

DISCRETIONARY GRANT POLICY (Policy 2024/137)

Section: G	Policy Number: 2024/137
Department: Administration	Effective Date: June-4-2024
Subject: DISCRETIONARY GRANT POLICY	Revision Date:

OBJECTIVE:

This policy serves to prioritize and allocate discretionary grants to organizations for projects or events that support and enhance the cultural, social, and economic well-being of the community of the Municipality of West Nipissing. These grants and fee waivers are subject to deliberations and budget limitations.

SCOPE:

This policy outlines how the Council of the Municipality of West Nipissing addresses applications for financial or in-kind support from organizations in accordance with and as defined in Section 107 of the *Municipal Act, 2001*:

107 (1) Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality. 2001, c. 25, s. 107 (1).

DEFINITIONS:

“**Discretionary Grant**” means a one-time grant to financially assist organizations, with events and projects that improve the quality of life of residents.

“**Applicant**” means a group, or organization who has submitted a grant application for consideration by Council.

POLICY STATEMENTS:

Application and Eligibility

1. Applicants should indicate the reason for the organization’s existence and how its proposed services will relate to the existing pattern of other services, and/or provide new services. Eligible projects are expected to demonstrate alignment with the Council’s Term Plan goals to support and enhance the cultural, social, and economic well-being of the community.
2. Applicants are eligible to apply if they represent an organization based in West Nipissing. Applicants should be a registered business or not-for-profit corporation with the CRA and will be required to provide their Business Identification Number.
3. It is not the intention or mandate of the Discretionary Grant program to provide ongoing operational funding to any organization in West Nipissing.

4. Applicants must show evidence and clearly outline their organizational and administrative structure. The administrative structure must be adequate in its numbers, be responsible for the overall management of the organization's resources, and be responsible for the administration of its funds.
5. Applicants are eligible to receive one grant per calendar year per event or project to a maximum of \$25,000. Council reserves the right to consider larger monetary requests for special projects and initiatives, in which case terms and requirements may differ from the ones outlined in this policy.
6. Applications shall be received on an ongoing basis throughout the year for Council's consideration at regular meetings of Council. When possible, applications should be submitted between June 1 and October 1 to be acknowledged prior to yearly budget deliberations.
7. Applications must be submitted using the Discretionary Grant Application Form which can be found on westnipissing.ca or at the Municipal Office of the Municipality of West Nipissing.
8. Applications must be complete when received, including any required signatures, and supporting documents. Incomplete applications will be returned to the applicant for re-submission.
9. The evaluation process is discretionary and there is no guarantee that any award will be granted by Council, or that the amount requested will be awarded in full.
10. For requests exceeding \$5,000, applicants are required to provide:
 - i) completed Discretionary Grant Application form;
 - ii) proposed budget, including confirmation that the applicant meets a 2 to 1 ratio of contributed amount to requested amount;
 - iii) financial statements from the previous year. The first time an organization applies, the organization should provide more than one set of prior financial statements to demonstrate financial stability;
 - iv) project reports and financial reporting in an approved format on an interim basis, as required;
 - v) final project report and financial reporting, in an approved format, within 30 days of project completion. Failure to provide the reports could preclude funds from being disbursed.
11. Completed applications are to be submitted in person, by mail or by email to:
Director of Corporate Services/Treasurer
101- 225 Holditch Street, Sturgeon Falls, Ontario P2B 1T1
finance@westnipissing.ca

Disbursements

12. Disbursement model for approved grants:
 - i) if less than or equal to \$5,000, the Treasurer will arrange payments based on project timeline. 100% of the grant payable may be released at one time.
13. Disbursement model for approved grants of \$5,000 or more:
 - i) 50% of funds are to be disbursed as determined by the Treasurer;
 - ii) remaining 50% of the funds are disbursed upon approval of post-project reports.