

**CORPORATION DE LA VILLE DE SMOOTH ROCK FALLS
CORPORATION OF THE TOWN OF SMOOTH ROCK FALLS**

**GRANTS & SUBSIDIES POLICY
(FOR ALL NON-PROFIT AND CHARITABLE ORGANIZATIONS)**

PURPOSE

The Corporation of the Town of Smooth Rock Falls, through its Municipal Council, fully supports and encourages the activities of all Community Groups, Organizations, and Associations.

The purpose of the Town of Smooth Rock Falls' Grants & Subsidies Program is to provide support to facilitate and ensure effective citizen involvement in Community events relevant to improving the well being of citizens and contributing to the quality of life in the Community.

Assistance may be available to groups whose primary purpose or objective is providing leisure related activities through a community development approach to improve the quality of life within the Municipality, and to promote the identity and enhance the image of the Municipality

GOAL

The primary goal of the Municipal Grants & Subsidies Program is to monitor and respond to Community needs and to promote local identity by encouraging Community participation.

Groups, organizations, or associations, which contribute to the enrichment of Community life, will be considered for grants or subsidies, within the limits of available financial resources.

It is the aim of the Municipal Council to assess all requests objectively and equitably.

The policy statements and operating procedures of this grants & subsidies process will be subject to annual review and amended as required.

The Corporation of the Town of Smooth Rock Falls will not contribute to deficits or make up funding shortfalls resulting from programs or events of any kind, which were undertaken without prior consultation and approval from the Town of Smooth Rock Falls.

Grant & Subsidy Policy

UNDERSTANDING FACILITY USER FEES AND RENTAL RATES

Annually, Municipal Council adopts user fees for various Municipal facilities as part of the budget process. All fees currently levied for use of Municipal facilities are charged out at an already subsidized rate.

The actual cost of the use of these facilities is considerably more than the rates currently being charged to individuals and groups within the community. To that effect, **each individual and each user group of Municipal facilities is already receiving a subsidy for their use of Municipal facilities.**

This policy deals with and covers further or additional subsidies and / or grants for facility use outside of the already approved rates and fees.

TYPES OF AVAILABLE ASSISTANCE

- Grants
- Fee waivers (only if associated with the direct renting of Recreation facilities)
- Staff assistance
- Equipment assistance

ELIGIBILITY CRITERIA

Only groups and/or organizations based and operating in the Town of Smooth Rock Falls are to be considered for any financial assistance. This policy will not deal with or consider requests from individuals.

APPLICATION PROCEDURE

1. Applications must be submitted using prescribed forms as attached in Appendix A.
 - a) Grant requests once per year – for inclusion in budget preparations)
 - b) All other requests – two months (sixty days) before event)

Grant & Subsidy Policy

GENERAL POLICY GUIDELINES

1. Previous approvals should not be considered automatic from year to year.
2. Municipal assistance will be made available for Smooth Rock Falls volunteer, not-for-profit, charitable groups or organizations that:
 - a) Show evidence of organizational and fiscal responsibility
 - b) Have a Constitution, with aims and objectives clearly stated
 - c) By legal definition fit the criteria of “not for profit”
 - d) Have a Board of Governors / Directors, and/or and Executive
 - e) Can demonstrate evidence of Community support by showing evidence of volunteer involvement.
 - f) Have been in operation for at least two (2) years
 - g) Can demonstrate a financial need that cannot be funded from any other sources.
 - h) Have a membership that is open and accessible to all residents of the Town of Smooth Rock Falls.
 - i) Have a membership that consists primarily of residents of the Town of Smooth Rock Falls.
3. Under normal circumstances, only one request per group or organization will be considered in a fiscal year.
4. Applications from individual teams, divisions, or special groups within an organization will not be considered. The application must come from the main organization.
5. Each applicant for financial assistance will be required to complete a grant application form.
6. Applications must be submitted 60 calendar days in advance of the required grant or subsidy.
7. All funding applications must include a breakdown of revenues, financial statements, budgets and forecasts, and demonstrate that the organization is involved by some means of acquiring funds on their own behalf such as registration fees, fund-raising projects, donations, sponsors, etc.
8. All completed applications must be complete to the satisfaction of the Recreation Committee who will assess the application for all required documentation. All applications that are deemed complete will be processed expediently and presented to the following Municipal Council - Committee of the Whole meeting.
9. The applicant organization must utilize the grant or subsidy, on the sole purpose for which it was awarded.
10. The Municipality may request final reports. If requested, all final reports are due for submission 60 days following funding utilization.
11. The Municipal Council has the final decision on all financial assistance items.

