



STAFF REPORT

DEPARTMENT: Finance

DATE: February 20, 2019

Report No.: FIN-2019-01 Community Grant Program Policy Update

RECOMMENDATION:

That Council receives Staff Report FIN-2019-01, being a report on the Community Grant Program Policy Update, dated February 20, 2019; and

That the program/service/event/activities totaling \$288,751 from the 2018 Budget listed in Attachment 2 be removed for funding from the Community Grant Program and be created as operational activities in appropriate departments; and

That the updated Community Grant Program Policy as appended to this report be adopted; and

That the Town of Midland Community Grant Program be rolled out in 2019 as generally outlined in the Staff Report and the details shared broadly with the community through the Town's various communications vehicles; and

That Council selects the ranking and recommending body for the annual review of the grant submissions; and

That in future, Council establishes the total grant funding envelope during their consideration of the annual budget guideline report, for the purpose of de-coupling the discussions from the actual budget exercise; and

That to expedite the 2019 Town of Midland Community Grant Program ("Program") the Maximum Allowable Grant Funding for the General stream be set at \$57,294; and

That the \$50,000 originally designated for "Community Justice and Safety Activities" allocated from future police savings (Police Reserve) be approved as generally outlined in Staff Report TR-2018-24, with the application stream being evaluated by a newly constituted Municipal Safety Committee.

BACKGROUND:

The Town has had a long-standing process of supporting local events and community related services by providing financial assistance through the annual operating budget process to community groups, not-for-profit and volunteer organizations, and in some cases, individuals. It should also be noted that the Town also supports a variety of community organizations/groups through the leasing of Town space/lands, which allows these groups to operate and provide various programs and services. Although this report simply notes the fact that there are Town-related community support mechanisms, this report will only address the actual outlay of cash and quantified in-kind services that support community organizations and their endeavors.

Historically, the Town considered it appropriate to provide financial support to these causes by establishing a framework for an ongoing community grant program. The program had not been examined for many years and the current review took into consideration some of the current municipal best practices. This report captures the general flavour of many of these leading practices and has been under development since the last term of Council. Staff Report CAO-2017-12 was brought before Council in May 2017 to consider a new approach to addressing community funding possibilities as outlined under the following recommendation:

“Further that the Director of Finance in concert with the Chief Administrative Officer be requested to bring forward a municipal grant policy consistent with the terms outlined in Report CAO-2017-8, reflecting Council’s desire to build a balanced, collaborative and sustainable approach which encourages and promotes community capacity building”.

The principles of the policy framework discussed in 2017 were detailed in the initial report on this topic, Report TR-2018-24, dated September 24, 2018, which is Attachment 3. At that time, Council, after a robust discussion, deferred approval of the recommendations to allow staff to explore the issues raised in more detail and engage in further community consultation (Resolution 2018-390, Attachment 5).

ANALYSIS:

Public Engagement

Two open houses were held on November 7, 2018 to present some proposals and get feedback. These sessions were well attended, and the comments collected are itemized in Attachment 4. This session led to a second meeting with the North Simcoe Fundraising Focus Group on January 30, 2019. This second meeting focused on a clause-by-clause review of the draft policy and those comments are also listed in Attachment 4.

Reaction to the September Report

The initial report recommended that the Huronia Museum and the Boy and Girls Club be designated “core” services and moved from the Grant program into the appropriate Town department/ service area. The previous Council felt that not all “core” programs and services were appropriately identified.

Askennonia brought to Administration’s attention By-law 89-50, which designates them as an elderly person’s centre, which allows Askennonia to take over this service area on behalf of the Town. The argument was made by the Askennonia Board and Executive Director that consideration should be given to move them to a “core” service.

Your Administration reviewed the list of approved 2018 grant recipients in detail. The review in turn resulted in the recommendation provided in Attachment 2 – 16 items are recommended to become “Core” (totaling \$288,751 in 2018); the remaining 11 (totaling \$54,980 in 2018), would be subject to the policy.

Once Council confirms its support of this revised proposal, those 2018 grant recipients will be appropriately notified. It should be noted that Administration would continue to monitor the work of these organizations; if the delivery of the programs deviates from what is considered core delivery, an appropriate adjustment would be recommended in the subsequent budget year.

Program Policy

The formalized Community Grant Program Policy is described in detail in Attachment 1 and provides a complete overview of the Program including timelines, purpose, eligibility and ranking.

