



Subject:	Community Grant Policy and Grow Prosper Belong Fund
To:	Community Services & Infrastructure Committee
From:	Community Services

Report Number:	CS-05-19
Wards Affected:	All
Date to Committee:	Wednesday, April 3, 2019
Date to Council:	Monday, April 15, 2019

Recommendation:

Receive for information and approve report CS-05-19 regarding Lincoln's amended Grant Policy administered by the Community Services Department; and

Approve the adoption of the *Grow Prosper Belong Fund* as the grant's main funding stream in the updated Community Grant Policy.

Purpose:

It is imperative that municipalities consider community organizations as key collaborators in the creation and delivery of services which contribute to building engaged, inclusive, and vibrant communities. Revisions to the previous Grant Policy strengthen the Town's desire to continue to raise the quality of life in Lincoln by recognizing the importance of interdependence between community organizations and municipalities in addressing the social, environmental, and economic issues that communities face.

Establishing open and transparent guidelines for the evaluation and distribution of the municipal grants administered by the Community Services Department while respecting the Town's limited financial resources available for this purpose, will serve to better meet the needs of the community and the objectives of Council in more meaningful and measurable ways.

This report will introduce the development of the *Grow Prosper Belong Fund*, the main funding stream of the revised Grant Policy, herein referred to as Community Grant Policy. The *Grow Prosper Belong Fund* moniker will be used when advertising the call for applications, promoting projects which have been successful in securing a municipal grant and in all communications related to fund disbursement of the approved local community groups who meet the identified program criteria.

Background:

In 1991, Council approved amendments to its corporate Grant Policy via RP 91-381. The updated policy addressed the need to financially assist volunteer organizations that:

- 1) Promote the town of Lincoln
- 2) Establish and develop programs of recreation
- 3) Enhance and develop the arts and cultural aspects of the Town of Lincoln;
- 4) Supplement education, training and knowledge in recreation and cultural fields.

Currently, the required qualifications to receive grant funding from the Town are:

- 1) That organizations must be non-profit;
- 2) That organizations must be composed of an independent volunteer board of directors of management and must meet regularly and maintain appropriate minutes and records to proceeds;
- 3) That organizations must be Lincoln-based community wide; and
- 4) That memberships to such volunteer organizations must not be restricted by race, national or ethnic origin, citizenship, religion, age, sex or sexual orientations, marital or family status, handicap, disability or language.

Requests for funds are made through an application process that outlines the organization's objectives and presents the rationale for the funding request. Currently, the funding categories and formulas are extremely broad including project or special event funding; operating funding; development funding; minor outdoor sport organizations funding and regional organizations funding. The wide variety of broadly-based categories diminishes the assessment of value-based community need and contribution to the town. Furthermore, the evaluation criteria for funding is vague and unclear, which results in much being left open to interpretation by application assessors.

In May 2018, staff committed via report CM 18-09 to review the application process for the existing municipal grant program including clarifying and redefining the funding criteria, enhancing the application and review/evaluation process and adding additional reporting requirements.

Report:

The Town recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies. Municipal grant funding demonstrates Council's commitment to working with organizations which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the Town's ability to provide funding to these organizations.

Policy Intent

Partnerships are an effective strategy to achieve the Town's goals. As such, there is a need for a standardized approach which assists the Town in identifying and prioritizing appropriate projects where providing funding is suitable and as a mechanism to fairly and

equitably assess potential and existing partnerships as a means to make decisions related to partnering with outside interests.

Each year the Town receives more grant requests than it can fund. The objective of this policy update is to assess all community organizations with fairness and consistency. The intent is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community organizations.

Program Delivery

The revised Community Grant Policy (Appendix A) addresses the following key areas:

- 1) Program/Service/Project purpose
- 2) Funding eligibility
- 3) Funding ineligibility
- 4) Maximum contribution
- 5) Existing funding streams
- 6) Application review process
- 7) Evaluation committee
- 8) Assessment and selection process
- 9) Appeals
- 10) Payment of funds
- 11) Funding conditions
- 12) Evaluation report

The intent of the revised policy is to provide a clear, streamlined approach to funding community organizations that exercise flexibility in the type of project, program and/or service they provide to the community.

