

THE CORPORATION OF THE TOWN OF DEEP RIVER

BY-LAW NUMBER 12-2024

A BY-LAW TO AMEND BY-LAW 01-2022 CORPORATE POLICIES AND PROCEDURES MANUAL, TO INCLUDE POLICY R01-2: TOWN OF DEEP RIVER COMMUNITY DEVELOPMENT GRANT PROGRAM.

AND WHEREAS Council adopted By-Law Number 01-2022 on January 12, 2022 approving the Corporate Policies and Procedures Manual for the Corporation of the Town of Deep River;

AND WHEREAS Council deems it necessary and expedient to amend the Corporate Policies and Procedures Manual from time to time to meet changing requirements as policies are added, removed, or amended,

AND WHEREAS Council of the Corporation of the Town of Deep River deems it expedient to amend the Corporate Policies and Procedures Manual to include a Community Development Grant Program Policy;

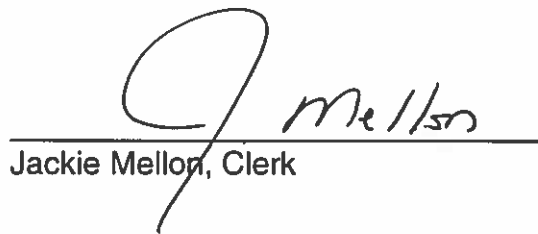
NOW THEREFORE BE IT RESOLVED THAT the Council of the Corporation of the Town of Deep River enacts as follows:

1. THAT the Corporate Policies and Procedures Manual is hereby amended to include Policy Number R01-2, a Community Development Grant Program Policy attached to this By-Law as Schedule 'A'.
2. THAT this By-Law shall take effect and come into force upon final passing thereof.
3. THAT all former policies and procedures for Community Development Grant Programs are hereby repealed.

READ A FIRST AND SECOND TIME THIS 10TH DAY OF APRIL, 2024.

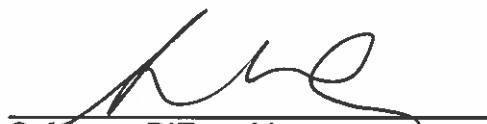


Suzanne D'eon, Mayor



Jackie Mellon, Clerk

READ A THIRD TIME AND FINALLY PASSED THIS 24TH, DAY OF APRIL, 2024.



Suzanne D'Eon, Mayor



Jackie Mellon, Clerk

SCHEDULE 'A' TO BY-LAW 12-2024

Town of Deep River

POLICY / PROCEDURE MANUAL

Corporate Policies and Procedures				
DEPARTMENT: Recreation				POLICY NO.:
				R01-2
POLICY: Town of Deep River Community Development Grant Program				
DATE OF ORIGIN:	REVIEW DATE:	REVISION DATE:	APPLICABLE TO:	PAGE #:
April 24 th , 2024			Council and All Employees	1-16

1.0 Policy Statement

The Town of Deep River continues to believe that community organizations play an essential role in strengthening our community. Council acknowledges this contribution by providing financial support to community organizations and events through the Community Development Grant Program. Support will be provided each year from the Municipality's operating budget to qualifying community organizations through an annual application process.

Community Development Grants are intended to provide financial assistance to not-for-profit community organizations that offer direct projects, events, or services that enhance the quality of life for the residents of the Town of Deep River. Support is available to activities that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to one of the following categories:

- Arts and Culture
- Environment
- Heritage
- Recreation Activities

2.0 Policy

This policy ensures that public funds for this program are used in an accountable and transparent manner and provides a framework for the administration of the program including eligibility, the application process, and decision-making criteria for awarding funds.