It is recommended that the Program be administered under two separate streams:

- General – this is the historical stream including but not limited to the arts, culture, heritage, recreation, sports, environment, health, education, social and human services; and
- Community Safety – a new separate stream supporting community safety related initiatives.

Further, it is recommended that the Program be administered under two separate financial categories. All applicants will be required to specify on a formal application form (currently under development by Administration).

Larger requests will be required to submit additional information to support their requests.

1. **Grants under \$10,000:** Require the submission of a formal grant application and apply to operating and capital needs of the applicants; or

- 2. Grants \$10,000+:** Require the submission of a formal grant application, the provision of their previous years' financial statements, and a profile of the applicant organization (including the general demographic information respecting membership) as a minimum. Applicants for these grants would be restricted to one-time capital programs and would be required to make a formal presentation in support of their submission and to address questions.

All successful Grant recipients will be required to submit a grant program completion report detailing how the funds were expended and the benefit created from the grant program (an Accountability form is under development by Administration). Consideration of any future grant applications is contingent upon completion and submission of the follow-up form.

Grant Approval Decisions

Although there has been robust debate at the Council table in the past, the real lack of clarity surrounding a grant program has created some challenges for past Councils. The past process may have also disadvantaged "newer" organizations and made it difficult to compete with those with greater influence in the community. It is respectfully suggested that Council establishes the maximum budget to be allocated for all grants and delegate the review and ranking to a committee tasked solely for this purpose.

Upon the approval of this policy, the formal review of the applications will not form part of the annual budget deliberations. Instead, Council would set the maximum amount of grants available for each stream and a separate review process would occur followed by a recommendation for the allocation/distribution of the grants for the current budget year. As recommendations before Council, there still remains the opportunity for Council to engage in further discussions and ultimately deviate from the proposed recommendations. Council would continue to maintain the final approval of any of the amounts requested, but all in the context of a pre-approved maximum budget amount.

The September report suggested that the Audit Committee take on this role; however, the Audit Committee pushed back for good reason on the proposal. Your Administration revisited the concept and is proposing that for the evaluation of the General stream, a Council Standing Community Grant Committee be created. The membership of this committee would include part of Council (minimum of 5 members), if not the full Council. This committee would have only one purpose with the requirement to meet potentially twice each year; one for each intake contemplated.

Target Amount for 2019 Community Capacity Building Grants

General Stream - In Budget 2018, the total in cash and in-kind grants provided was \$343,731 (see Attachment 2). With the current recommendation \$282,751 would be removed from the Grant program leaving \$54,890 available for distribution. Most of the grant recipients from 2018 fall under the "General" funding stream. To expedite this new process, it is recommended that the maximum allowable grant funding for 2019 be set at a maximum of \$57,294 or 0.30% of the 2018 tax levy, an increase of approximated 5% over the funding last year. This will allow the new Council some flexibility in supporting the

community. Note that should the demand be greater and budget deliberations allow it, this level of funding could be increased in time.

Community Safety Stream - The background for second stream is outlined in Attachment 3 and will be specific to Community Justice and Safety Activities. Budget 2018 (Resolution 2018-112) was adopted by Council which reads:

“That \$50,000 of anticipated future savings in the police be allocated to “Community Justice and Safety activities.”

It is recommended that this amount be maintained for the second grant stream in 2019.

Therefore, your Administration would recommend the ongoing allocation of \$50,000 as a trial “Community Safety” funding stream (initially 3 to 5 years) to assist community organizations and/or individuals who are seeking to advance the program objectives arising from the Town’s 2018 Community Safety Task Force work. The same general application principles would apply to this targeted stream but the review process would reside with a newly constituted municipal safety committee for consideration and approval. Administration would work with the committee to assist with the program design and evaluation process.

Future Intakes

Decoupling from the actual Town’s established budget process is seen as a way to provide some space for more thoughtful and careful consideration of the community capacity building opportunities. It is suggested that two application intakes be considered: one with a deadline of November 30th of the preceding budget year, and a second one April 30th of the budget year. We acknowledge that Budget 2019 is an unusual year with the rather late start. So the first intake deadline would coincide roughly six weeks after Council approval.

Review of Leased Property

As was previously noted, the all-encompassing review of the various Town-leased properties is also nearing completion. The Administration will be presenting to Council, a series of proposals that would also reflect the value of the various leased properties and a formula to assess the Town’s contributions by way of a “rental” subsidy, where the rental amounts fall below a projected market rent.

