



REVISED POLICY MC-05: Norfolk Community Grants

Governance Policy GP-002 (Replaces MC-05)	Section: Corporate Administration
Issue Date:	Approval Date: January 24, 2024
Review Date:	Initiating Department: Community Development

Authority

In accordance with Section 107 of *the Municipal Act*, Norfolk County Council may provide grants to organizations and groups who operate within, and/or provide services to, Norfolk County for any purpose that Council considers in the interest of the municipality.

Definitions

“**Grant**” – contribution “in-cash” or “in-kind” that is awarded by Norfolk County for specific initiatives, services or responsibilities to an eligible recipient. Operational Subsidies do not qualify as grants under this policy.

“**In good standing**” – the organization is not in litigation with the County. The organization is current on taxes and accounts receivable.

“**In-Kind**” – grants based on the provision of municipal property/facilities, materials or resources to an applicant. While cash funds are not provided in relation to In-Kind grants, it is recognized that such grants will involve either an expense or loss of revenue for the County. Examples of in-kind services include staff time for special events, waived or subsidized fees, waived, discounted or subsidized rental rates and free use of county equipment. If applicable, Norfolk County reserves the right to amend the amount of grant requests based on the applicants request for additional in-kind support.

“**Not For Profit Organization**” – an adjective used to describe an applicant(s) who meets one or more of the following requirements:

- is registered in Ontario as a non-profit corporation by the applicable provincial or federal authority or ministry; or
- is a registered charitable organization; or
- is a volunteer-based community organization or group that can demonstrate that it provides a clear benefit to Norfolk County and can show that the denial of grant/financial assistance would impact their ability to carry out their project

“**Selection Committee**” – a team comprised of one (1) member from five (5) council advisory committees (Agricultural Advisory Committee, Heritage Advisory Committee, Sustainability Advisory Committee, Economic Advisory Committee, Recreation and Parks Advisory Committee) and six (6) Norfolk County staff members, from the following

divisions/departments; Community Development, Finance, Operations, E&IS and Corporate Services and one (1) non-voting coordinator from Community Development assigned with the task of evaluating Community Grant Applications. Each member must commit to a two (2) year term.

“**Project**” – specific initiatives, services or responsibilities to be carried out by the applicant organization.

Policy Statement

Norfolk County recognizes the need to assist non-for-profit organizations in taking on new initiatives and assisting organizations in carrying out their services and responsibilities. Hereon referred to as “Projects”

These projects should align with one or more of the Norfolk County Strategic Priorities for the current term of Council, as part of Norfolk County’s Strategic Plan. These projects should be beneficial to the community and are clearly non-core or non-scheduled services offered by the County.

The Norfolk County Strategic Priorities for the current term of Council are as follows **Empowering Norfolk, Building Norfolk, Connecting Norfolk, Serving Norfolk and Sustaining Norfolk.**

The County believes that organizations should become sustainable as soon as possible after they begin operations and should remain sustainable if the community provides the level of funding required for their operation. In other words, the County will not be supporting on an ongoing basis any organization that does not have a sufficient amount of support, financial or otherwise, from the community. Community grants issued by Norfolk County are designed to be supplemental to the organizations overall requirements necessary to carry out the new initiative, deliver services or carry out their responsibilities. Community Grants should not be considered as a primary source of funding. Approval of grant funding in any one year does not guarantee future assistance and is not to be regarded as a commitment. Preference will be given to new organizations providing new initiatives, services or responsibilities.

Organizations that include the purchasing of tangible capital assets as part of the organizations project budget will require additional approval of Norfolk County, prior to the overall approval of the application. Examples of tangible capital assets would be a permanent garden, decorative features or equipment.

Council reserves the right to cancel or alter the Community Grant Program or Policy as needed.

Purpose

The purpose of this policy is to:

- Work together with our community to deliver on Norfolk County Strategic Plan Priorities.