The following list outlines the main purposes of the Community Development Grant Program:

- Maintain and enhance the quality of life for residents of the Town of Deep River
- Develop a health and sustainable community
- Promote citizen participation and volunteerism
- Respond to community needs and interests

3.0 Definitions

Applicant: an organization which meets the eligibility criteria of the Community Development Grant Program and which submits an application for the Town's consideration

Application Evaluation Tool: scoring matrix designed to evaluate applications to the Community Development Grant Program

Community Event: a one-time or recurring event (in-person or virtual) that takes place within the boundaries of the Town of Deep River and is open to all members of the public

Community Development Grant: direct monetary grant from the Town of Deep River to a Grant Recipient

Community Development Grant Evaluation Team: staff members consisting of the Director of Finance/Treasurer, Director of Operations, Recreation Program Coordinator and Operations Administrative Assistant with the responsibility to review and evaluate grant applications and award funding

Community Project: a capital or non-capital (in-person or virtual project or service) project which provides long-term benefits to the community

Community Organization: a not-for-profit (incorporated or unincorporated) community-based group/organization that provide projects, events, or services with the Town of Deep River

Grant Recipient: an Applicant which has been successful at receiving a Community Development Grant from the Town of Deep River

Special Event: a one-time or first-time event (in-person or virtual) that takes place within the boundaries of the Town of Deep River and is open to all members of the public

4.0 Legislative Authority

Section 107 of the Municipal Act, 2001, as amended, provides that 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 a council considers to be in the interests of the municipality".

5.0 Funding Categories

The different types of grants awarded under the Community Development Grant Program are as identified.

1. Community Project Grant: one-time assistance either as seed funding for the startup of an organization/project, or funds for a short-term undertaking with a start-up and completion date or loan guarantees to assist an organization in acquiring the financial assistance from financial institutions needed to support the construction of the project or support for a specific project
2. Corporate Grant: operating funding to assist with the general operating expenses of the group, including administrative costs and program-related expenses as well as leadership costs such as coaching, training, and instruction
3. Special Events Grant: any one-time or first-time event that is of cultural, social, or recreational significance to the community and which may have the participation of more than one organization
4. Community Events Grant: recurring event that provides some significant benefit to the broad community, and is open to all members of the public

6.0 Grant Budget & Maximum Grant Amounts

The Town of Deep River shall allocate funding to the Community Development Grant Program through the annual operating budget, ensuring financial support to community organizations that contribute to community well-being and align with strategic priorities.

Only one grant request per organization per year will be considered. A maximum of \$5,000.00 may be awarded to any eligible organization.

In the event that the total allocated funding for the Community Development Grant Program is not fully awarded, the following action will be taken:

- Multiple intakes for funding will be considered to encourage broader participation and utilization of available funding
- Unallocated funds may be transferred into a Community Development Grant Reserve to be utilized for subsequent years CDGP funding to ensure continued support for future community initiatives

These measures ensure that resources are effectively managed and redirected to benefit the Deep River community in alignment with strategic priorities.

7.0 Basic Principles

The following outlines basic principles that must be met and demonstrated by each applicant for consideration of grant approval:

- Assist organizations which have demonstrated a desire to help themselves
- Promote and enhance the well-being of the Town and its residents
- Encourage more active involvement in community organizations, programs and events

- Ensure that the funds will be administered by a competent body and that there is an adequate administrative system of review and oversight implemented within groups or organizations making requests
- Ensure that a proper system of accountability is developed and maintained between the community organization requesting and receiving approval from the Town

8.0 Responsibilities

The Recreation Program Coordinator will inform the community of grant opportunities through updates on the Town's website and social media platforms. The Recreation Program Coordinator will receive all applications.

All applications will then be reviewed and evaluated by the Community Development Grant Program Evaluation Team, comprised of the:

- Director of Finance/Treasurer
- Director of Operations
- Recreation Program Coordinator, and
- Operations Administrative Assistant

The Evaluation Team will review and evaluate applications and approve grants based on the grant criteria outlined within this policy and the available funds. All decisions of the Evaluation Team are final.