Administration will take a two-phased approach to first report this work out to the new Council, and then to seek the new Council’s authorization to incorporate any rent subsidies into the Town’s grant program. This will have the effect of creating a more transparent environment and reflect the contributions and commitments the Town is making toward Council’s Strategic priorities once established. Negotiation with the users of leased premises is well underway and the target is to include the changes in Budget 2019.

CONCLUSIONS:

As part of its commitment to supporting local organizations, the Town has the opportunity to ensure a fair distribution of community grant funds through the adoption of a formal policy framework.

FINANCIAL IMPACT:

There is no direct financial impact as a result of the recommendations in this report.

Prepared by: M.S. Turnbull, BSc, CPA, CGA
Director of Finance/Treasurer

Approved by: J. Skorobohacz
Chief Administrative Officer

Attachments:

1. Draft Community Grant Program Policy
2. Budget 2018 approved cash and in-kind grants with “core” identified
3. Report TR-2018-24 Community Grant Program Policy, September 24, 2018
4. Comments November 7, 2018 and January 30, 2019
5. Resolution 2018-390

**CORPORATE POLICY MANUAL**

Policy Name: Community Grant Program	Policy Number: CP-2019-XX
Adopted: (Date)	Division/Department:
Authority: Resolution/Bylaw Number	Supersedes:
Review by Date:	Last Modified:

1. Purpose

This policy is intended to provide a framework for a Community Grant Program (“Program”). The objectives of the program to provide financial assistance to local organizations through an allocation from the Town’s annual operating budget.

The community grants are focused on attempting to enhance and improve the well-being and quality of life in Midland. The financial assistance offered through this program is directed toward non-profit community-based organizations or individuals which provide programs and services across a number of community-based activities. Two streams are contemplated:

- “General” reflecting the historical use of these funds including but not limited to the arts, culture, heritage, recreation, sports, environment, health, education, social and human services; and
- “Community Safety” which a newly funded stream supporting community safety related initiatives resulting from the recommendations of the Ad-Hoc Community Safety Task Force adopted by Council in 2018.

Consideration will be given to support community non-profit groups and individuals that align with the Town of Midland’s strategic goals and objectives. The program attempts to encourage and promote self-sufficiency of the applicant groups by discouraging the use of funds for “traditional or routine” operating expenses. The program favours those organizations advancing new initiatives or the expansion or enhancement of existing services for a specific timeframe. There are limitations on the frequency of the grants so as to encourage broader community participation and a diversity of interests.

2. Scope

- 2.1 This policy applies to Community Grant Program Applicants.
- 2.2 The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities or transit services, for example).

- 2.3 The value and nature of requests are not limited; however, Applicants must be aware that the requirements differ depending on the value of grants requested and that:
- a) The application process is competitive;
 - b) There are more grant applications received than available funding;
 - c) Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient; that opportunities to leverage additional partnerships through access to the funds can be achieved; and that community groups and individuals are encouraged to seek the opportunities by ensuring a fair and equitable access to the program.
 - d) Preference is given to new initiatives but a promising program/service/event/activity may receive in its infancy a grant for more than one year provided there is evidence that the program/service/event/activity is developing successfully and is sustainable in the future without continued program support.
 - e) An established program/service/event/activity may receive a grant when it faces a new opportunity for expansion or has encountered an unexpected problem.

3. Definitions

For the purposes of this Policy:

- a) "Applicant" means the non-profit organization or individual who has submitted an application for funding to the Town's Community Grant Program;
- b) "Committee" means a committee established by Council, which will review applications and make recommendations for approval of grant funding to Council;
- c) "Community Grant Program" means a fund established annually by Council through the Town's annual operating budget to provide cash or in-kind financial grants to selected eligible Applicants.
- d) "Council" means the Council of the Corporation of the Town of Midland;
- e) "Intake" means the period of time established during which grant applications are received, reviewed and recommended to Council for distribution of the annual funding amount available through the Town's operating budget.
- f) "Non-Profit Organization" means a non-profit organization (NPO) as described in paragraph 149(1)(l) of the [Income Tax Act](#).
- g) "Town" means the Corporation of the Town of Midland.
- h) "Treasurer" means the Director of Finance/Treasurer for the Corporation of the Town of Midland.

