programs and activities Start up support – financial assistance for any expenses related to a new program or initiative to support the community
Q4. Does your municipality have legacy programs or events that are supported through the annual operating budget process? A legacy program or event is one of municipal significance who receives ongoing funding indefinitely, unless the program/event ceases to exist.	No
Q5. If you answered yes to the previous question, is there a maximum amount of funding that a legacy program/event is eligible for?	not answered
Q6. Does your municipality have a set of principles for their community grant programs?	Yes
Q7. If you answered yes to the previous question, what principles are used? Check all that apply.	Transparency in the program and approval process Addressing community needs Growth & development of municipal strategic priorities
Q8. Does your municipality have criteria for determining the eligibility of an applicant to a community grant programs?	Yes
Q9. If you answered yes to the previous question, what criteria do you use to evaluate applications? Check all that apply.	Other (please specify) All of the above would apply. Question does not allow multiple answers.
Q10. Does your municipality have evaluation criteria for applications to your community grant programs?	Yes

<p>Q11. If you answered yes to the above question, what evaluation criteria do you use to evaluate applications? Check all that apply.</p>	<p>Active in the municipality To support events, programs and activities that are open to the public and publicized broadly Diverse revenue base, outside of the request to the City Other (please specify) Must be a Community Service Organization (CSO). Not-for-profit status</p>
<p>Q12. Does your municipality have minimum requirements for applications to your community grant programs?</p>	<p>Yes</p>
<p>Q13. If you answered yes to the previous question, what are the minimum requirements for an application?</p>	<p>Fully completed & signed application form Signed Terms & Conditions for the application Anticipated Budget including revenue and expenses Other (please specify) CSO designation Not -for-profit status Financial statements Other grant funding sources</p>
<p>Q14. Does your municipality have requirements for successful applicants to meet to ensure all awarded funds are provided?</p>	<p>Yes</p>
<p>Q15. If you answered yes to the previous question, what requirements do you have for successful applicants? Check all that apply.</p>	<p>Post-event reporting Other (please specify) Their account must be in good standing: Approved CSO No balance outstanding</p>
<p>Q16. Does your municipality have any repercussions for successful applicants not completing post award requirements?</p>	<p>Yes</p>
<p>Q17. If you answered yes to the previous question, what repercussions for successful applicants are there? Check all that apply.</p>	<p>Failure to submit requirements disqualifies the applicant/program for future funding until all requirements are met Other (please specify) All funding is presented as a credit for future events when all requirements are met.</p>
<p>Q18. How are community grant applications submitted for consideration? Check all that apply.</p>	<p>Online form with upload capabilities</p>
<p>Q19. Who approves the amount of funding annually allocated to community grants?</p>	<p>Other (please specify) Individual applications are capped at \$3500 in subsidy funding. The total Fairs and Festivals budget is not to exceed \$25K annually. Client Services division in Recreation Services approves this funding based on these parameters.</p>

Q20. Who approves applications for community grants? Municipal Staff

Q21. Are there criteria for conflict of interest and a declaration process for those involved in the approval of applications for community grants? No

Q22. How does the municipality advertise community grant opportunities to the public? Website
Social media
Newsletter

Q23. How often are community grant opportunity applications reviewed? Annually

Q24. Does your municipality collect feedback from grant recipients to improve the community grant process? Yes

Q25. How does your municipality measure the effectiveness of your community grant programs?

Recreation managed subsidy program: The number of events that we are able to host in Vaughan ; attendance;

Q26. Is there any other information you would like to provide on how we might improve community granting based on your knowledge and experience?

Financial reporting requirement from the organization or user group. (Audited financial statements and developing a guideline around the financial support that organizations receive.)