Grant & Subsidy Policy

12. If a group or organization does not fit into this policy, Municipal Council will be given a report of the group's request and the reasoning for non-acceptance of their request. The group will be forwarded a copy of the report.
13. Groups and organizations requesting a grant or subsidy for the use of a Community facility for charitable fund-raising purposes may only do so if all such funds raised shall be used exclusively for the direct benefit of the Community and its residents.
14. Assistance given in the form of Municipal services in kind shall have a maximum value assessed. The applicant will be apprised of the total cost of their request.
E.g.: The limit will be set at a maximum of \$ 1,000 for Community Events, for services in kind or will be assessed as the current year budget permits.
15. The rental of Community facilities for use under a Special Occasions Permit shall not be eligible for assistance under this policy.
16. The Municipal Council is interested in supporting developmental programs and projects of a special nature. Projects that will be highly considered shall serve an outstanding need in the Community and will not compete with any other service provider. The applicant will demonstrate that the project will influence the quality of life in the Community. If the project is likely to be continuing, it must be capable of becoming self-sufficient. Assistance may be available by way of services in kind. Groups or organizations whose project / program falls into this clause will have the proviso of a 2-year existence removed. Municipal assistance in this scenario could take the form of equipment, facilities, services, and staff assistance.
17. In a case where assistance is given to a group or organization for the purchase of equipment or supplies; it should be noted that all such supplies or equipment shall remain the property of the Municipality should the group in question dissolve.
18. The granting of assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years. Assistance shall be determined annually on the applicant's merits. All groups and organizations are encouraged to become self-sufficient.

**GRANT & SUBSIDY POLICY
APPLICATION FORM**

Date of Application Submission: _____

Name of Organization: _____

Address: _____

Contact Person: _____

Telephone Number (daytime): _____ (evening): _____

Name of Event: _____

Date of Event: _____

Application Details: (attached additional sheets as necessary)

Recommendation of Recreation Committee:

Grant & Subsidy Policy

CORPORATION DE LA VILLE DE SMOOTH ROCK FALLS
CORPORATION OF THE TOWN OF SMOOTH ROCK FALLS
GRANT & SUBSIDY POLICY
EVENT FINANCIALS FORECAST

EVENT REVENUES

Description	Amount	Confirmed	Anticipated
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

Total Revenues	\$	\$	\$
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EVENT EXPENSES

Description	Amount	Confirmed	Anticipated
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		
	\$		

Total Expenses	\$	\$	\$
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NET EXPENDITURE: _____

NET PROFIT: _____

**GRANT & SUBSIDY
APPLICATION CHECKLIST**

#	DOCUMENT OR REQUIRED ITEM	✓ Documents attached
1.	Completed application form. (from Policy package)	
2.	Completed event financials form. (from Policy package)	
3.	Show evidence of organizational responsibility. (i.e.: minutes or motion showing organizational agreement for application request)	
4.	Show evidence of fiscal and financial responsibility. (prior and current year financial budget and statements)	
5.	Constitution, with aims and objectives clearly stated. (i.e.: articles of incorporation / constitution / mandate)	
6.	Proof of “not for profit” or “charitable” status.	
7.	Name, address and phone number listing of Board of Governors, Directors, and/or Executive.	
8.	Evidence of community support and volunteer involvement. (i.e.: listing of community donations, listing of volunteers)	
9.	Have been in operation for at least one (1) year.	
10.	Demonstration that financial need cannot be funded from other sources.	
11.	Have a membership that is open and accessible to all residents of the Municipality of Smooth Rock Falls.	
12.	Completed event financials form.	