4. Responsibility

4.1 Treasurer or designate

- a) Confirm, through Council, the funding allocation that is established for the Program through the annual budget cycle;
- b) Promote the Program Intake application period to all community groups through a range of communication opportunities employed by the Town;
- c) Coordinate the collection of and distribution of Program application forms;
- d) Review all applications to ensure submissions meet the eligibility conditions of the Program prior to submission to the Committee for review;
- e) Prepare a report to Council outlining the recommendations of the Committee for the distribution of funds to selected applicants for each Program Intake;
- f) Communicate to Applicants the status of their application following the review process and final approval by Council;
- g) Prepare and distribute recommended funding to all approved grant recipients;
- h) Maintain a tracking mechanism for the Program and report annually to Council on the distribution of funds.

4.2 Committee Responsibilities:

- a) The Committee will be presented with all grant applications for consideration sorted as follows:
 - the two funding streams – General and Community Safety
 - ensure submission is complete (requests over \$10,000 require more information)
- b) The Committee will rank all grant applications using the Applicant Ranking Regime in Appendix A to this policy.
- c) Based on the rank, the Committee will make recommendations for the distribution of funds for each stream, and forward to the Treasurer for a final recommendation to Council.

4.3 Council

- a) Provide final approval of the recommended list of grant recipients.

5. Program Eligibility

5.1 The following Eligibility Requirements must be met:

- a) Only Applicants that support and provide program/service/event/activities in the following areas: arts, culture, heritage, recreation, sports, environment,

health, education, social and human services or provide support to community safety related initiatives;

- b) Demonstrated ability of the Applicant provide program/service/event/activity in an effective, accessible, open and inclusive manner;
- c) Program/service/event/activity open to/beneficial to the general public (residents of the Town);
- d) For programs/events that are of a broader regional nature which demonstrate a clear benefit beyond Midland residents, the Applicant should demonstrate their efforts in seeking a similar proportionate grant from other jurisdictions;
- e) Only one request per Applicant will be considered in a Program Intake unless clear evidence of partnership or co-program delivery.

5.2 Ineligibility:

The Program will not fund any projects or groups under any of the following circumstances:

- a) The Applicant is a school board; for-profit business; religious or political entity;
- b) The funding is considered primary or where more than 15% of the grant is allocated to the administration/ongoing day-to-day operating costs related the subject of the grant;
- c) The program/service/event/activity takes place outside of the Town of Midland (unless of broader regional basis per item 5.1 above);
- d) The grant is to fund a deficit or funding shortfall;
- e) The application and component pieces are deemed to be incomplete;
- f) To provide endowment funds;
- g) Any previously granted projects are not fully reconciled and all accountability reports received;
- h) The Applicant does not meet eligibility criteria;
- i) Annual fund drives and fundraising activities for sustaining support.

6. Program Intake and Application Deadline

- 6.1 There will be two Program Intakes per budget year. One will occur in the fall of the preceding budget year, and a second one in the spring of the current budget year.
- 6.2 Application deadlines will be advertised three (3) months prior to the established due dates.

- 6.3 The due date for applications is 12:00pm noon on the established date of the current Program Intake.
- 6.4 Late submissions will not be considered.

7. Program Application Submission

- 7.1 Grants up to \$10,000:
 - a) Submission of a formal Grant Application.
- 7.2 Grants over \$10,000:
 - a) Submission of a formal Grant Application;
 - b) Submission of Applicant's previous year's financial statements;
 - c) Submission of Applicant's organizational profile;
 - d) May require a presentation to the Committee (Applicant to be advised);
- 7.3 Submission of a Follow-up Accountability Form. Consideration of any future grant is contingent upon receipt of the Accountability Form.

8. Application Criteria

Applicants must demonstrate:

- 8.1 Merit of Funding Request
 - a) Community need/demand for proposed activity or service;
 - b) Community support (funding support or sponsorship from other organizations, local businesses, industry, service clubs; letters of support);
 - c) Demonstrate how the funding request achieves the priorities of Council and/services provided by the municipality;
 - d) Demonstrate the value to the community for taxpayer support;
 - e) Accountability/mechanism in place for evaluation (identification of key performance measures and outcomes).
- 8.2 Applicant Profile that Supports Community Service
 - a) Likelihood of success (the Applicant should demonstrate that it has the ability/capacity to complete the proposed activity or service; how practical is the project given the structure and resources available to the Applicant);
 - b) Experience of the Applicant in delivering similar program/service/event/activity;
 - c) Ability of the Applicant to leverage other funding support;
 - d) Mission of the Applicant and volunteer support.