Financial, Legal, Staff Considerations:

In 2018, \$18,000 was allocated in the operating budget for distribution to community organizations through the Municipal Grant program. Staff have proposed the same amount be disbursed in 2019.

Public Engagement Matters:

If approved by Council, the *Grow Prosper Belong Community Fund* stream of the revised Community Grant Policy would be implemented and promoted to the community in April 2019 with an application (Appendix B) deadline in May 2019. Evaluation will take place during the month of May with notifications provided to all applicant organizations in June 2019, upon Council approval. It is anticipated that approved organizations and projects will receive funding during June 2019.

In 2018, a final report requirement was added to the municipal grant program. All community organizations who applied in 2018 were informed that receipt of the final reporting document is a requirement for 2019 eligibility. All reports have been received from 2018 grantees.

The communications team has developed a brand identifier for the *Grow Prosper Belong Community Fund* (Appendix C). Production of an annual report that highlights the successes that community organizations and residents experienced as a result of receiving funding will be published for review by Council and the community.

Conclusion:

The Town has the opportunity to collaborate and support community organizations as a champion, funder and capacity builder. Community organizations are key social and economic drivers in communities and serve a diverse population. They touch the lives of every resident in some fashion, whether it's with respect to health, education, arts, culture, environment, social services, heritage, sports and recreation, and/or economic development. As municipalities and community organizations build partnerships, funding should support transformational change, not just transactional service delivery.

Respectfully submitted,

Sarah Ane, BSM, RGP, CPRP
Associate Director, Community Services
Ext. 464

Appendices:

Appendix A – Community Grant Policy


Appendix B – Grow Prosper Belong Fund - 2019 Application

Appendix C – Grow Prosper Belong Community Fund Brand Identifier

Report Approval:

Report has been circulated to and reviewed by the Director of Finance & Administration, the Chief Strategic Communications & Public Affairs Officer and the Town Clerk. The report has been reviewed and approved by the Director, Community Services. Final approval has been received by the Chief Administrative Officer.

Appendix A – Community Grant Policy

 TOWN OF LINCOLN	
ID No.: CS-2019-03	Policy Title: Community Grant Policy
Classification: 2-3-05-06	Department: Community Services
Date of Original Issue: April 2019	Revision Date: April 2021

Purpose

The purpose of the Community Grant Policy is to assist the Town of Lincoln in continuing to raise the quality of life afforded to its residents by supporting community organizations who contribute in building an engaged, inclusive, and vibrant community. By assisting community organizations in meeting their program mandates as well as the objectives of Council to support the greatest needs in our community, the policy ensures that municipal funds are disbursed in meaningful, equitable and measurable ways.

Policy Statement

Respecting the limited financial resources available to support community organizations, the goal of this policy is to provide a framework to evaluate and consider applications against the goals and objectives of the municipality. The policy establishes eligibility requirements and outlines application and reporting requirements.

Funding Eligibility

An applicant organization must meet the following criteria in order to be considered to receive funds:

- Not-for-profit, community organizations
- Be located and conduct the majority of activities within geographic boundaries of the Town of Lincoln.
- Only one application per organization/project is permitted.
- Demonstrated sound financial management and good standing with the Town.
- Funding requests can be defined as events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, social, heritage, recreation and/or health activities.
- Demonstrate provision of services and programs in an effective, accessible, equitable and inclusive manner.

- Demonstrate active sustainability efforts to support the continuation of a program, project or service. Municipal funding should not be considered as the primary source of funding.
- Demonstrate need for financial assistance and that funding from other sources is not available.
- Must spend funding on the sole purpose for which it was awarded within the current fiscal year.