9.0 Funding Eligibility

A community organization must meet the following general criteria in order to be considered for a Town of Deep River Community Development Grant Program:

- The applicant organization's program and/or event must be within the boundaries of the Town of Deep River
- There can only be one application per organization/project
- Each applicant must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available
- Most recent Financial Statements and the current year's budget must accompany the request
- Financial assistance consideration is based on budget revenues and expenditures in the year for which the assistance is requested
- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project, or service. The Town of Deep River Community Development Grant should never be considered as the primary source of funding for the organization
- Funding requests can be defined as programs, projects, or services that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment heritage, and recreation activities

- Request for financial assistance for events of a municipal, provincial, or national significance which would be expected to bring economic and/or public relations benefit to the Town
- The applicant must demonstrate its commitment to promoting accessibility and inclusivity
- The applicant organization must spend grant funding on the sole purpose for which it was awarded within the current fiscal year

10.0 Funding Ineligibility

The following are not eligible to apply for a Town of Deep River Community Development Grant Program:

- An organization that acts as a funding body or makes grant to another organization
- Commercial businesses or for-profit organizations
- An organization that is the responsibility of a higher level of government, education, or precluded under the Municipal Act
- Grants cannot be used
 - To cover deficits of the organization
 - To fund an organization's debts

11.0 Application Guidelines

Applicants must complete the Community Development Grant Program Application Form attached to this policy as Appendix A. All grant applications shall be directed to the Town of Deep River Recreation Program Coordinator on or before November 30th of each year to ensure they are considered within the Community Development Grant Program intake.

All applications shall be submitted on the Community Development Grant Application Form together with the following information and documentation:

- Listing of current Board of Directors or executives
- Outline the service the organization provides to the community as well as how this supports Council's Strategic Priorities
- The amount of financial assistance required
- The degree in which the community benefits as a result of the grant
- A detailed proposed budget for the current year, detailing expenditures and revenues, including a list of all other grants and/or donations
- Formal financial statements (not audited) from immediately preceding fiscal year will need to include: Statement of Financial Position, Statement of Revenue and Expenditures, and Statement of Assets

12.0 Application Review and Evaluation

All completed applications for the Community Development Grant Program that are received by the November 30th deadline will be reviewed and evaluated by the

Community Development Grant Program Evaluation Team, comprised of the Director of Finance/Treasurer, Director of Operations, Recreation Program Coordinator, and Operations Administrative Assistant, leveraging the evaluation matrix provided in Appendix B. This process entails a thorough assessment of each grant application based on the terms of the general and financial criteria and principles outlined in this Policy.

It is the responsibility of the organization to submit a complete application with clear and sufficient information. Incomplete or unclear applications may be denied. The Evaluation Team may, in its sole discretion, schedule a meeting with an organization to discuss matters related to the submitted application.

All grant applicants shall be notified, in writing, of the Evaluation Team's decision.

13.0 Feedback

Successful applicants might be required to forward a written description of how the Community Development Grant funds were used and what impact the funds had on the organization's overall goals and objectives. In the case of funding for specific projects/purposes, the applicant should detail the state of the project/purpose and whether it has been completed. Failure to provide requested feedback may result in the Evaluation Team not considering future applications for funding.

14.0 Review/Revisions

This policy will be reviewed annually as needed.

Identify within chart each revision, by whom and when.

#	Date Revised	Author	Section	Details of Change
1	April 17, 2024	Dave McCarthy		Created Policy
2				
3				
4				
5				

TOWN OF DEEP RIVER

Community Development Grant Program Application

**PLEASE ENSURE YOU HAVE READ
THE COMMUNITY DEVELOPMENT GRANT
PROGRAM POLICY BEFORE COMPLETING APPLICATION**

**Completed forms must be submitted before November 30th for
projects scheduled for the next calendar year.**

Town of Deep River
Recreation Department
c/o Recreation Program Coordinator
100 Deep River Rd, P.O. Box 400
Deep River, Ontario
K0J 1P0
Telephone: 613 584-2000 extension 103
Fax: 613 584-3237
Email: carmstrong@deeperiver.ca

Instructions for Community Development Grant Program applications.