8.3 Finances

- a) Sound financial management and revenue generation (accurate records, realistic and responsible budget, various sources of income; if deficit then a deficit reduction plan);
- b) Financial need (leveraging of funds, seed money, inability to fund on their own through own resources or alternative revenue generation);
- c) Applicant's commitment to self-sufficiency/sustainability.

8.4 Benefit to the Community

- a) Evidence of community collaboration; partnerships or co-delivery;
- b) Ensuring that another organization is not providing a similar program/service/event/activity and avoiding duplication;
- c) Community benefit or impact based on both measurable and qualitative information.

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APPENDIX A

Applicant Ranking Regime:

Step One – Determine Funding Stream

Each application will be sorted for fit with the appropriate funding stream:

- General (arts, culture, heritage, recreation, sports, environment, health, education, social and human services) or
- Community Safety

Step Two – Ranking of Applicants

Each application will be ranked in each stream for consideration by the Committee considering the questions included in the following seven (7) criteria. The ranking will be totaled. The highest score available is 21 points.

Criteria A – Need in relation to Council's strategic goals and objectives

Will this program/service/event/activity fulfill a need that will further any of Council's strategic goal's and objectives? Will taxpayers of the Town of Midland support this initiative?

- 3 – strong link to more than one strategic goals and objectives
- 2 – link to one strategic goals and objectives
- 1 – will likely align

Criteria B – Innovation

Does the program/ service/event/activity demonstrate an innovative approach, encourage visioning or respond to new ideas? Can community demand be demonstrated?

- 3 – highly innovative; clear and significant community demand
- 2 – somewhat fresh approach; demand is demonstrated
- 1 – not new; some community interest

Criteria C - Reach of Program service//Event/Activity

For program/ service/event/activity that are of a broader regional nature has the Applicant demonstrated their efforts in seeking a similar proportionate grant from other jurisdictions?

- 3 – firm evidence of other funding approvals provided
- 2 – evidence that other requests for funding have occurred
- 1 – no evidence of request

Criteria D – Openness of Program/ service/Event/Activity

Is the program/service/event/activity open to/beneficial to the general public? All residents of Midland? Does the Applicant demonstrate that program/service/event/activity will be provided in an effective and accessible?

- 3 – clear evidence of open delivery and general benefit
- 2 – some implied restrictions
- 1 – limited benefit

Criteria E – Ripple Effect

Does the program/ service/event/activity provide added value or enhanced capacity that benefits the Town of Midland? Will a significant improvement occur if this program/ service/event/activity proceeds?

- 3 – should have a dramatic effect
- 2 – likely have a noticeable effect
- 1 – may have some effect

Criteria F – The Program/ service/Event/Activity

Is the proposal feasible? Can the Applicant carry out the proposal? Does the Applicant have the resources to execute their proposal? Does the proposal show evidence of sustainability? Clear evaluation criteria provided?

- 3 – well-developed proposal with evaluation
- 2 – defined proposal with some evaluation
- 1 – poorly defined proposal objective/evaluation

Criteria G – Budget

For the first submission - Is it clear how the funding will be spent? Are funds from other sources clearly disclosed? Has any commitment to future self-sustainability been provided?

- 3 – good budget definition and disclosure; future self-sustainability demonstrated
- 2 – adequate budget definition and disclosure; future self-sustainability possible
- 1 – ill-defined budget definition and disclosure future self-sustainability unlikely

For a repeat Applicant – Was a complete Accountability Form submitted as required to provide outcome of previous grant? Is it clear how the funding will be spent? Are funds from other sources clearly disclosed?

- 3 – yes
- 2 – some outstanding issues
- 1 – no – the failure to submit required may eliminate the new proposal from future consideration

Step Three – Determination of Funding

Applicants for each stream will be considered separately and funding recommended based on the final score. Funding decision to be yes or no; no partial grants will be given.

