

The Corporation of the
City of Timmins



Policies and Procedures

GRANTS TO VOLUNTEER ORGANIZATIONS
& GROUPS

Administration Department

Policy No: COT-ADM-003-v06

PURPOSE

The City of Timmins recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of the citizens. Corporate donations demonstrate Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the municipality's ability to provide funding to these groups.

DEFINITIONS

- Grant:** A one- time non-repayable funds given to a qualified organization.
- Audited financial statements:** The most recent financial statements audited by a bona fide accounting firm or financial statements acceptable to the Director of Finance and Treasurer of the City of Timmins.
- Community organization:** An organization operating within the boundaries of the City of Timmins that has satisfactorily met the requirements of this policy to be eligible for a grant.
- Conditional Grant:** A larger grant that exceeds \$5,000.00 and may consist of a multi-year contribution.
- Donation:** Any direct monetary contribution or provision of Council services, facilities, equipment or manpower that is not eligible for assistance under any other City program.

RESPONSIBILITIES

The City Clerk shall:

- Review the audited financial statements and provide a report to Council
- Review funding request and compare to organizations current financial status
- Provide a decision and respond to the applicant on the request for funding

- Provide Council with a quarterly report on the grants to Volunteer Organization Account # 01-2-101010-7250

The Administration Department shall ensure that this information is available on the City of Timmins Website.

PROCEDURE

This policy establishes eligibility requirements; identifies the types of funding available; and outlines the application and monitoring requirements. Preferences will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance and that may create or have local economic impacts.

Every year the City receives multiple donation/grant requests. The objective of this policy is to treat all organizations fairly and consistently. The aim of the municipal grants/donation program is to share available resources throughout the City. Grants and donations are intended to provide modest levels of support and assistance to community non-profit organizations and groups.

Each year, as part of its annual budget process, Council determines the amount of funding to be provided for all municipal grants and donations including: community organization grants and donations, in-kind contribution grants, special event grants and community events grants. All applications for funding shall be received by November 30 to be considered as eligible to receive funds from the account in the following year's budget for the City of Timmins.

Council will, through its annual operating budget, determine the amount of funds to be allocated to the grant and donation program. Council will retain the right to make the final decision on the overall funding allocation and the individual grant donation. All donations including In-Kind donations and grants approved under this policy shall be charged against the "Grants to Volunteer Organizations – 01-2-101010-7250" in the current budget year of the donation unless otherwise stated by Council.

Equipment such as tents, stages and bleachers will be provided at the rate \$1,000.00 plus any additional wages incurred as result of overtime should the delivery and set up require overtime. Facility rentals will be provided at a rate of \$500.00 plus any additional wages resulting from overtime for setup and tear down associated with the donation. The fees of \$1,000.00 and \$500.00 as the case may be, will be set aside in a replacement reserve for the asset.

Types of grants and donations:

The different types of grants awarded under the municipal grants and donations program are identified as follows:

- **Community organization grants and donations** funds to assist with the general operating expenses of the group, including administrative costs and program related expenses.
- **In-kind contribution grants and donations** are based on the provision of municipal property or facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone

revenue for the municipality. Each application for in-kind grants will include the estimated value of the application under

- consideration and may include set up and tear down, and in certain instances Licensed Security Guards may be required after hours (applies to tents and stage), in the event that tents were used then drying costs may also apply. The stage can only be installed by trained employees.
- **Conditional Grant** Council may approve conditional grants which are larger grants that may be used to offset some operational costs or taxes. When a conditional grant is issued the funder shall be required to report back to Council on the use of the funds to ensure they were used accordingly by providing any statistical data that may be requested. In the event that the report is not submitted any future funding shall be forfeited.
- **Special events** are defined as any one time or first-time event that is of cultural, social or recreational significance to the community in which may have the participation of more than one organization and or an event of municipal, provincial or national significance which would be expected to bring economic and/or public relations benefit to the City.
- **Community event** is defined as a recurring event that Council has determined provides significant benefit to the broad community, and is open to all members of the public.

Funding eligibility:

An applicant organization shall be required to meet the following general criteria in order to be considered for a City of Timmins grant and/or donation:

- Applicants must be non-profit community groups and organizations that have been in existence for a minimum of one year. (This does not mean that each community group or organization has to be a registered non-profit organization under the Canada Revenue Agency).
- Applicant's organization must be governed by community-based volunteer Board of Directors or committee or membership must provide a letter of confirmation demonstrating approval of the proposal.
- There can only be one application per organization/project per year.
- Grant applicants should be able to demonstrate active fund-raising efforts to support the continuation of the program, project or service. The City of Timmins grant should not be considered as the primary source of funding for the organization.
- 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, heritage, and recreation and/or healthy living activities.
- Events that provide an economic impact/benefit to the community shall also be considered.
- Each application must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.
- The organization shall show evidence that it has fully explored other sources of financial support including upper levels of government, foundations, private industry, churches, United Way, and user fees if applicable.