How to Complete Your Application

Applications must be submitted using the Town of Deep River application form. Applications submitted on any other form will not be accepted.

Answer all of the application questions as concisely as possible.

It is preferred that the application be submitted using the downloadable version posted on the municipal website. However, if this is not possible, please complete the application by typewriter or by hand, using legible printing.

How to Submit Your Application

Send your application to:
Town of Deep River
Recreation Department
c/o Recreation Program Coordinator
100 Deep River Rd, P.O. Box 400
Deep River, Ontario
K0J 1P0

Deadline: The application deadline is 4:30 p.m. on November 30th.

Applications received after the deadline date will be considered during the Second allocation process.

The Second allocation process only occurs if funding remains after the initial allocation.

Please ensure that you provide full, completed and clear answers to the questions on this form, failure to provide the required information may result in your group being ineligible. Missing or unclear information may result in the application being delayed or rejected.

Use a combination of this form and support sheets as needed. Please label your attachments according to the section on this form to which you are responding

PART A – COMMUNITY AGENCY/ORGANIZATION NAME & CONTACT INFORMATION	
NAME OF COMMUNITY AGENCY/ORGANIZATION	
CONTACT PERSON	TELEPHONE NO
	EMAIL
MAILING ADDRESS	
WEBSITE	
ORGANIZATION GENERAL INFORMATION	
NUMBER OF MEMBERS _____ MEMBERSHIP FEE, IF APPLICABLE _____ LAST YEARS MEMBERSHIP FEE _____	
TYPE OF ORGANIZATION (ie: registered charity, Non-Profit Organization, no status, etc.)	
INCORPORATED AS NON-PROFIT ORGANIZATION _____ Yes _____ No	
OUTLINE THE MISSION, PURPOSE AND OBJECTIVES OF YOUR ORGANIZATION.	

PART B – GRANT REQUEST

Under what classification are you requesting a Grant?

- CORPORATE GRANT (Annual operating budget) COMMUNITY PROJECT GRANT (One-time assistance)
 SPECIAL EVENT GRANT COMMUNITY EVENT GRANT

AMOUNT OF GRANT REQUEST

\$ _____

HAS YOUR ORGANIZATION RECEIVED A MUNICIPAL GRANT IN PREVIOUS YEARS? Yes No

AMOUNT OF PREVIOUS GRANT RECEIVED \$ _____

YEAR RECEIVED: _____

WHAT IS THE MAIN SECTOR YOUR ORGANIZATION SERVICES? (CHECK ONE)

- Arts and culture Beautification/horticulture Environment Heritage Sports/recreation

PURPOSE OF GRANT AND BENEFITS TO COMMUNITY

(Provide an overview of the service your organization provides to the community and how this supports Council's Strategic Priorities. Please include the benefits the community would receive as a result of this grant. Also include who within the community would benefit)

IF APPLICATION IS FOR A SPECIAL OR COMMUNITY EVENT, PLEASE ANSWER THE FOLLOWING:

1. How many participants are expected? _____
2. How large an attendance/audience is expected? _____
3. Will there be a charge for attendance? _____
4. What areas (locations) will the activities take place? _____
5. What is the duration of the event? Example (2-day weekend or 4 hours) _____

IF APPLICATION IS FOR A CORPORATE OR COMMUNITY PROJECT GRANT PLEASE ANSWER THE FOLLOWING:

PARTICIPANTS USAGE

What is the duration of your programming? _____

How many hours/weeks does a member participate? Hours _____ Weeks _____

PROJECT FUNDING: (Indicate what other sources funding has been received or applied for. (Use a separate page if necessary)

- Other levels of government Fundraising events Donations Other sources

Please provide specific details : _____

ARE THERE PROJECTS/PROGRAMS/SERVICES/SPECIAL OR COMMUNITY EVENTS OF SIMILAR NATURE BEING OFFERED IN THE COMMUNITY Yes No

IF YES, HOW WILL THE ORGANIZATION'S PROJECT/PROGRAM/EVENT COMPLEMENT, ENHANCE, OR DIFFER FROM THOSE OTHER PROJECT/PROGRAMS/SERVICES : _____

WILL THE TOWN OF DEEP RIVER BE THE PRIMARY FUNDING SOURCE OF THIS SERVICE/PROGRAM/EVENT?

