



Municipality of Greenstone Policy Manual

Subject: Municipal Grant and Resource Allocation

Number: 24-41

Section: Economic Development /
Communications / Recreation

Original Effective Date: June 24, 2024

Last Revised/Approved Date: June 20,
2024

Approval Authority: By-law 24-41

Purpose:

The Municipality of Greenstone will consider funding requests from groups or individuals that demonstrate both a need for funding and meet pre-established guidelines and criteria, as listed below and approved by Council.

The objective of this policy is to identify processes which will allow for the allocation of Municipal funds and resources fairly and consistently. The aim is to share available resources throughout the Municipality in a fair and consistent manner. Grants are intended to provide modest levels of support and assistance to community groups/organizations for activities and events.

Each year, as part of its annual budget process, Council will determine the amount of funding to be provided for community event grants allocation. Council will retain the right to make the final decision on both the overall financial grant allocation and individual financial grants.

Application:

This policy establishes eligibility requirements; identifies the types of funding available; and outlines application and monitoring requirements.

Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance and/or establish community beautification as an end result.

Policy Statement/s:

The Municipality of Greenstone recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of

citizens. Grant funding demonstrates Council's commitment to working with groups that provide these beneficial programs, services, or events to the community.

This policy is for all new applicants and for those identified in Appendixes "A", and "B" being preapproved, established, yearly contributions. Those identified in Appendix "C" are not required to provide any insurance, records, financials, etc. to the Municipality and the funds are considered a contribution in the spirit of reconciliation.

Amendments:

24-296 Update to Appendix B

Definitions:

"Community Events" means a recurring event or a one-time or first-time event that is of cultural, social or recreational significance to the community and which may have the participation of more than one organization and is open to all members of the public.

"In-Kind Contributions" means a donation of goods or services where no monetary transaction takes place, however these goods and services have a defined monetary value.

"Charity Hockey Tournament" means a tournament that donates at least 75% of its net profits to an existing community organization, family in need, or community event and its sole purpose is to raise funds for such things.

"Municipality" means the Municipality of Greenstone.

Policy:

Types of Grants

In-Kind Contributions: grants are based on the provision of municipal property/facilities, materials, or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for In-Kind grants will include specific resources being requested and their anticipated location and use. The following are considered in-kind contributions: use of municipal assets at no cost including the municipal tents, facilities, parks, staff, and equipment.

Hockey Tournaments that qualify as a "Charity Tournament" may receive an in-kind donation of 50% of the ice rental fee identified in the current Fees and Charges By-Law.

In-kind contributions valued at under \$5,000.00 that do not involve additional expenses (i.e. equipment rental), or staffing costs outside of the approved operating budget, and that meet the criteria as identified in the approved policy shall be approved by the appropriate department head. Council will be notified of the approval prior to the event.

All in-kind contributions valued at over \$5,000.00 or that involve additional expenses outside of the operating budget, must be approved by Council.

Community Events - Financial Assistance: (Application Based) Financial contributions are intended for Community Events open to all members of the public. There is a maximum of \$2,000.00 per request.

In every 5th Anniversary year Wards in Greenstone are able to request consideration for Community Event designation and the use of Municipal resources for anniversary celebrations. Significant anniversary celebrations (25th, 50th, 75th, 100th etc.) will be eligible to request additional support including financial assistance.

Capital Projects

Capital projects are not the intended purpose of the Grants and Resource Allocation Policy as it is meant to support events and activities open to all Greenstone residents. Requests for Capital funding should be exhausted through other available funding programs (Trillium, NOHFC, etc.) or fundraising efforts. Should an organization be unsuccessful in these attempts for funding, a one time request to a maximum of \$3000.00 may be made to the Municipality for the next budget cycle. Special consideration will be given to projects that assist in the beautification of public spaces.

Preapproved Contributions

All organizations listed in Appendix "A" and Appendix "B" shall continue to receive the same support so long as the following stipulations are adhered to:

- All required insurance must be presented to the Municipality prior to the event.
- In keeping with the Municipality's commitment to transparency and due to the fact that many residents are unaware of Municipal contributions, it is required that all organizations receiving a contribution from the Municipality must acknowledge that contribution in any advertising associated with the event by stating: "Sponsored in part by the Municipality of Greenstone". Municipal logos and Visual Identity requirements will be made available.
- The Municipality is not to be the sole source of funding.
- Financial records, meeting minutes and/or activity reports must be presented to the Municipality as requested.
- Events must be ongoing on a yearly basis (or as previously done) to continue to be pre-approved. Events which cease to operate (other than for extreme extenuating circumstances i.e. a pandemic) and restart at a later date must follow the application process.
- Council reserves the right to disqualify groups from being pre-approved should they not adhere to the above stipulations.

All Communities listed in Appendix "C" shall receive the identified amount, once per year, as a contribution to the Community's Annual Pow-wow.

Funding Eligibility

An applicant organization must meet the following general criteria in order to be considered for a Municipal Grant:

- There can only be one application per project.
- Grant applications should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service.
- The Municipality of Greenstone grant should not be considered as the primary source of funding for the organization.
- Funding requests can be defined as events/projects/programs that support, sustain, promote, celebrate and/or provide access to the arts, culture, recreation and heritage activities.
- Request for financial assistance for events of a municipal, provincial or national significance which would be expected to bring economic and/or public relations to the municipality.
- Each application must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.
- To qualify for funding, the group must demonstrate its commitment to all of the following principles: accessibility, effectiveness, and accountability through sound management and financial practices.
- Individuals are not eligible to apply.
- Businesses are not eligible to apply.
- For profit organizations are not eligible to apply.
- Funding will not be approved for any organization's accumulated deficits or funding shortfalls. Financial assistance consideration is based on only budget revenues and expenditures in the year for which the assistance is requested.
- The applicant organization, within the current fiscal year, must spend the grant funding on the sole purpose for which it was awarded.