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	2018			Proposed Budget 2019 Location
	Approved Community Grant Budget			
	Cash	In-kind	Total	
EXPENDITURES CORE TO THE TOWN'S SERVICE OFFERINGS:				
1 Sports Hall of Fame	500		500	NSSRC
2 Free Transit - Buttertart Festival (1 day)		700	700	Culture/Tourism
3 GBDHS Scholarship	1,000		1,000	Council
4 St. Theresa Scholarship	1,000		1,000	Council
5 Education Grant to County of Simcoe	1,000		1,000	Council
6 Senior's Council Lunch	1,000		1,000	Council Committee
7 Active Transportation Committee	1,500		1,500	Council Committee
8 Link - TLC Program	4,820		4,820	Transit
9 Midland Horticultural Society	5,000		5,000	Parks
10 Sustainable Severn Sound (2015 to 2018, 4 year commitment)	10,000		10,000	Engineering
11 Town's Contribution to Buttertart Festival	10,000		10,000	Culture/Tourism
12 Midland Cultural Centre - Insurance Donation (reduce \$4K annually)	12,000		12,000	Facilities
13 Askennonnia Seniors Centre	6,000	22,000	28,000	NSSRC
14 Town's Contribution to Culture Midland	30,000		30,000	Culture/Tourism
15 Huronia Museum	84,000		84,000	Culture/Tourism
16 Boys and Girls Club (now manages Midland's affordable recreation pro	98,231		98,231	NSSRC
	266,051	22,700	288,751	
ANNUAL GRANT APPLICATION REQUIRED:				
1 Town Crier	600		600	
2 Free Transit - Terry Fox Run (1 day)		700	700	
3 Santa Clause Parade	1,000		1,000	
4 Simcoe County Cycling Maps (contribution to printing)	1,000		1,000	
5 Midland Legion Pipes and Drums	1,200		1,200	
6 Free Transit - First Lights Festival (16 days)		4,480	4,480	
7 Salvation Army Outreach Services	5,000		5,000	
8 Town's Contribution to BIA towards their Summer Student	5,000		5,000	
9 Hospice Huronia	10,000		10,000	
10 Huronia Transition Homes (refridgerator)	12,000		12,000	
11 Physician Recruitment (confirm annually, no multi-year commitment)	14,000		14,000	
	49,800	5,180	54,980	
TOTAL	315,851	27,880	343,731	



STAFF REPORT

DEPARTMENT: Treasury

CHAIR: Councillor G. Canning

DATE: September 24, 2018

Report No.: TR-2018-24 Community Grant Program Policy

RECOMMENDATION:

That Council receives Report TR-2018-24, Community Grant Program Policy, dated September 24, 2018; and

That the allocation to the Boys and Girls Club and the Huronia Museum be removed from the Community Grant Program and set up as new service area activities in Operations and Corporate Services respectively; and

That the Community Grant Program Policy be adopted; and

THAT the Town of Midland Community Grant Program be rolled out with the development of the 2019 Budget; and

That an Open House be scheduled for November 7, 2018 over two sessions (as per this report) to provide potential applicants with details regarding the grant program; and

That the Terms of Reference of the Audit Committee be expanded to include annual review of the grant submissions; and

That the annual budget guideline report establish the maximum allowable grant funding and the grant program be de-coupled from the actual budget exercise and delegated to the Audit Committee for allocation approval; and

That to expedite the 2019 Community Grant Program (“Program”) the Maximum Allowable Grant Funding be set at \$190,980 and the deadline for applications be set for November 30, 2018; and

That the \$50,000 originally designated for “Community Justice and Safety Activities” allocated from future police savings (Police reserve) be approved as generally outlined in Staff Report TR-2018-24 with the application stream being evaluated by a newly constituted Municipal Safety Committee.

BACKGROUND:

The Town has had a long-standing process of supporting local events and community related services by providing financial assistance through the annual operating budget process to community groups, not-for-profit and volunteer organizations.

The Town considers it appropriate to continue to support these causes by establishing a framework for an ongoing community grant program that reflects current municipal best practices. This report captures the general flavour of many of these leading practices and has been under development over the past year. . Staff Report CAO-2017-12 was brought before Council in May 2017 to consider a new approach to addressing community funding possibilities as outlined under the following recommendation:

“Further that the Director of Finance in concert with the Chief Administrative Officer be requested to bring forward a municipal grant policy consistent with the terms outlined in Report CAO-2017-8, reflecting Council’s desire to build a balanced, collaborative and sustainable approach which encourages and promotes community capacity building”.

The policy framework discussed in 2017 proposed the following principles for consideration of such a program/policy:

- a) Develop a formal program which includes key elements such as an appropriate application process, oversight and vetting of the applications to ensure that the applicant(s) meet certain criteria (to be flushed out within the future policy framework);
- b) Demonstration that proposed projects/programs will provide direct benefit to Midland residents;
- c) Demonstration that the purpose for the funding aligns with Council’s strategic priorities/objectives;
- d) Where programs are of a broader regional nature incorporating participants outside of Midland, that the applicants/organization demonstrates they have made similar efforts to secure financial support/ grants from other jurisdictions;
- e) Some type of reasonable limitations respecting either the number/frequency, amount and purpose for the grants to apply over any single four year term of Council;
- f) Setting clear grant amount maximums in any one year;
- g) Ensuring that applicant organizations are in good standing for the previous 12 months with the municipality;
- h) Demonstrating attainment of the objectives (deliverables) as set out in the prior year’s approved grant prior to being considered for a future grant request.