Preference will be given to community organizations that demonstrate positive impact to residents, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

Ineligibility

The Town **WILL NOT** fund:

- For-profit organizations/businesses or individuals;
- Organizations and/or activities of a political nature;
- Organizations where the service component is conditional upon participation in the religious activities or the organization;
- Regional, provincial and national events;
- Travel expenses for teams to compete outside of Lincoln;
- Hospitals, clinic-based services or medical treatment programs;
- Fundraising events: events where the sole purpose of the organization is to raise funds;
- Organizations that conduct the majority of their activities outside of Lincoln;
- Costs for major capital equipment/renovations and minor renovations; and financing of deficits;
- Activities benefiting the organization members only;
- Direct remuneration of employees or core operating costs;
- Funding will not be provided for accumulated deficits or funding shortfalls of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
- Fee waivers, travel or accommodation, uniforms, personal equipment, consultant costs, food, beverage or alcohol, and borrowing costs.
- Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of funds.

Maximum Contribution

No community organization shall receive more than 25% of the Town's overall annual approved grant funding.

Grant Funding Stream

Grow Prosper Belong Community Fund

This fund provides assistance for short term undertakings where a grant is required for project-based activities with an identified start-up and completion date. The project/program must be held in the year the grant is awarded.

Project funding would allow community groups to be eligible for up to a maximum of 50% of the total operating costs of the project.

Application Review Process

- Late or incomplete applications will not be considered.
- Completed applications which are received by the application deadline will be forwarded to the review and evaluation committee with final recommendations based on the total grant allocation amount in the Town's annual operating budget.
- Applications determined to be ineligible for funding shall be notified in writing.

Evaluation Committee

Ultimately, Council will have full and sole discretion on the approval of any funding requests. The Evaluation Committee will perform a detailed review and provide Council with recommendations. The Evaluation Committee will be composed of the following:

- 1) Five (5) Town staff from each of the following departments
 - Two (2) from Community Services,
 - One (1) from the CAO's Office
 - One (1) from Finance & Administration
 - One (1) from Legislative Services

Assessment & Selection Process

It is understood that there are limited funds that Council allocates and not every project can be funded. During the assessment and selection process, the committee will consider, but is not limited to, the following assessment criteria in evaluating the grants to be awarded for the upcoming year:

- Demonstrated need for the project within the town of Lincoln
- Alignment of the project with the Town's strategic priorities and community vision statement
- Outcomes and measures of the project
- Community impact and volunteer involvement in the project
- Financial feasibility of the project
- Organizational effectiveness and long-term sustainability of the project

Council will approve the release of funding up to the amount included annual operating budget. Funding award decisions of Council are final and not subject to appeal.

Appeals

Every organization shall be notified as to their eligibility for funding, and, if an organization is not satisfied with the interpretation of the policy and are informed that they are not eligible for funding, the organization may make representation with leave, to the committee whose disposition of the matter shall be final subject to the approval of Council.

If a qualified organization is dissatisfied with a decision of the committee respecting any grants or subsidies that may or may not be recommended. It may appeal to the Finance and Administration Committee, whose decision is final, subject to the approval of Council.

Payment of Funds

Release of grant funds approved by the Council of the Town of Lincoln will only be made upon final approval of the Council of the Town of Lincoln.

Funding Conditions

- Recipients will publicly acknowledge funding support from the Town of Lincoln and include a current Town logo on all forms of communication related to the project. Where the Town logo is present, documents must be reviewed by the Town's communications team to ensure the integrity of the Town's brand.
- Funding is not to be regarded as a commitment by the Town to continue assistance in the future.
- Funding will only be used for the purpose approved by Council. The recipient must request approval for any proposed material changes to the project prior to implementation. If the changes result in cancellation or significant delay, the recipient will, after consultation with staff, be required to return the grant funds received that year.
- Failure to meet the reporting requirement will affect future requests for funding.

Evaluation Report*

Successful applicants who receive funding from the program must report on how the funding was spent and the benefits and overall impact the funding achieved.

Any organization receiving funds from the Town **MUST** submit an evaluation report for return:

- When the allocation of funds is less than \$1,000, the evaluation form **must** be accompanied by copies of receipts within 30 days of the activity or the end of the event, program or service.