- Provide limited financial assistance to eligible, not-for-profit organizations to provide new initiatives, services or carry out responsibilities that align with one or more of Norfolk County Strategic Priorities.
- Achieve consistency, fairness and demonstrate due diligence with respect to proper use of public funds when grants are involved.
- Ensure that all grant-related projects are administered and operated in a fiscally responsible manner by well organized, competent and properly structured organizations or groups.
- Provide decision making criteria for use by the Selection Committee when responding to requests for grants.
- To build and advance the self-sustainability and effectiveness of not-for-profit sector by providing an appropriate level of support that strengthens the capacity of not-for-profit organizations to deliver programs and services within Norfolk.

Norfolk Community Grant Program Budget

Council shall establish annually, the total funding envelope for the "Community Grant Program", as part of the annual operating budget.

Grant requests can be made for values from \$500 to \$10,000. Application approvals and final grant allocation amounts to organizations will be based on application criteria, number of applicants and total available funding envelope. Funding through the Community Grant Program is not guaranteed and is subject to funding availability.

Guidelines:

Eligibility

Please Note – Council reserves the right to change eligibility requirements without notice at any time.

1. Must be a "**Not For Profit Organization**" who meets one or more of the following requirements:
 - is registered in Ontario as a non-profit corporation by the applicable provincial or federal authority or ministry; or
 - is a registered charitable organization; or
 - is a volunteer-based community organization or group that can demonstrate that it provides a clear benefit to a community within Norfolk County and can show that the denial of grant/financial assistance would impact their ability to carry out their planned project(s)

2. Organization must be in existence for a minimum of one (1) year before consideration will be given for a grant.
3. Organization must have a Volunteer Board, or Steering Committee consisting of three (3) or more members.
4. Applicants must be located in, or provide initiatives, services or responsibilities to Norfolk County.
5. Applicants must demonstrate active community support and fundraising efforts to support the continuation of the initiative, service or responsibility.
6. Applications must align with one (1) or more of the County's Strategic Priorities.
7. Applications must include a completed "**Project Budget Form**" as well as a copy of the most recent financial statements and/or the current year's budget at time of submission. Norfolk County will require proof of cost for any project expense item over \$5000.
8. Project applications must have a benefit to the community.
9. The applicant's project does not unnecessarily duplicate successful projects that already exist in Norfolk County.
10. Grant applications involving a special event(s) or festival projects that may require additional in-kind support from Norfolk County must contain a completed "**In-kind Support Summary Form**" with their grant application. The form is to be filled out and signed by County staff after an internal consultation with the departments involved that would be providing in-kind support.
11. Any organization that is currently receiving or has received in the last 12 months any operational subsidies, subsidized or discounted rates or fees or any "in-kind" services from Norfolk County must be declared on the application. These amounts may be deducted from the overall grant request.
12. The Grant Application form must be completed in full, including all questions answered and all requested supporting documents submitted at time of application. Incomplete applications will not be considered.

Ineligibility

1. Cannot be an individual, or a commercial or industrial organization. (*Municipal Act, Section 106*)
2. Cannot be a local board, as defined by the Municipal Act.
3. Cannot be agencies whose mandate is the responsibility of other levels of government where funding has been withdrawn.

4. Ineligible if not "in good standing" with the County.
5. The applicant organization cannot be currently receiving or have received any additional grant funding from any other Norfolk County Grant Programs within the past twelve (12) months. Operational subsidies to Community Groups do not qualify as Grants under this policy. Grants will not be provided to fund capital projects on property held by private landowners.

Process

1. The application intake will open in late January of the funding year, after annual budget decisions.
2. The grant policy and application package will be available on the county website.
3. All applicants must review the Norfolk Community Grant Policy and complete the application for submission no later than February 28th of the year of the funding request. Applications must be completed in full for consideration.
4. If applicable, any request for "in-kind" support must be outlined, in the in-kind support summary, with a dollar value and approved by the applicable county department prior to submitting the application. The Selection Committee will review applications in March. If a pecuniary interest should exist in an application, that Selection Committee member must declare and record a conflict and withdraw from the discussion.
5. The Selection Committee will review each application, based on the eligibility and evaluation criteria outlined in the policy, and make recommendations to Council.
6. Successful and unsuccessful applicants will be notified via email by the end of April. Successful applicants will receive an approval letter from Norfolk County's CAO's office or delegate, binding applicant to previously agreed upon terms and conditions of receiving a Norfolk County Community Grant.
7. Community Grant Funds will be deployed starting May 1.
8. Grant Recipients must provide a detailed and accurate report for the project by filling out and submitting "**Grant Reporting Form**" to the County, no later than 60 days after completion of the project. Failure to do so will eliminate the organization from future grant funding consideration.

