

Municipality of North Middlesex Community Development Fund Policy

Section: Financial Policies
Subject: Community Development Fund Policy
Policy Number: AD-01-2023 (Former - CDFP.04)
Version: **Version 5**
Review Frequency: Annually
Approved by: Council
Approval Date: September 20 2023
Application: Program subject to annual Operational Budget
Notes:

Legislative Authority: *Ontario Municipal Act, 2001*

Purpose:

The purpose of this policy is to establish a policy, procedures and criteria to handle in a fair, open and responsive manner, requests from community organizations for funding assistance from the Municipality of North Middlesex that contributes to the enjoyment, health and well-being of the communities within the Municipality.

Objective

- i) To financially assist community groups and organizations to undertake capital projects/purchases that are available for public use or will enhance public use of a space or facility.
- ii) To financially assist community groups and organizations that offer programs or projects which provide a benefit or service to improve the well-being of the Municipality and may apply to one of the following funding categories: (1) Community Vibrancy Fund; (2) ongoing program funding; (3) multi-year project funding; or (4) cash assistance.
- iii) To financially assist municipalities who have declared a state of emergency and who require matching funds.
- iv) To financially assist organizations with a non-profit charitable cause who visit the Municipality during a major cross-Ontario or cross-Canada fundraising effort.

Policy

- i) Prior to consideration of the budget for the following year, an ad will be prepared by the Clerk and posted in the area newspaper and on the municipal website regarding the Community Development Funding Assistance Program.
- ii) Community groups and organizations wishing to apply for funding assistance in one of the categories, noted in Objective i) are required to apply by submitting a completed current application form with all required supporting documents to the Clerk on or before November 30th of the year preceding the request for funding assistance. Receipt of all applications will be acknowledged in writing by the Clerk.
- iii) A Funding Review Committee consisting of the Mayor and Two (2) appointed Council representatives, along with the Treasurer or designate, will review the applications for conformance eligibility and supporting documentation. The Clerk will sit on the committee as a recording staff member.
- iv) Following the review, those applications considered ineligible will be returned to the organization with a letter from the Clerk noting the reason(s) the application was rejected. Those applications deemed eligible will be included in the Preliminary Budget for Council's consideration.
- v) Organizations whose applications are either approved or not approved upon Council's approval of the budget will receive a letter informing them whether the funding will be received or if not, the reason the application was not approved.
- vi) Due to budget constraints, funding assistance in any one year is not to be regarded as an ongoing funding commitment by the Municipality.
- vii) Funds may be provided for project activities already receiving municipal funds through other programs (i.e. Community Vibrancy Fund).
- viii) Council may authorize other funding amounts during consideration of the budget or throughout the year or reallocate funding within these policy categories depending on the implications on the budget.
- ix) Grants will not be considered where a project or event has an anticipated profit being generated for the applicant or an organization.
- x) Staff will provide a letter of support, on behalf of the Municipality, for community organizations seeking other funding provided that such funding supports the wellbeing of the entire municipality.
- xi) Projects or events must not have already been completed when applying for funding. Requests for funding for a project or event must be completed or take place within the year of which it is approved.

Eligibility Criteria

- i) Funding assistance is available only to non-profit community groups and organizations whose goal and purpose is to provide a service or benefit to the community and does not restrict access to membership in the organization itself or its committees.
- ii) All organizations applying for funding must meet two of the following requirements: 1) the office is located in the Municipality of North Middlesex; 2) their activities or services benefit the Municipality; or, 3) the majority of participants are residents of the Municipality.
- iii) Organizations applying for funding must provide charitable, recreational, cultural, arts, environmental, special event programs or special services to the community.
- iv) Applications for funding will only be considered when submitted by the President, Chair or Executive Director and Treasurer of the organization.
- v) Organizations applying must provide the following documents:
 - the names of the Executive Members of the organization applying
 - a copy of the previous year's financial report or audited statement
 - an approved draft budget for the current year
 - recently approved resolution from the organization regarding the request for funding
 - Proof of project/event completion by way of invoices and/or pictures for previous year(s) funding
 - Proof of facility booking contract for requested dates (under Cash Assistance for Facility Rental component)
- vi) Organizations applying for funding must demonstrate that they are seeking and/or are receiving alternate sources of financial support on an on-going basis to achieve self-sufficiency. The Municipal funding assistance should not be the sole funding source.
- vii) Preference will be given to those applicants who demonstrate diverse sources of funding.

