



## CITY OF WOODSTOCK POLICY MANUAL

<b>Subject:</b>	<b>Community Grants Program</b>
<b>Policy Number:</b>	<b>GA003</b>
<b>Revision:</b>	<b>02</b>
<b>Approved by Council:</b>	<b>August 15, 2002</b>
<b>Amended:</b>	<b>November 7, 2013</b>

### **Goals:**

The goal of the City of Woodstock Grants program is to assist in the development and operation of community groups and individuals that by their activities promote and/or enhance the overall well being of the community.

Applications should generally relate to charitable, recreational, cultural, the arts, environmental projects or to special events.

### **Annual Program Amount Available:**

The maximum sum available for the grant program will be 15 percent of the slot revenue received by the City of Woodstock in the previous year to which the funds are granted.

### **General Objective:**

1. To establish a grants administrative system which will be fair, effective and consistent.
2. To promote and enhance the volunteer component throughout the service delivery system in the City of Woodstock.
3. To ensure all applications are evaluated using an established set of criteria and that each application is considered on its own merit.
4. To ensure that a system of accountability is maintained between the applicant and the City of Woodstock.

### **Application Procedure:**

1. Grant applications will be received and acknowledged by the City Clerk or designate;
2. Staff will conduct a preliminary review of the application and supporting documentation to determine eligibility in accordance with the criteria

established by Council. The City Clerk or designate will advise ineligible applicants of the reason(s) why their application is deemed ineligible.

3. The Community Grants Advisory Committee will review the eligible applications and appeals and make a recommendation to Council (see appeals section of the Policy).
4. The City Clerk or designate will advise the applicant of Council's decision and forward the grant amount if approved.

### **Eligibility Criteria:**

1. Grants are available to volunteer, non-profit or charitable organizations that would be eligible under the guidelines set by the Alcohol and Gaming Commission of Ontario (AGCO). The AGCO's eligibility requirements are available at <http://www.agco.on.ca>. All organizations applying for grants must be located in the City of Woodstock and the majority of the participants must be residents of the City of Woodstock.

Grants may be available to individuals or teams who have achieved provincial, federal or international recognition.

Grants may be available for recreational endeavors for Woodstock youth under 18 years of age. Applications are to be filed and grants are to be distributed by registered non-profit charities, accredited minor sports associations or local governments.

2. Applicants must show evidence that they have fully explored and/or are receiving other sources of financial support and must demonstrate that they cannot provide the program and/or an adequate level of service without municipal financial assistance.
3. Grants are intended to be supplementary to the main source of income and should not be considered as the primary source of funding. A grant in any year is not to be considered a commitment by the City of Woodstock to continue such assistance in future years.
4. Grants awarded are intended to provide assistance for operating costs and no portion of the grant is to be used toward capital expenditures. Capital shall be defined as any "asset" or "possession" having value; common examples include facility improvements or purchases of items such as appliances, furniture or vehicles.
5. The determination of the amount of funding allocated will be based on:
  - a) Purpose for which funding is to be utilized;
  - b) Whether another level of government or its agencies are presently subsidizing this purpose;
  - c) The amount of monies required to run the particular program/service;
  - d) How the organization has managed funds in the past;
  - e) The per capita benefit to the community.
6. Grant applications requesting financial assistance for political, educational, health related or social service programs are not eligible.

(Note: For the purposes of this policy, applications from school councils, school boards, after school group activities, preschool facilities and adult learning centers shall be considered to be educational and therefore are not eligible for Community Grants funding.)

7. Service Clubs applying for a grant will be considered only for current specific projects that benefit the community.

**Special Grants:**

Consideration will be given to applications that will be of benefit and promote the City of Woodstock or result in a more active and healthy community life. These grants will be given on a “one time” basis only. Preference will be given to applicants who demonstrate diverse sources of funding. Any subsequent request for grant funding beyond the “one time” criteria will be considered under the general eligibility requirements.

**Application - Required Documents:**

The following documents must be attached to the City of Woodstock application form:

1. A list of the organization’s executive;
2. The most recent financial statement of the organization;
3. An approved proposed budget for the year of the grant request or the budget for a specific project/purpose for which the funding is being requested;
4. A detailed outline explaining the applicant’s purpose, goals and financial request;

**Submitting an Application:**

The City of Woodstock will consider and accept grant applications twice per fiscal year. The submission deadlines are March 1<sup>st</sup> and September 1<sup>st</sup>. Subject to approval from the Committee’s Chairperson and in consultation with City staff, funding requests that are urgent in nature may be considered outside the formal intake periods.

Applications are to be forwarded to:

Office of the City Clerk  
The City of Woodstock  
Box 1539  
Woodstock, Ontario  
N4S 0A7

Questions and concerns regarding this application may be directed to the Deputy Clerk at 519 539-2382 Extension 2501.

**Appeal Process:**

All applications are reviewed by the Community Grants Committee staff representatives to ensure that applications meet the eligibility criteria. If an application is deemed ineligible by the staff representatives, the organization will be notified in a timely manner and the organization has 20 days to appeal to the Committee in writing. Appeals received by the Committee will be reviewed on a case-by-case basis.

The Community Grant program and policy is approved and overseen by Woodstock City Council. Council finalizes all funding decisions for the Community Grants program and there is no appeal process after Council has made its decision.

**Feedback:**

Successful applicants might be required to forward a written description of how the Community Grants funds were used and what impact the funds had on the organization's overall goals and objectives. In the case of funding for specific projects/purposes, the applicant should detail the state of the project/purpose and whether it has been completed. Feedback must be submitted to the Clerk's Department no later than six (6) months after funding was received. Failure to provide such feedback may result in the Committee not considering future applications for funding.

Revisions

<b>Revision Date</b>	<b>Rev #</b>	<b>Particulars</b>
July 12, 2012	01	Formerly T010
November 7, 2013	02	Housekeeping streamline policy