Evaluation of Applications

The following evaluation criteria will be used by the Selection Committee to evaluate all applications:

1. How the initiative, service or responsibility aligns with the County's Strategic Priorities.
2. Applicants must outline clear, quantitative and measurable goals and/or project metrics.

3. How the project positively benefits Norfolk County and positively contributes to the quality of life of residents. Preference will be given to organizations that provide programs, events or services to underserved populations and/or support diversity, equity and inclusion.
4. Applicants must provide evidence of community support to enable the organization to be sustainable. This support could include:
 - a. additional financial and non-financial resources being leveraged from other sources;
 - b. details of the number of volunteers that will be involved in the work, and the number of hours they will bring; and
 - c. collaboration or partnership with other organizations
5. Applicants must provide evidence of financial need, as well as prove they have established diversified sources of revenue by submitting a copy of their most recent budgets or financial statements. Organizations that have current budgets or financial statements indicating a significant surplus will be required to provide explanations of the surplus and how the organization intends to use it.
6. Sound organizational track record. This considers if the organization has the ability, skills and capacity to undertake the work and has undertaken similar work in the past.
7. The organizations project budget is accurate, financial viable, cost effective and contains feasible or reasonable timelines.

Terms and Conditions

1. Declaration by the Grantee that the information contained in the Grant Application and supporting documentation is true and correct in every respect.
2. Community Grant funds must be used for the specific initiative, service or responsibility outlined in the application. Misuse of funds will result in the applicant being disqualified from receiving future grants.
3. The applicant organization must spend grant funding on the sole purpose for which it was awarded by May 1st of the following year of the funding request.
4. Community Grant funds are not transferrable between projects or groups.
5. In case of a project cancellation or alteration to the original project, the Grantee shall immediately notify the County. In case of a cancelation, repayment of the entire amount of the Community Grant will be required.
6. In case of any remaining unused funds for a project the Grantee shall immediately notify the County. Repayment of the remaining unused amount of the Community Grant will be required.

7. The Grantee shall notify the County immediately, in writing, of its impending or actual bankruptcy, insolvency, appointment of a receiver, dissolution, cessation of carrying on business or bulk sale of assets.
8. The Grantee shall immediately notify the County, in writing, if any of the information provided by the Grantee to the County is determined to be inaccurate in any material respect, or if there has been any material adverse change in any of the information provided.
9. The Grantee shall comply with all laws, regulations, by-laws and other governmental directives or orders in the course of spending the Grant.
10. The Grantee shall indemnify and hold harmless the County against any claims, costs, causes of action, fines, or any other losses or other penalties the County suffers relating to the giving of the Grant to the Grantee.
11. Grant recipients must acknowledge Norfolk County's contribution to the project in all related public information, promotional material and media coverage. Prior approval relating to proper logo placement and usage is required.
12. Grant Recipients must provide a detailed and accurate report for the project by filling out and submitting "Grant Reporting Form" to the County, no later than 60 days after completion of the project. Failure to do so will eliminate the organization from future grant funding consideration. Should an organization apply for a grant while a previous grant project is still considered open, should their application be approved, funds will be held until the previous project is complete and the Grant Report has been received.
13. The Grantee consents to the County using information regarding the details of the grant awarded, including the name of the Grantee, the activities carried out and the community impact of the activities in reports and on the County website and other relevant media, provided that the County shall not release any information, including financial information and personal information of members or Board members, which is confidential pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.