The 2019 Town of Midland Community Grant Program, presented herein, is the first step in meeting these goals.

ANALYSIS:

Nature of Community Grants

The community capacity building grants reported during the 2018 budget process and finally approved totalled over \$343,731. Included in that amount was an allocation to the Boys and Girls Club and the Huronia Museum.

In the majority of cases staff considered, these two allocations would not be typical of a municipal granting program. The funds for both of these organizations are typically operating in nature and are often leveraged for other supporting grants from external government agencies. In most other jurisdictions they would be included as a line item in the Town's operating budget.

Therefore, your Administration is proposing that these two allocations be provided with their own activity code and removed from grants effective in 2019. They will become stand-alone service areas as follows:

The Boys and Girls Club within the Operations Budget	\$98,231
Huronia Museum within the Culture Budget (Corporate Services)	\$84,000

Program Policy

The formalized Program Policy is described in detail in Attachment #1, and provides a complete overview of the Program including timelines, purpose, eligibility and program categories for the Program.

It is recommended that the Town of Midland Community Grants Program be administered under two separate financial categories:

Applicants will be required to specify on a formal application form (to be developed by Administration) and provide additional information where required to support their requests for:

1. **Grants under \$10,000:** Require the submission of a formal grant application and apply to operating and capital needs of the applicants; or
2. **Grants \$10,000+:** Require the submission of a formal grant application, the provision of their previous years' financial statements, and a profile of the applicant organization (including the general demographic information respecting membership) as a minimum. Applicants for these grants would be restricted to one-time capital programs and would be required to make a formal presentation in support of their submission and to address questions.
3. **In all cases the Grant recipients will be required to submit a grant program completion report detailing how the funds were expended and the benefit created from the grant program** (form to be developed by Administration). Consideration of any future grant applications is contingent upon completion and submission of the follow-up form.

Program Decisions

In the past, given the lack of clarity surrounding a grant program, the presentations and debates respecting each request has extended the budget process and placed pressure on Council to gloss over potentially more critical and financially significant issues related to the future of the Town's infrastructure. It is respectfully suggested that Council establishes the maximum budget to be allocated to these grants.

The formal review of the applications would in turn occur off-line at a committee review stage, with the objective being that the Treasurer would provide a report to Council, outside of the budget deliberations that set out the details concerning the requested and recommended allocation/distribution of the grants for the current budget year. These recommendations would afford Council the opportunity to engage in further discussions and ultimately provide final approval of any of the amounts requested, but all in the context of a pre-approved maximum budget amount.

It is further recommended that the Terms of Reference for the Audit Committee be expanded to include review of the grant applications on behalf of Council. This committee has the built-in capacity to evaluate the financial information that will be required with each submission. The committee with its added role could be renamed the Audit and Finance Committee.

Target Amount for 2019 Community Capacity Building Grants

In Budget 2018, \$161,500, in-cash and in-kind grants (Attachment #2) were included in the Operating Budget (property tax levy) exclusive of Boys & Girls Club and Huronia Museum. For 2019, so that prospective recipients are not unduly held up by the orientation of a new Council and the potential impact on the budget process, it is recommended that the maximum allowable grant funding for 2019 be set at a maximum of \$190,980, or 1% of the 2018 tax levy. This will allow the new Council some flexibility in supporting the community.

Since the timing of grants (all at once with the Town's established budget process) has been challenging in the past, it is suggested that two application intakes be considered: one with a deadline of November 30th of the preceding budget year, and a second one April 30th of the budget year. These deadlines fall into the established schedule for Audit Committee.

In addition, over the past year of this Council term, there have been discussions at the Council table respecting the allocation of \$50,000 from the Police Reserve (arising from future savings) for "Community Justice and Safety Activities. The origins of this concept arose originally during the MPS/OPP Costing discussions. Several months later during the 2018 Budget deliberations, (Resolution 2018-112) was adopted by Council which reads:

"That \$50,000 of anticipated future savings in the police be allocated to "Community Justice and Safety activities."

