



<b>Title:</b>	<b>Community Grants Program Policy</b>		
<b>Policy Group:</b> <b>Your Government and People</b>			<b>Policy Administrator:</b> <b>Finance</b>
<b>Resolution No.</b> <b>CW-118-2022</b>			<b>Policy Number:</b> <b>FIN-09</b>
<b>Approval Date:</b> <b>2022-05-12</b>			<b>Revision Date:</b> <b>2026-05-12</b>

## 1. Policy Statement

- a) This policy provides a set of standards by which the municipality will administer the Community Grant Program.

## 2. Purpose

- a) The purpose of the Community Grant Program is to provide financial assistance (i.e., services in-kind or monetary value) to non-profit, community-based organizations that provide direct programs, services or activities that enhance the quality of place and economy for County of Prince Edward residents in the areas of social services and health, arts, culture, heritage, recreation, or the environment.

## 3. General

- a) There are 3 different Community grant stream:
  - i. Community Project Grants seed money or in-kind support for a specific project for which the amount requested is up to \$1,000.
  - ii. Grant requests under \$5000 funding or in-kind support for a project, special events, specific programs, or operating budgets for which the amount requested is \$1,000 to \$5,000.
  - iii. Grant requests over \$5,000 funding or in-kind support for a project, special events, specific programs, or operating budgets for which the amount requested over \$5,000. Grant allocations under this stream require approval by Council.
- b) Community Grants are facilitated by a third-party community partner for the term of Council, the parameters of which are contained in a partnership agreement.

- c) These funding streams are further defined as projects/events, activities or programs that support, sustain, promote, inform/educate, celebrate, preserve and/or provide access to:
- i. **Arts:** creative activity by professionals or non-professionals in various fine and applied art forms including but not limited to: visual, performing and performance, literary, media, and decorative arts;
  - ii. **Culture:** beliefs, customs and traditions of certain communities, societies, or cultural groups relating to language, ethnicity, race gender, sexual identity, disability, religion, class, and diversity;
  - iii. **Environment:** beautification, conservation, documentation, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape);
  - iv. **Heritage:** identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums and galleries/collections), historic people and events, and traditions (customs and beliefs);
  - v. **Recreation:** activities contributing to physical, mental and social well-being with a focus on prevention; access to housing, food and clothing, freedom from violence.
- d) Eligibility Criteria
- i. To be eligible for funding applicants must:
    1. Be a new or existing not for profit, community group or organization, and
    2. Be located and conduct the majority of activities within the geographic boundaries of the County of Prince Edward.
    3. Have demonstrated sound financial management and good standing with the County;
    4. Be able to demonstrate that they provide those services and programs in an effective, accessible, open, and inclusive manner.
    5. Must have financial records in the name of the lead organization applying;
- e) What/Who is not eligible for a Community Grant:
- i. Organizations receiving support through another County funding program for the same project.

- ii. Individuals
- iii. For-profit businesses
- iv. Organizations with political affiliations
- v. Organizations serving as funding sources for others, e.g. Service Clubs
- vi. Faith organizations where services/activities include the promotion and/or required adherence to a faith
- vii. Hospitals, clinic-based services or medical treatment programs
- viii. Fund-raising events: events where the sole purpose of the organization is to raise funds.
- ix. School boards, primary and secondary schools, post secondary institutions
- x. Programs within legislated mandates of other government or city departments
- xi. Provincial/national organizations unless a local chapter exists to service the residents of the County of Prince Edward
- xii. Organizations receiving 80% or more of funding from senior levels of government
- xiii. Organizations that conduct the majority of their activities outside of the County
- xiv. Costs for major capital equipment/renovations and minor renovations; and financing of deficits

f) Assessment Process

- i. Applications will be reviewed in detail and recommended by an adjudication committee created by the third-party community partner engaged to undertake the Community Grants program.
- ii. There will be no appeal process. As the requests for financial support may exceed the funds available, this is a competitive process.
- iii. Applicants are not guaranteed funding. Note: Several projects or sub-committees that are applying within the same lead or umbrella organization must submit all projects under one cover application with specific project budget and project information as attachments.
- iv. Applications submitted separately may not all be considered eligible for funding.

- g) Applicants for **EITHER** funding program should demonstrate:
- i. Objectives of the County as outlined in the Municipal Strategic Plan, Economic Development Plans and the Cultural Plan
  - ii. Community need for proposed activity or service;
  - iii. Community support (funding support or sponsorship from other organizations, local businesses, industry, service clubs);
  - iv. Community benefit/impact;
  - v. Financial need
  - vi. Sound financial management and revenue generation (accurate records, responsible budget, various sources of income; if deficit, then reduction plan);
  - vii. Accountability/mechanism for evaluation (identification of key performance measures and outcomes);
  - viii. Feasibility (organization's ability to complete the proposed activity or service);
  - ix. Evidence of community collaboration, partnerships;
  - x. Impact of previous year's funding support.
- h) Application Process
- i) Applications will be open and advertised. Applications for this funding, utilizing the specified application form, will be accepted by mail or in person as advertised by the County and the third-party community partner facilitating the Community Grant program (deadline established annually) :
  - j) Please note that **no exceptions** will be made. Late or incomplete applications will not be considered. Applicants will be notified of the results of the competition in writing, following the approval of the budget and Council approval of over the \$5,000 grant stream.

#### **4. Responsibility and Implementation**

- a) Council is responsible for approving the Policy.
- b) The Chief Administrative Officer (CAO) is responsible for:
  - i. approving the procedures
- c) Director of Finance (Municipal Treasurer) is responsible for:
  - i. Ensuring all grant funds issued are in accordance with the policy requirements.

- ii. Ensuring that finance staff are all trained on this policy and adhere to the policy requirements.
  - iii. Ensures that grants issued, are compliant with all legislation.
- d) Director of Community Services, Programs, and Initiatives is responsible for:
  - i. Ensuring that all staff involved in the Community Grant Program are trained on this policy, and adhere to the policy requirements.

## **5. Documentation and Forms**

- a) Appendix A - Community Grant Sample Application