Fund Categories

1. Community Vibrancy Funds

This category supports the aims of the Community Vibrancy Agreement and the funds received from Bornish Wind GP, Inc. regarding the receipt, expenditure and administration of the amenities fees. The limit per any project may be \$5,000.

Total Yearly Amount Available: up to \$51,000

2. Ongoing Program Funding

This category supports programs and specific community organizations which the Municipality recognizes as of interest to receive ongoing funding. May include program support funding, tax rebate assistance etc.

Total Yearly Amount Available: up to \$21,000

3. Multi-Year Project Funding

This category supports projects which organizations may wish to undertake or finance over 2 or 3 years.

Total Yearly Amount Available: up to \$5,000

4. Cash Assistance for Facility Rental

Funding may be available through this category for an amount which may be up to the amount equal to the applicable facility rental according to the current fees and charges by-law (not including any deposits intended for security or keys). If an organization is eligible under this category, the booking of the facility as well as any fees and required paperwork is the sole responsibility of the organization as with any renter.

Total Yearly Amount Available: up to \$16,000.00

Procedure:

- i) Application forms are available on-line at www.northmiddlesex.on.ca or at the Shared Services Centre, Municipality of North Middlesex, 229 Parkhill Main Street, Parkhill, ON N0M 2K0

- ii) Completed application forms with required supporting documents must be submitted to the Clerk and received on or before 12:00 p.m. (according to the computer at the front counter) on November 30th in order to be considered for the following year's budget.
- iii) Applications received on or before the deadline will be received, date stamped, scanned and initially reviewed for initial completeness by the Clerk. If incomplete, the application will be returned with a letter stating the reasons the application is incomplete. Should the organization wish to resubmit, it must do so prior to November 30th at 12:00 noon.
(APPLICATIONS RECEIVED AFTER THIS DEADLINE WILL NOT BE CONSIDERED UNDER ANY CIRCUMSTANCE BY THE COMMITTEE)
- iv) Following the November 30th deadline, all complete applications will be reviewed by the Funding Review Committee for conformance and eligibility and a list of approved applications will be compiled according to the funding available.
- v) If the organization is found ineligible according to the eligibility criteria outlined in this policy, upon a recommendation of the Funding Review Committee, the Clerk will send a letter to the organization outlining the reasons why the application was deemed ineligible for that funding year.
- vi) A report providing a summary of the approved applications will be presented to Council by the Treasurer and considered during the annual budget process.
- vii) The following are the seven categories of funding and the amount to which are allocated to be funded in the upcoming year`s budget;(

(i)	Community Vibrancy Funds	\$51,000.00
(ii)	Ongoing Program Funding	\$21,000.00
(iii)	Multi-year Project Funding	\$ 5,000.00
(iv)	Cash Assistance for Facility	\$16,000.00

- viii) All organizations whose application has been deemed eligible and considered for budget approval by Council will be notified in writing by the Clerk of Council's decision.
- ix) Council may require a presentation at an Open Council meeting either on your application for funding assistance or at the end of the year in which funding is received to show how the funding was used.
- x) Following final approval of the budget, there may need to be an initial meeting with appropriate staff regarding requirements.
- xi) A letter of understanding or contractual funding agreement may have to be entered into with the Municipality and signed by the parties prior to receipt of funds or reimbursement of expenditures.
- xii) The community organization shall have to pay for the project or rental of a facility in full. Invoices and proof of payment for the expenditure must then be included with any claim request.
- xiii) Interim financing may be arranged following discussions with the Finance Department

**MUNICIPALITY OF NORTH MIDDLESEX
APPLICATION FORM
COMMUNITY DEVELOPMENT FUND PROGRAM**

Date: _____

Name of Organization/Group: _____

Name of Primary Contact: _____

Telephone: _____ Fax: _____ E-mail: _____

Address: _____

_____ Postal Code: _____

Please indicate the purpose of this application (If requesting more than one category please submit separate applications):

(a) Cash Assistance:

____ Community Vibrancy Funds Requested Amount \$ _____
(see attached excerpt for eligibility category and please enter here _____ (ex. 10 a))

____ Ongoing Program Funding Requested Amount \$ _____

____ Multi-Year Project Funding Requested Amount \$ _____

(b) Cash Assistance for Facility Rental **(DO NOT INCLUDE HST IN AMOUNT)**
(please refer to current Fees and Charges By-law for applicable amount to enter)

Facility Location Requested _____ Facility Charge \$ _____
Proposed Date: _____

Facility Location Requested _____ Facility Charge \$ _____
Proposed Date: _____

Facility Location Requested _____ Facility Charge \$ _____ Proposed
Date: _____

The following documentation must be provided to be eligible:

____ The names of the Executive Members of your organization (update yearly)

____ A Financial Report of your previous year's operational budget (including any investments)

_____ An approved proposed budget for the year of the funding request

_____ A recently approved resolution or letter from the applicant organization regarding request for funding

_____ **Proof** of project or event completion by way of invoices and pictures for funding received in previous year(s)

_____ Proof of facility booking contract for requested dates (if applying for Cash Assistance for Facility Rental)

Have you made a request to the Municipality for a grant prior to this application?

_____ NO _____ YES (if yes, complete the following):

Year Requested	Amount Received	Facility Booked/Date	Office Verification
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Has your organization requested or received funding in the last twelve months from any Provincial or Federal Agency?

_____ NO _____ YES (if yes, provide details)

Please outline briefly why you feel Public Funds should be given to your organization.

- List any expected donations, gifts, etc. that you expect to receive in the funding year.
- Briefly outline the activities provided by your organization
- For what purpose will the grant funds be used?

Membership Information

What is your total membership? _____

Total number of Municipal Residents? _____ Total number of Non-Residents? _____

We the undersigned, certify that to the best of our knowledge, that all the information provided on this application is accurate and correct and are endorsed by resolution of the organization we represent.

DISCLAIMER

Personal information contained on this form is collected pursuant to the *Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act* and will be used for the purpose of evaluating applications submitted under this program. Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at the institution where is information is situated.

Consent of Disclosure and Release: By submitting their application for consideration, the organization hereby further agrees to the Municipality of North Middlesex releasing certain information (not including financial information provided as part of the submission) about the successful applicants such as: Name of Organization, Project Description and amount allocated through the program, on its municipal website or other social media under its control for promotional purposes. Also, it is understood that the Municipal may at its sole discretion use the successful project(s) in its written material and distributed for promotional purposes

Name	Title	Date
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Name	Title	Date
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Forward completed application form to:

Clerk
Municipality of North Middlesex
229 Parkhill Main Street
Parkhill, ON N0M 2K0
Telephone: 519-294-6244

Application forms must be received by 12:00 noon on or before November 30, to be considered for funding (applications received after this date and time will not be considered under any circumstance). It is the responsibility of the organization/group to submit a fully completed application form prior to the closing date and time.

MUNICIPAL USE ONLY

Date Received: _____ Date Reviewed: _____

Meets Eligibility: ___ YES ___ NO

Recommended for Approval by: ___ YES ___ NO

REASON IF NOT APPROVED: _____

Date Approved by Council: _____ Amount Approved: \$ _____