



COMMUNITY GRANT PROGRAM (CGP) GUIDELINES FOR COMMUNITY PROJECTS

OVERVIEW:

The Town of Halton Hills believes that governments, community groups and organizations have a shared responsibility to contribute to the enhancement of the quality of life and well-being for residents. As a result, the Town of Halton Hills provides support through the Community Grant Program for community-based activities, events and initiatives that align with the Town's priorities.

The Town supports eligible community groups and organizations in delivering activities, events, and initiatives located in Halton Hills. The CGP may also be applicable to individuals, faith organizations, social service agencies, service clubs, and for-profit groups/organizations that qualify within the guidelines of the CGP.

The following guidelines provide detailed information for applicants regarding Key Criteria, Eligibility and Ineligibility, Application Requirements, Application Review and Terms and Conditions.

Under these guidelines, the community projects stream provides support for group development activities, governance, marketing and promotion, strategic planning, training, and volunteer management. This includes new activities, events, and initiatives that innovatively seek to meet or resolve a defined need within the community.

KEY CRITERIA:

Community groups and organizations who can demonstrate to the Town that the objectives of their activity, event or initiative is of benefit to the community and supports the strategic priorities of Town, can apply for this grant. The following criteria will be used to evaluate applications:

- Takes place within the Town of Halton Hills having broad community benefits for Halton Hills residents.
- Is affordable, accessible, inclusive, and diverse, meaning an activity, event, or initiative that is open and available to all community members or within a defined neighbourhood area with or without an admittance fee.
- Demonstrates collective planning, collaboration, and community engagement.
- Demonstrates an innovative approach that has the potential to scale.
- Promotes volunteerism, participation, leadership development, and maximizes community involvement.

- Offers an activity/event/initiative or complements an existing, without duplication.
- Promotes efficient/effective use of municipal resources.
- Demonstrates ability to achieve realistic, measurable, and long-lasting results.
- Leverages other sources of funding, including matching funds and in-kind contributions.

ELIGIBILITY:

- Community groups and organizations will be considered for grants based on the key criteria within the GCP.
- Applicants who operate in the Town of Halton Hills and/or serve the Halton Hills community catchment area are eligible. Non-local applicants who can demonstrate evidence of a specific Halton Hills-based activity/event/initiative, where the majority of participants are Town of Halton Hills residents, may also be considered.
- Eligible applicants must be able to demonstrate financial need and that potential funding is critical to their ability to carry out the activity/event/initiative.
- Fundraising-based activities, events and initiatives are eligible on a case-by-case basis with funds raised being re-invested into the Halton Hills community.
- Special projects of national, provincial, or regional significance that the Town wishes to host or partner with a host organization, are eligible on a case-by-case basis.
- Applications from individuals, faith organizations, social service agencies, service clubs, and for-profit groups/organizations who meet the key criteria will be assessed on a case-by-case basis.

INELIGIBILITY:

- Any activity/event/initiative or organization as determined by the Town that falls under the scope or jurisdiction of another municipality, Halton Region, the Provincial Government, the Federal Government, school boards, private schools, or that receives primary funding from another source.
- Any activity/event/initiative located or being held outside the Town of Halton Hills.
- Any activity/event/initiative to raise money for core operating expenses, paying for accumulated deficits or debt, making direct financial donations or grants to a third-party and/or other that does not align with the Town's strategic priorities.
- Staffing Costs (unless used for professional or consultation services when the group does not have the expertise necessary to support the project).
- Commercial ventures or other individual-specific projects, such as single artist exhibitions or athletic competitions.
- Groups that are not in good standing with the Town.

- Submissions that do not comply with the application requirements, terms, and conditions and/or align with Community Grant Program priorities as contained in these guidelines.

APPLICATIONS REQUIREMENTS:

- Application guidelines, procedural requirements and forms shall be published and available annually before intake.
- Applications will be accepted once per year, with intake in January of each year for funding in that same year or before the following year's intake. Approval and notification will be communicated in April.
- Applicants will choose one area of support and indicate the funding stream that their activity, event, or initiative falls within.
- Applicants are encouraged to contact Town staff to discuss their activity/event/initiative and review funding stream options.
- Applicants are asked to demonstrate that they have fully explored alternate and/or other funding sources such as federal and provincial grant programs. Applicants who have or will have funding from alternate sources should disclose other grants or funding sources for the proposed project. Additional Town funding programs exist, and applicants should consider the strategic priorities of each Town funding program and target application accordingly.
- Applications will include a detailed budget including projected in-kind support, revenue, and expenses (with copies of quotes).

APPLICATION REVIEW:

- Applications for funding are reviewed to assess eligibility.
- Applications deemed eligible will be reviewed by staff and funding recommendations will be made to Council.
- Funding recommendations may be informed by several mechanisms as appropriate. This may include consultation with subject matter experts and other relevant strategic leadership groups.
- The assessment may include the potential impact of the activity/event/initiative, evidence of the need, the overall business case (e.g., clear targets/objectives, efficient use of resources, collaboration, and sustainability) and other factors determined appropriate by the Town.
- This review may also consider information outside of that provided within the application.
- In some cases, additional information may be requested to supplement the review.
- All decisions for funding recommendations are final. Unsuccessful applicants are entitled to a review of their application with Town staff.

TERMS & CONDITIONS:

- Approval of funding must be received prior to the activity/event/initiative start date.
- Awarded funding amounts will vary according to the funding stream that is applied for. Each funding stream will establish minimum or maximum amounts if applicable. Final awarded funding may be subject to an adjustment of the amount originally requested at the Town's discretion.
- The Town reserves the right to restrict the number of applications submitted by a single organization in a calendar year based on the amount or type of funding already awarded to the same community organization. The Town does not support funding from multiple Town funding programs and will ensure a coordinated distribution of Town funds according to the strategic priorities of each funding program.
- Funding or assistance is not guaranteed. All funding is subject to funding availability. Funding is conditional on approval of the annual operating budget by Council. Council reserves the right to cancel or alter program priority area or funding streams as needed.
- Successful 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 funds can be distributed. Failure to obtain liability insurance that is deemed acceptable by the Town shall result in the cancellation of awarded funds.
- Community groups and organizations may be required to make a presentation to Council about their activity, event, or initiative.
- All unused funds shall be returned to the Town of Halton Hills. In addition, at the Town's request, the funding recipient shall repay the whole or part of the funding, if the recipient:
 - a. Ceases operating or dissolves.
 - b. Knowingly provided false information in its application.
 - c. Breaches any of the Terms and Conditions of the funding; and/or
 - d. Has found itself in any other situation whereby the funding can no longer be effectively used to complete the activity, event, or initiative.
- The activity, event, or initiative must adhere to all applicable municipal by-laws, policies, and procedures.
- A final report on the activity, event, or initiative's shall be submitted within 2 months of completion of the project.