



## Policies and Procedures

### The Corporation of the Township of Blandford-Blenheim

<b>Department:</b>	Treasury/Finance	<b>Effective:</b>	August 5, 2015
<b>Subject:</b>	Council Grants & Subsidy Program Policy	<b>Policy Number:</b>	TR-15-07
<b>Approved by:</b>			
<b>Resolution Number:</b>			
<b>Date of Review:</b>	<b>Review Number:</b>	<b>Change:</b>	<b>Reference Section:</b>

#### ***Policy:***

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 review and amended as required.

The Corporation of the Township of Blandford-Blenheim 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 Township of Blandford-Blenheim.

#### ***Purpose:***

The Corporation of the Township of Blandford-Blenheim, through its Municipal Council, supports and encourages the activities of all Community Groups, Organizations, and Associations.

The purpose of the Township of Blandford-Blenheim's 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.

**Scope:**

Only groups and/or organizations based and operating in the Township of Blandford-Blenheim are to be considered for any financial assistance. This policy will not deal with or consider requests from *individuals*.

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.

**Definitions:****Tourism/Economic Development**

Includes organizations that significantly benefit tourism by bringing in non-Township of Blandford-Blenheim residents into the Township of Blandford-Blenheim or promotion of events highlighting the Township of Blandford-Blenheim.

**Community**

Includes organizations that enable citizens to strengthen the personal or community life of the Township of Blandford-Blenheim. It also refers to organizations which strengthen neighbourhoods, accessibility, and public involvement in organizations. This category includes quality of life organizations.

**The Arts**

Includes organizations that produce, present, distribute, educate and/or encourage the appreciation of and the creation of work in the literary, performing or visual arts.

**Culture and Heritage**

Includes organizations which represent the creative capacities of citizens or the celebration of racial or ethnic contributions, e.g. diversity and multi-culturalism.

**Guidelines:**

The following are the guidelines to be used by the Township of Blandford-Blenheim in evaluating applications for general grant financial assistance.

1. The organization must have a clearly stated purpose and function that result in an improvement in community services within the Township of Blandford-Blenheim and the organization must be responsible for the planning and provision of these services.

2. 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 be self-sufficient.
3. The applicant must present adequate documentation demonstrating the need for the proposed service to be funded. The activities of the applicant do not substantially duplicate the efforts of other organizations.
4. The grant application will be considered in one of five categories:
  - a) Tourism/Economic Development
  - b) Community
  - c) The Arts
  - d) Culture and Heritage
  - e) Other
5. The Financial Assistance Program should not be considered as the primary source of funding for the organization as such funding is intended to be supplementary to main sources of funding for organizations.
6. As a general guideline, the Township of Blandford-Blenheim will not give consideration for financial assistance to any organization to replace financial support provided previously by other funding authorities either private or government.
7. Since volunteers are an important part in community service, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services.
8. The mandate of the organization must provide for services extended to the general public of The Township of Blandford-Blenheim and should not exclude anyone by reason of race, religion, or ethnic background in accordance the Canadian Charter of Human Rights and Freedoms.
9. All requests for financial assistance will be assessed in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community, community response, and apparent quality.
10. Applications form individual teams, divisions or special groups within an organization will not be considered. The application must come from the main organization.
11. Under normal circumstances, only one request per organization is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated into one request. This includes direct funds, property rental reductions, equipment donations, fee reductions, etc. Fully completed applications for assistance must be received on an annual basis **not later than January 31 in the year of the event.**

12. This Financial Assistance Program shall be used only for the purpose approved by Council.
13. Applicants must provide the following financial information: previous year's financial statement (which must be reviewed by a professional accountant if assistance requested is greater than \$5,000.00); current year's budget and Funding Financial Forecast.
14. The successful applicant will acknowledge the Township of Blandford-Blenheim support in its promotional materials in a manner acceptable to the Township.
15. No financial donation or assistance will be considered unless specifically authorized by this policy.
16. Council makes the final decision on all Grant requests.