Respondent No: 8

Login: Anonymous

Email: n/a

Responded At: Apr 22, 2024 14:34:25 pm

Last Seen: Apr 22, 2024 14:34:25 pm

IP Address: n/a

Q1. Which municipality do you represent?	██████████
Q2. Is the City of Welland permitted to use the name of your municipality in further communications or would you like to remain anonymous?	Remain anonymous
Q3. What types of community grant programs does your municipality currently offer? Please check all that apply.	Event support – financial assistance towards event expenses, etc. Activity support – financial assistance to participate in local recreation and culture activities Municipal fee support – financial assistance to participate in municipally run programs and activities Arts & Culture support – financial assistance for the creation, production, presentation and distribution of arts & culture Operating expense support – financial assistance for expenses related to the ongoing operations of a community resource Capital expense support - financial assistance for expenses related to the acquisition of a physical asset for use by a community resource Start up support – financial assistance for any expenses related to a new program or initiative to support the community
Q4. Does your municipality have legacy programs or events that are supported through the annual operating budget process? A legacy program or event is one of municipal significance who receives ongoing funding indefinitely, unless the program/event ceases to exist.	Yes
Q5. If you answered yes to the previous question, is there a maximum amount of funding that a legacy program/event is eligible for?	Depends on the grant program. Some grants have limits.
Q6. Does your municipality have a set of principles for their community grant programs?	Yes
Q7. If you answered yes to the previous question, what principles are used? Check all that apply.	Transparency in the program and approval process Alignment to the municipal strategic plan Addressing community needs
Q8. Does your municipality have criteria for determining the eligibility of an applicant to a community grant programs?	Yes

Q9. If you answered yes to the previous question, what criteria do you use to evaluate applications? Check all that apply.	Registered non-profit status
Q10. Does your municipality have evaluation criteria for applications to your community grant programs?	Yes
Q11. If you answered yes to the above question, what evaluation criteria do you use to evaluate applications? Check all that apply.	Active in the municipality To support events, programs and activities that are open to the public and publicized broadly Diverse revenue base, outside of the request to the City Previous applicant experience
Q12. Does your municipality have minimum requirements for applications to your community grant programs?	Yes
Q13. If you answered yes to the previous question, what are the minimum requirements for an application?	Fully completed & signed application form Signed Terms & Conditions for the application Anticipated Budget including revenue and expenses Previous years 3rd party audited budget (events & programs only)
Q14. Does your municipality have requirements for successful applicants to meet to ensure all awarded funds are provided?	Yes
Q15. If you answered yes to the previous question, what requirements do you have for successful applicants? Check all that apply.	Post-event reporting Recognition of funding support through social media, on-site, etc.
Q16. Does your municipality have any repercussions for successful applicants not completing post award requirements?	Yes
Q17. If you answered yes to the previous question, what repercussions for successful applicants are there? Check all that apply.	Failure to submit requirements disqualifies the applicant/program for future funding until all requirements are met
Q18. How are community grant applications submitted for consideration? Check all that apply.	Online form with upload capabilities
Q19. Who approves the amount of funding annually allocated to community grants?	Other (please specify) Council approves The City's operating budget which includes existing grant funding programs and can approve budget for new grant programs either through Administration recommendations or yearly budget adjustments.

Q20. Who approves applications for community grants?

Other (please specify)
Council approves some Council -specific grants (Council Innovation or Community Funds). For most grant programs, Administration reviews and approves most all other applications meeting the specific terms of references for that particular grant program.

Q21. Are there criteria for conflict of interest and a declaration process for those involved in the approval of applications for community grants?

Yes

Q22. How does the municipality advertise community grant opportunities to the public?

Website
Social media
Newsletter

Q23. How often are community grant opportunity applications reviewed?

Other (please specify)
Annual and ongoing

Q24. Does your municipality collect feedback from grant recipients to improve the community grant process?

Yes

Q25. How does your municipality measure the effectiveness of your community grant programs?

Through reporting and analysis of specific metrics related to the grant program's purpose.

Q26. Is there any other information you would like to provide on how we might improve community granting based on your knowledge and experience?

See our "Investing in Partnerships Policy" on levels of support for community partners. We are dev eloping a new Civic Partner Operating Grant program this year and the policy will be revised next year to be up0dated.
