



## **COMMUNITY GRANT PROGRAM (CGP) GUIDELINES FOR NEIGHBOURHOOD 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 neighbourhood groups and organizations in delivering activities, events, and initiatives located within Halton Hills neighbourhoods.

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 neighbourhood projects stream provides support to empower residents and neighbourhood groups to create and host new activities, events, and initiatives designed to celebrate and to build healthier, connected and more engaged neighbourhoods.

### **KEY CRITERIA:**

Neighbourhood groups who can demonstrate to the Town that the objectives of their activity, event or initiative is of benefit to their neighbourhood, can apply for this grant. The following criteria will be used to evaluate applications:

- Takes place within the Town of Halton Hills having benefit to the Halton Hills neighbourhood outlined in the application.
- Is affordable, accessible, inclusive, and diverse, meaning an activity, event, or initiative that is open and available to all community members within a defined neighbourhood area, with or without an admittance fee.
- Demonstrates collective planning, collaboration, and community engagement.
- Promotes volunteerism, participation, leadership development, and maximizes community involvement.
- Promotes efficient/effective use of municipal resources.
- Demonstrates ability to achieve realistic, measurable, and long-lasting results.

## **ELIGIBILITY:**

- Neighbourhood Projects are eligible to be considered for support based on the guidelines of the CGP and against specific criteria of its funding stream.
- Applicants must reside in the Town of Halton Hills.
- Activities, events and initiatives must have a defined neighbourhood area such as geographic street boundaries, apartment building or complex.
- 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.

## **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 or 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.
- 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 throughout the year, until all funding has been allocated. Approval and notification will be communicated within one month of receiving the application.
- Applicants are encouraged to contact Town staff to discuss their activity/event/initiative.
- 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 by Town staff to assess eligibility.
- Funding recommendations may be informed by several mechanisms as appropriate. This may include consultation with subject matter experts.
- 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.
- 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.
- 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 1 month of completion of the project.