Successful Grant Requirements

- Be open to all residents of Greenstone.
- Promote the Municipality of Greenstone as a desirable place to live, visit and do business.
- Promote the Municipality of Greenstone as a visitor destination and/or bring tourism-associated revenue to the Municipality.
- Enhance the quality of life and well-being of the residents of the municipality.
- Advance the Municipality's commitment to, and pride in, being a multicultural community.
- Encourage the development of identity and pride.
- Promote cultural and artistic awareness among the residents of the municipality.
- Promote accessibility.

Application

Organizations wishing to be considered for grants (financial and in-kind) must submit applications in accordance with the process outlined below.

Only one grant application per project per year will be considered.

All applications shall be submitted on the Grant Application form together with the following information and documentation:

- The amount of financial assistance or in-kind assistance required;
- The benefits in the community to result from the grant;
- A detailed proposed budget for the event that the grant is being applied for, detailing expenditures and revenues, including a list of all other sources of funding and/or grants/donations;
- Formal financial statements if available (not audited) from the preceding fiscal year which will include: Statement of Financial Position – signed by two directors, Statement of Revenue and Expenditures; OR copies of any current bank statements directly related to the event/organization.
- Listing of the current Board of Directors including contact information;
- A copy of the most recent annual general meeting (AGM) minutes (if applicable).

Application Review Process

Completed applications for grants (both monetary and in-kind as defined by this policy) will be reviewed by the Economic Development & Communications Department within 21 days of submission. A report outlining recommendations for all financial requests will be forwarded to Municipal Council at the next scheduled Regular Meeting of Council for approval.

Grant applications will be evaluated in terms of the general and financial criteria and principles outlined within the Policy and any group may be contacted for additional information. Approval recommendations will be consistent with the total annual grant allocation and approval of individual grants.

Grant applicants determined to be ineligible for funding shall be notified, in writing, of the decision.

Insurance

Any organization benefiting from a Municipal Grant or In-Kind donation, must provide a certificate of insurance prior to the event. The Municipality of Greenstone must be listed as a third party insured and have a minimum of \$2,000,000 liability.

Additional documentation may be required depending on the type of event.

Recognition

In keeping with the Municipality's commitment to transparency and due to the fact that many residents are unaware of Municipal contributions, it is required that all organizations receiving a contribution from the Municipality must acknowledge that contribution in any advertising associated with the event by stating: "Sponsored in part by the Municipality of Greenstone".

Municipal logos and Visual Identity requirements will be made available.

Note: All organizations meeting the criteria will not necessarily receive a grant or the amount for which they applied. Grant allocations are dependent on individual application review and the amount of grants and donations funding contained within the approved

municipal budget. Each application will be reviewed by Municipal Staff prior to review by Municipal Council. Organizations are encouraged to submit applications early in the year.

APPENDIX “A”

In-Kind Resource Allocations

(To be reviewed upon request by Council or on the recommendation of staff.)

- Nakina Annual Catch & Release Bass Derby — Both municipal tents, tables and chairs with municipal staff assistance (delivery, set up, take down, removal)
- Longlac Summerfest - Both municipal tents (delivery, set up, take down, removal), tables and chairs with municipal staff assistance, provide picnic tables for the clinic dance, kids races-Caisse Alliance BBQ, provide barricades for the event (from Geraldton), set up roasting pit for beef on the bun (3 staff and loader required), stage setup at Lakeside Centre, trash receptacles at designated locations
- Geraldton Walleye Classic - Both municipal tents, tables and chairs with municipal staff assistance (delivery, set up, take down, removal)
- Lake Nipigon Annual Trout Hunt — Free use of Poplar Lodge Park facilities
- Longlac Walleye Masters - Both municipal tents, tables and chairs with municipal staff assistance (delivery, set up, take down, removal)
- Canada Day Celebrations held throughout Greenstone (to be distributed as needed) (delivery, set up, take down, removal)
- Junior Walleye Classic - Both municipal tents, tables and chairs with municipal staff assistance (delivery, set up, take down, removal)

Additional requests for in-kind resources shall be requested through the application process.

APPENDIX “B”

Community Events – Pre-Approved Monetary Allocations

(To be reviewed upon request by Council or on the recommendation of staff.)

- Beardmore Winter Carnival \$1,500
- Skate with Santa - Geraldton - \$200
- Skate with Santa - Longlac - \$200
- Skate with Santa - Beardmore - \$150
- Skate with Santa - Nakina - \$150
- Canada Day Celebrations Beardmore - \$1,500
- Canada Day Celebrations Geraldton - \$2,500
- Canada Day Celebrations Longlac (Summerfest) - \$3,000
- Canada Day Celebrations Nakina - \$1,500
- Geraldton Concert Series - \$4,000
- Geraldton Children's Entertainment Series - \$2,000
- Geraldton Cross Country Ski Club (Liability Insurance) - \$400
- Kenogamisis Fish & Game - \$4,900
- Nakina Winter Carnival Spring Thaw - \$1,500
- Le Club des Francophone de Longlac annual Christmas party - \$500

APPENDIX “C”

Contribution to Area Pow-Wows

(To be reviewed upon request by Council or on the recommendation of staff.)

- Animbiigoo Zaagi'igan Anishinaabek - \$500
- Aroland First Nation - \$500
- Biinjitiwaabik Zaaging Anishinaabek (Rocky Bay) - \$500
- Bingwi Neyaashi Anishinaabek Sand Point First Nation - \$500
- Ginoogaming First Nation - \$500
- Long Lake #58 First Nation - \$500