- Yes No

IF NO, WHICH OTHER BUSINESSES/ORGANIZATIONS ARE INVOLVED IN THIS PROJECT/PROGRAM?
PLEASE DESCRIBE WHICH AND THEIR ROLES:

WHAT WILL BE THE IMPLICATION IF A MUNICIPAL GRANT IS NOT APPROVED?

Sample Budget format to be used to demonstrate funding request

	Previous Year Actual	Current Year Budget	Current Projected to Year- End	Next Year Requested
Revenue Town of Deep River Program Revenues Donation/fundraising other (specify)				
Expenditures Salaries and wages, Material and supplies Other Capital Expenditures				
Surplus / (Deficit)				

NOTE: The release of all grant funds is contingent upon the Town receiving a copy of your financial statements for the previous year. (If your financial statements do not clearly identify Town funding request, please use the notes to indicate in which revenue category Town funding is included).

Notes

PART C – Signature of Authorized Officials(s)


Signature: _____ Position: _____ Date: _____	Signature: _____ Position: _____ Date: _____
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APPLICATION CHECKLIST

Copies of the proposed and current year's budget, detailing expenditures and revenues, including other grants and other sources of revenues must be submitted with this request.

- Current Budget
- Proposed Budget
- Statement of Financial Position, signed by 2 Directors
- Board of Directors Listing
- Statement of Revenue and Expenditures

16.0 Appendix B – Community Development Grant Evaluation Matrix

	<p align="center">Community Development Grant Evaluation Matrix</p> <p align="center">Corporation of the Town of Deep River 100 Deep River Road Deep River, Ontario, K0J1P0</p>
<p>The purpose of the evaluation matrix is to objectively measure requests for funding against the eligibility criteria set out in the Community Grant Application.</p> <p>This evaluation matrix may be amended from time to time by resolution of Council.</p> <p>One point will be awarded for each successful factor. Sections will be totaled and multiplied by the stated weight factor. The grand total of all weighted sections will determine the application's overall score.</p>	
<p>Evaluation Factors:</p>	
<p>Section A: Application Stream</p> <ul style="list-style-type: none"> € Special/Community Event € Community Projects/Corporate Grant /1 <p>Eligible Categories: <i>Support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to one of the following:</i></p> <ul style="list-style-type: none"> € Arts & Culture € Environment € Heritage € Recreation Activities /1 	
<p>Section B: Eligibility</p> <ul style="list-style-type: none"> € Complete Application € Organization within the boundaries of the Town of Deep River € Accessibility € Strategic Plan /4 	
<p>Section C:</p> <ul style="list-style-type: none"> € Demonstrates active fundraising efforts to support the continuation of program, project or service. € Grant not considered as the primary source of funding for organization. € Demonstrate there is a need for financial assistance and adequate funding from other sources of income. € Bring economic and/or public relations promoting the Town. € Provide other current or future benefit to the Town or its residents. /5 	

Section D: Impact

Number of participants application will benefit:

	Actual #'s	Weighting Factor	Total
0-250		1	
250 +		2	

Total Weighting Factor

TOTAL POINTS x WEIGHTING FACTOR

	Sub Total Points	Weighting Factor	Section Total
Section A	/2		
Section B	/4		
Section C	/5		
GRAND TOTAL	/11		/22

Section E: Application Status

€ Approved
Approved grant amount \$

€ Denied
Reason for denial: