



Municipality of Huron East Municipal Grants Program Policy	
Approved By: Council	Policy Number: FIN-08
Date Approved: February 2025	Effective Date: February 2025
Reviewed By: CAO	Revision Date:

Policy Statement:

The Corporation of the Municipality of Huron East recognizes the value of contributions made by community organizations and volunteer groups to improve the well-being and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing assistance to such organizations through its Municipal Grants Program. Support is provided each year from the Municipality’s operating budget to qualifying organizations through an annual application process.

Relationship to the Municipality of Huron East’s Strategic Plan:

The Municipal Grants Program aligns with the Municipality’s Strategic Plan’s including:

- Action 2.1.2: Pursue partnership opportunities with community groups to fundraise for new/enhanced community amenities;
- Action 2.1.3: Explore opportunities to work with local groups to offer arts and culture-related events contributing to enhanced youth engagement, community vibrancy, and local storytelling.

Purpose:

The purpose of the Municipal Grants Program is to ensure that funds are allocated in a fair and transparent manner to community organizations. This Policy identifies the funding available, establishes eligibility requirements, and outlines application and monitoring requirements.

Program Intent:

The objective of this Policy is to treat all organizations fairly and consistently. The aim of the Municipal Grants Program is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community organizations.

Types of Grants:

The different types of grants that could be awarded through the Municipal Grants Program Policy include:

Program Funding: Program funding is intended to be used by community organizations to support an activity, event, or program that provides immediate or near-term benefit to the residents of Huron East. Program funding is not intended to be used to offset or cover regular operational expenses of the community organization. Program funding can be a direct payment to a community organization or a reduction or waiving of municipal fees, rental changes, and or permit/licensing costs.

Project Funding and In-Kind Assistance: Project Funding and In-Kind Assistance is intended to provide financial grants and in-kind contribution grants to support specific project initiatives that promote a broad community benefit through the improving of well-being of the community and quality of life for Huron East residents.

Multi-Government Funding requiring municipal support or a municipal financial contribution to access funding from the federal government, provincial government and/or third parties are not part of the Municipal Grant Program and should be considered on a case-by-case basis and thoroughly reviewed by staff and Council.

Definitions:

“Annual Report” is the annual report submitted to Council.

“Council” shall mean the Council of the Corporation of the Municipality of Huron East.

“Criteria” are used to evaluate grant applications based on how the organization’s initiative will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds, and fundraising), the importance of the Municipality’s contribution, and how the success of the initiative will be determined.

“Community Organization” is a local organized not-for-profit group that share a common interest and work collectively for common goals to the benefit, well-being and quality of life of Huron East and its residents.

“Established Organization” is an organization that has existed in the community for more than three (3) years.

“Emerging Organization” is an organization that has existed in the community for three (3) years or less.

“Grant Application” is the application form required to be completed and submitted prior to consideration of any grant funding.

“Initiative” means any public undertaking of a project, program, and/or event carried out by an organization.

“In-Kind Assistance” is a grant for the provision of municipal property/facilities, materials or resources to an organization. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. In-kind grants will include the estimated value of the initiative. Those costs will be expensed through the Municipal Grant Program and directed to offset the respective department(s) expense or loss of revenue.

“Letter of Agreement” shall mean a document, signed by both the organization and the Municipality of Huron East, that outlines the terms and conditions, and reporting required to receive funding.

“Letter of Award” shall mean a written confirmation of an award to an applicant.

“Methods of Communication” are methods used by the Municipality to communicate to the public, including but not limited to, the Municipality’s website, social media, and newsletter.

Responsibilities:

The Finance Department will receive the applications and prepare a report to Council detailing the requests.

Late or incomplete applications will not be presented to Council for consideration.

Council will evaluate the requests and approve grants based on the grant criteria outlined in the Municipal Grants Program Guidelines and the available funds. All decisions of Council will be final.

Eligible Grant Recipients and Program Principles:

Applicants must be community organizations whose primary focus is within the Municipality of Huron East.

Municipal Grants are intended to be supplementary to an organization's main source(s) of revenue. The grant shall not be considered as the primary source of funding for the organization. The organization must show exploration of other financial and in-kind support (i.e. fundraising and volunteer support).

All funding shall be for future initiatives. Retroactive funding will not be considered.

Evidence of service need or uniqueness of service provided (responsiveness to community) must be outlined.

Equity and accessibility to participants must be demonstrated.

Guaranteed funding is only for the funding calendar year in which the organization has applied. It is not to be regarded as a commitment by the Municipality to continue such assistance in future years.

Repeat Municipal Grants will only be available to organizations who have complied with the

reporting requirements of any previous grants and submitted a new application. There will be no “standing” or automatic grants requests.

Funding requests may be reduced in value at the discretion of the Council to support a wider range of initiatives.

Grants may be awarded with certain terms and conditions. The Letter of Award will state if any particular restrictions apply to the grant.

Grant applicants determined to be ineligible for funding or denied funding in any given year shall be notified in writing.

Council is not obligated to allocate funds to any organization, regardless of the fact that they satisfy the eligibility criteria, and meet all of the objectives of this Policy.

Exclusions

Individuals, businesses, publicly-funded institutions (i.e.: schools, hospitals, etc.) are not eligible to apply through the Municipal Grants Program.

Organizations that may be located within the Municipality of Huron East, but are more regionally oriented, or that represent or service, a special interest group shall not be considered under the Municipal Grants Program unless the organization receives funding from regional or other municipal government(s) that would also benefit from the organization’s initiative(s).

Consideration will not be given to requests for grants from recreational sports groups, nor will funds be used to sponsor an individual athlete or team for a competition, or to subsidize participation in a sports event.

Applications

The Municipal Grants Program supports innovative initiatives that provide direct and indirect benefit to Huron East residents. The fund does not focus on providing funding for operating expenses of an organization.

Organizations seeking financial assistance must submit an application to the Municipality of Huron East as outlined in the Municipal Grants Program Guidelines.

It is the responsibility of the organization to submit a complete application with clear and sufficient information. Incomplete or unclear applications may be denied.

Submission of an application does not guarantee the organization will be awarded all or part of the grant requested.

The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines.

Application Period:

The application period will open annually on September 1 and close the last Friday in October for programs or projects in the subsequent calendar year. All applications will be date stamped and numbered when received.

Applicants will receive a notification that their application has been received. If the application is complete, it will be evaluated by Huron East staff and recommendations will be made for Council consideration.

The allocation of Municipal Grants will occur in the following year, after the annual budget is approved.

Financial Considerations:

Unless, otherwise approved by Council, no grant funding will be paid until such time as the annual budget has been approved.

Organizations with outstanding balances or owing the Municipality of Huron East will not be eligible for grants.

A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant.

Any municipal grant funding that has not been spent, in the year that it is received, shall be returned to the municipality.

Reporting:

All organizations receiving funding from the Municipality shall provide a written report as outlined in the Municipal Grants Fund Program Guidelines.

Note: Any organization that does not submit a report will not be considered for funding in the future.

Annual Report to Council and the Public:

The Annual Report submitted to Council will identify: the applicants who received funding in that year, the use of the funds, and the benefit to the community from the grants. It will also identify any recommendations for changes in the Municipal Grants Program Policy that Council may consider. Any changes would require Council approval.

The Annual Report will be published on the Municipality's website each year.

Unused amounts in the Municipal Grants Program at the end of each year will be carried over to the next year.

General Guidelines

Organizations seeking funding must submit an application as outlined in the Municipal Grants Program Guidelines –Financial and In-Kind Assistance Program.

The grant application process and evaluating criteria shall be followed in accordance with the Municipal Grants Program Guidelines –Financial and In-Kind Assistance Program.

If an organization submits more than one grant request per year they must indicate the priority of each of the respective grant requests over the other grant requests from the same organization.

Organizations cannot submit an application for an initiative that has been reviewed and denied twice.

The organization, within the funding calendar year, must spend the grant funding on the sole purpose for which it was approved.