



# Council Policy

Category: Finance

**Title: Grimsby Community Development Grant Program Policy**

Policy Number: FIN-REV-004

Approved by: [Council Resolution #C-23-196]

Administered by: Finance Department

Effective: July 4, 2023

---

## 1. Background

Grimsby Community Development Grant Program is a project-based grant intended to assist non-profit and community-based organizations. This grant is only available to support community-based projects within the Town of Grimsby.

Guided by the Community Investment Policy, this program aims to support projects that seek to enhance the well-being of residents, align with the Council's Strategic Priorities, and foster an overall improvement in the quality of life for the entire Grimsby community.

## 2. Purpose

The purpose of this policy is to:

- Establish a submission, approval process, and eligibility criteria for the Grimsby Community Development Grant Program.
- Provide funding to eligible organization(s).
- Ensure that the grant process is carried out transparently and equitably, providing the greatest value for residents.

## 3. Application and Control

This policy applies solely to the Grimsby Community Development Grant program and does not establish criteria for additional grant programs. It provides the program schedule, eligibility, assessment criteria, selection process, reporting, and conditions for local organizations seeking support for community-based projects.

## 4. Program Schedule (dependent on Council approval)

- Application open and close dates will be advertised on the Town of Grimsby website and social media channels upon Council approval

## 5. Funding

Projects must be out of the normal range of activity for the applicant. This grant may cover up to 30% of eligible project costs up to a maximum of the council-approved funding amount. Applicant matching for this grant must be cash contributions. Applicants have one year from the effective date of the grant agreement to spend grant funds.

Successful applicants should receive the first payment within 2-4 of the agreement execution. The final payment will be issued after the final report is received, and all requirements are met.

## 6. Eligibility

### 6.1 Eligible Applications must:

- Be categorized as at least one of the following:
  - Registered charitable organization
  - Incorporated not-for-profit organization (at least two years)
- Have a volunteer board of directors and constitution or governing by-law that satisfies best practices
- Be in good standing with the Town of Grimsby (not in default of previous grant reporting or have amounts owed past 30 days)

### 6.2 Ineligible applicants

- Individuals
- For-profit organizations
- Other levels of government
- Political organizations and entities, including lobbying groups or groups attempting to further a political agenda
- Religious organizations (unless for an inclusive project)

### 6.3 Eligible costs

- Facility construction/renovation
- Equipment/vehicle
- Facility or equipment rental and permits
- Supplies and materials
- Marketing
- Entertainment and speakers
- Incremental wages and contracted services related to the project
- Contributions to a capital project e.g. (project management, consulting fees, design, engineering, etc.)

## 6.4 Ineligible costs

- Regular operating costs including regular staff wages
- Debt retirement, deficit reduction, depreciation, or financing charges
- Retroactive payments (costs incurred before the grant approval date)
- Secondary allocations (allocation of funds to another organization, including supporting fundraising activities for other organizations)
- Projects that have previously received funding but did not have an enhanced or expanded project scope
- Top-ups to shortfalls of government-mandated programs (i.e. School, health programs)
- Activities that primarily serve the membership or purposes of religious organizations
- Expenses not directly related to the project

## 7. Application Assessment Criteria

Applications that are submitted by eligible organizations will be assessed against the following criteria:

1. The extent to which the organization and project will benefit and contribute to the quality of life of Grimsby residents.
2. That the project fulfill an unmet need or enhance existing service in the Grimsby community.
3. The clear demonstration that the organization has the resources, ability, skills, and capacity to undertake the work and successfully complete the requirements of the grant within the timeframe specified.
4. Alignment with [Council Strategic Priorities](#):
  - i. High Quality of Life: Supporting happy, healthy lives in a well-connected, inclusive community
  - ii. Responsible & Progressive Growth: Fostering vibrant neighbourhoods while protecting our natural environment
  - iii. Collective Prosperity: Driving innovation and collaboration in our local economy to benefit everyone
5. Evidence of community support that enhances the project including but not limited to:
  - i. Number of volunteers and/or volunteer hours committed to the organization or project
  - ii. Partnership and collaboration between other local organizations

6. Clarity of desired project goal, and measurable performance targets, which project success is evaluated against. For example, number of services offered, number of volunteers supported, number of viewership etc.
7. Financial feasibility and sustainability of the project.
8. Evidence of other sources of funding for the project (remaining portion of project budget not funded by this grant)

## 8. Selection Process

Complete Grant applications will be assessed and recommended to Council by the Grimsby Community Development Grant Review Panel. The Grant review panel is composed of five members:

- One (1) from the Community Services department
- One (1) from the Finance department
- One (1) from the Administration department
- Two (2) Committee Lay Members

Ultimately, Council has the sole decision on the approval of all funding requests through the Grimsby Community Development Grant Program as per their responsibilities identified in the Community Investment Policy.

## 9. Reporting Requirements

Applicants awarded grant funding will be held accountable for the expenditure of the funds in accordance with the stated objectives of their applications. Reports must be submitted to the Town of Grimsby by the deadline. Organizations with projects that fall near or after the reporting deadline will be granted an extension on an as-needed basis.

There will be two reporting deadlines:

- Progress Report: A progress report must be submitted 6 months after grant approval, detailing the expected completion of the project and a report on the progress of the project.
- Final Report: A final report must be submitted within 60 days of the grant end date. Applicants will report on progress outcomes, overall challenges and future opportunities, project expense report, and summary of the project and impact on the community from grant funding

## 10. Terms and Conditions

- a. Grimsby Community Development Grant is subject to funding availability and conditional on Council's approval of the annual operating budget. Council reserves the right to cancel or alter grant programs as needed.
- b. The Town reserves the right to reject any grant request or application including those that meet all conditions as stated in this Policy in cases where the demand for grants is greater than the funding available for allocation, or the Town, in its sole discretion, is of the opinion that it is in its best interests that the grant request be rejected.
- c. Grant funding awarded may be lower than the requested amount depending on demand for the grant, and applications received.
- d. Approved grants or other types of assistance in any one year, or over several years, is not regarded as a commitment for future assistance and/or ongoing financial assistance.
- e. If grant funds are not used for the project/program indicated in the application:
  - i. The funds must be returned to the Town to the attention of the Treasurer within 30 days of notice, and,
  - ii. If the funds are expended inappropriately or for a purpose other than the event/program/project indicated in the application, Council may at its discretion disqualify the organization from all subsequent financial or in-kind assistance from the Town.
- f. Applications will only be accepted from eligible organizations and signed by officers of a Board of Directors, Executive Committee, or an authorized member of an organization that has the authority to bind an organization.
- g. Successful grant recipients must obtain and provide proof of liability insurance providing coverage for their organizations and operations in addition to any other liability insurance requirements deemed necessary by the Town before a grant can be distributed. Failure to obtain liability insurance that is deemed acceptable by the Town will result in the cancellation of an awarded grant.
- h. The Town reserves the right to cancel awarded grant assistance without notice if the applicant violates any terms and conditions outlined in this policy or other legally binding agreements
- i. Grant recipients must acknowledge funding support from the Town in communication materials, media coverage, and verbal promotion pertaining to the program or project being supported by the grant.

**References to related bylaws, Council policies, and administrative directives**

- A09-CMS-100 Community Investment Policy (Grants)

**Revision History**

Date	Description
2024/07/08	Update to remove dates and notes that refer to the grant as a “pilot” or “one-time” program