- When the allocation of funds is greater than \$1,000, the evaluation form **must** be accompanied by copies of receipts within 60 days of the activity or the end of the event, program or service.

*Please note that only the community organizations that have fulfilled all requirements, completed and submitted the evaluation report shall be eligible for future funding.

Appendix B – Grow Prosper Belong Fund - 2019 Application**2019 Application****Section 1: General Information****Organization Name:**

Address:

Town:**Postal Code:**

Telephone:**Website:**

Contact Person:**Position:**

Telephone:**Email:**

Section 2: Organizational Capacity**Describe your organization:**

Registered Charity Local Services Board

Not-for-Profit Corporation (not registered as a charity)

Municipal volunteer management board

Other (Please describe: _____)

Please outline your organization's mandate:

If you are applying as a registered charity or a not-for-profit corporation, please provide the following information:

Year of incorporation or charitable registration:

Incorporation or charitable registration number:

What is the main sector your organization serves?

Arts, culture, heritage

Environment

Sports & recreation

Social services

How many active volunteers and staff are involved with your organization?

Volunteers: _____ Staff: _____

Section 3: Project Outline

Project Name:

Project Description (Please provide a short description of the proposed project including main objective):

Project Activities (Please provide details on the activities that will be taking place):

Approximately how many Lincoln residents will benefit from the proposed project activities, and how?

Please describe the community support for this project.

Will this project allow your organization to offer/introduce new activities and/or programs? If so, please explain how.

Please describe how this project contributes to the Town's community vision statement of being a place to grow, a place to prosper and a place to belong:

Section 4: Funding

Funding Amount Requested

Current Year's Request: \$ _____	Previous Year's Request: \$ _____	Previous Year's Received: \$ _____
-------------------------------------	--------------------------------------	---------------------------------------

Briefly describe what the requested funds will be used for:

--

Anticipated Sources of Funding

Source Name	Cash Amount	In-kind (\$ value)	Confirmed (yes/no)
Total Project Funding			

Budget

Item(s)	Planned Expenditures (\$)		
	Grow Prosper Belong Community Fund	Other - Cash	Other - In-kind
Total Planned Expenditures			

How will your organization recognize the Town of Lincoln should you successfully receive funding?

Declaration and Acceptance of Conditions

Report CS-05-19

Organization Name:	
Address:	

1. In the event that the funds allocated are not used for the project as described in the application or if there are misrepresentations in the application, the amount of the grant will be payable forthwith to the Town of Lincoln.
2. If there are any changes in the funding of the project from that contemplated in the application, the Town of Lincoln will be notified of such changes through the Community Services Department.
3. The applicant will make or continue to make attempts to secure funding from other sources, external to the Town.
4. The applicant will keep proper accounts of all receipts and expenditures, relating to the project described in the application.
5. The applicant will retain and make available for inspection by the Town or its auditors all records of accounts of the organization upon request from the Town, (which may be made within two years of the grant award).
6. If the project proposed in the applicant's application are not commenced, or are not completed and there remain municipal funds on hand, or if the project is completed without requiring the full use of the municipal funds, such funds will be returned to the Town.
7. The applicant agrees that the project shall not be represented as a municipal service, event or program, without prior approval and that the applicant does not have the authority to act as an agency of the Municipality in any way. The only relationship being that the Town has approved and granted financial assistance to the applicant.
8. The applicant agrees to provide the Town a year end summary confirming the financial assistance provided by the Municipality was used for the project as described in their application. Failure to provide such documentation will rule them ineligible for further financial assistance under this program.
9. The recipient shall indemnify and hold harmless the Town of Lincoln against any claims, costs, causes of action, fines or any other losses or other penalties the Town of Lincoln suffers related to the granting and usage of the funds to the recipient.

We certify that, to the best of our knowledge, the information provided herein is accurate and complete and is endorsed by the organization which we represent.

Name	
Title	
Date (DD/MM/YYYY)	

Appendix C - Grow Prosper Belong Brand Identifier

Version 1 – Full Colour



Version 2 – Black & White