- An organization receiving financial assistance from the City of Timmins should not act in the capacity of a funding body for, or make grants or donations to any other group or organization.
- Grants or donations shall be used only for the purpose approved by Council. The recipient shall notify Council of any proposed material changes to the nature of the budget for the activities for which the grant has been made and shall use the grant for such altered activities only with the prior consent of Council.
- Requests for free ice rentals for tournaments held at municipal facilities will not be considered; relief from summer rental rates shall be considered for season ending tournaments.
- The recipient shall repay the whole or any part of the grant, as determined by the City of Timmins, if the recipient: ceases operations; ceases to operate as a non-profit organization; merges or amalgamates with another party; has knowingly provided false information in its application; uses funds for purposes not approved by Council; breaches any of the these terms and conditions.
- Any unused portion of a grant remains the property of the City of Timmins. If any unused portion has already been paid to the recipient, it shall be repaid by the recipient upon request.
- 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.
- The applicant organization, with the current fiscal year, must spend any grant funding on the sole purpose for which it was awarded.
- An organization receiving funds shall include the City of Timmins and Community Brand Logos on all ads, promotional materials and broadcasts or internet.

Applications:

Only one grant or donation request per organization per year will be considered. All applications shall be submitted in writing and if possible with the following information and documentation. If applications are submitted without all of the items requested below the application will be returned and the applicant will be advised of the incomplete application and the request shall not be considered until such time that a complete application is received.

- 1) The organization's purpose, function and the service it provides to the community.
- 2) The amount of financial assistance required.
- 3) The benefits in the community resulting from the grant.
- 4) A detailed proposed budget for current year, detailing expenditures and revenues, including a list of all other grants and or donations.
- 5) Financial statements from the immediate preceding fiscal year.
- 6) A listing of the current Board of Directors, including addresses and phone numbers.
- 7) A copy of the minutes taken at the most recent annual general meeting or at a regular meeting of the applicant organization.

In an effort to streamline the funding requests the Clerk shall have the ability to authorise grant and donation requests as outlined below:

- 1) If the request is for the use of the community facility and having the rental fee associated with that facility donated providing the total costs do not exceed the limits stated in this section excluding ice rentals.
- 2) If the request is an in-kind donation or contribution and the value of that contribution or donation is less than \$1,000.00 in value. The Clerk shall consult with the appropriate Department Head to ensure the availability of the resources.
- 3) If the request is of a financial nature and the value of the donation does not exceed \$1,000.00.
- 4) The Mayor at they/their discretion shall have the authority to provide gifts to visiting guests/dignitaries and determine the appropriate value providing it does not exceed \$500.00.

In considering grant applications, the City Clerk will evaluate applications in terms of the general financial criteria and principles outlined in the municipal grants and donations program policy and may interview any group during the yearly budget deliberations. Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future years funding.

Applications for in-kind nonfinancial assistance will be forwarded to the respective department for review with a report to the Clerk for consideration and approval. Grant applications determined to be ineligible for funding shall be notified, in writing, of the Clerk’s decision. The term of the grant shall be for one year only unless a multi-year commitment has been agreed upon.

Applicants are advised that grants may not be continued from year-to-year renewals are not automatic nor are any increases in funds. Grant recipients will be notified in writing of the grant amount approved by the Clerk.

DOCUMENTS

Not Applicable

FORMS

[Grants to Volunteer Organizations and Groups Application](#)

SUMMARY INFORMATION

Policy Name:	Grants to Volunteer Organizations & Groups
Issue Date:	April 2015
Last Revision Date:	December 17, 2021
Next Review Date:	Annually in January of every year

Approved By:



Chief Administrative Officer

Approval Date:

01/31/22

MM/DD/YR



GRANTS TO VOLUNTEER ORGANIZATIONS & GROUPS

Donation/Grant Application



Applicant Information:

Name of Organization:

Address:

Contact Person:

Telephone Number: Email:

Details of Donation:

Amount requested: \$ Date Required by:

Facilities requested:

Name of Security Company (if required):

Event Date(s):

Details of how funds will be expended or used/Benefit to the Community:

How will your Organization acknowledge the City of Timmins contribution?

Does your organization consent to having its name and amount of donation made public?

Please Check Only One:

Yes No

Is your Organization or Group a registered Non-Profit:

Yes No

Applicants Signature:

Date:

Please feel free to attach a written request to this application form if you feel more information is required to be submitted.

Applicant Checklist:

Please provide the following information with your application for funding.

1. The organization's purpose, function and the service it provides to the community.
2. The amount of financial assistance required.
3. The benefits in the community resulting from the grant.
4. A detailed proposed budget for current year, detailing expenditures and revenues, including a list of all other grants and or donations.
5. Financial statements from the immediate preceding fiscal year.
6. A listing of the current Board of Directors, including addresses and phone numbers.
7. A copy of the minutes taken at the most recent annual general meeting or at a regular meeting of the applicant organization.

Please ensure that you have reviewed the Funding eligibility requirements included in the Grants to Volunteer Organizations Policy.