There was not specific direction on the utilization of the funds, and therefore when Report CAO-2018-08 (April 9, 2018) respecting consideration of the Ad-Hoc Community Safety Task Force (CSTF) was considered by Council, the \$50,000 was earmarked for the retention of a consultant to work with the CSTF in the development of a community safety plan. As is noted in the report by the CSTF's final report expected in September, they did not use the funds as originally earmarked and are requesting the re-allocation of those funds for a broader study in 2019.

However, turning back to the original concept of the \$50,000 funds, your Administration is recommending that the concept be advanced through a "Community Justice and Safety Activity" Grant program to specifically target the types of initiatives that could help to advance the overall community safety initiatives.

Therefore your Administration would recommend the ongoing allocation of \$50,000 as a trial program (initially 3 to 5 years) to assist community organizations and/or individuals who are seeking to advance the program objectives arising from the CSTF work. The same general application principles would apply to this targeted stream but the review process would reside with a newly constituted municipal safety committee for consideration and approval. Administration would work with the committee to assist with the program design and evaluation process.

On a separate but parallel stream, the all-encompassing review of the various Town Leased properties is also coming to completion. The Administration will be presenting to the incoming Council, a series of proposals that would also reflect the value of the various leased properties and a formula to assess the Town's contributions by way of a "rental" subsidy, where the rental amounts fall below a projected market rent.

Administration will take a two-phased approach to first report this work out to the new Council, and then to seek the new Council's authorization to incorporate any rent subsidies into the Town's grant program. This will have the effect of creating a more transparent environment and reflect the contributions and commitments the Town is making toward Council's Strategic Plan.

CONCLUSIONS:

As part of its commitment to supporting local organizations, the Town has the opportunity to ensure a fair distribution of community grant funds through the adoption of a formal policy framework.

COUNCIL'S STRATEGIC PLAN:

The recommendations in this report are consistent with the following Strategic Priorities:

- *Fiscal Responsibility and Cost Containment;*
- *Develop Partnerships, Promoting Collaboration and Alignment; and*
- *Healthy and Sustainable Community.*

FINANCIAL IMPACT:

There is no direct financial impact as a result of the recommendations in this report.

Prepared by: M.S. Turnbull, BSc, CPA, CGA
Director of Finance/Treasurer

Approved by: J. Skorobohacz
Chief Administrative Officer

Attachments:

1. Draft Community Grant Program Policy
2. Budget 2018 Approved Cash and in-kind Grants

**CORPORATE POLICY MANUAL**

Policy Name: Community Grant Program	Policy Number: CP-2018-XX
Adopted: (Date)	Division/Department:
Authority: Resolution/Bylaw Number	Supersedes:
Review by Date:	Last Modified:

1. Purpose

This policy is intended to provide a framework for a Community Grant Program (“Program”). The objectives of the program to provide financial assistance to local organizations through an allocation from the Town’s annual operating budget.

The community grants are focused on attempting to enhance and improve the well-being and quality of life in Midland. The financial assistance offered through this program is directed toward non-profit community based organizations or individuals which provide programs and services across a number of community based activities including but not limited to the arts, culture, heritage, recreation, sports, environment, health, education, social and human services. A separate stream is also contemplated for community safety related initiatives.

Consideration will be given to support community non-profit groups and programs that align with the Town of Midland’s Strategic goals and objectives. The program attempts to encourage and promote self-sufficiency of the applicant groups by discouraging the use of funds for “traditional or routine” operating expenses. The program favours those organizations advancing new initiatives or the expansion or enhancement of existing services for a specific timeframe. There are limitations on the frequency of the grants so as to encourage broader community participation and a diversity of interests.

2. Scope

- 2.1 This policy applies to Community Grant Program Applicants.
- 2.2 The Program includes financial grants in the form of cash and in-kind services (for use of municipal facilities or transit services, for example).
- 2.3 The value and nature of requests are not limited; however, Applicants must be aware that the requirements differ depending on the value of grants requested and that:
 - The application process is competitive;
 - There are more grant applications received than available funding;

- Past funding commitments should not be interpreted as a guarantee that future requests will be approved. The Town is interested in ensuring that organizations are self-sufficient; that opportunities to leverage additional partnerships through access to the funds can be achieved; and that community groups are encouraged to seek the opportunities by ensuring a fair and equitable access to the program.
- Preference is given to new initiatives but a promising program may receive more than one grant in its infancy years provided there is evidence that the program is developing successfully and is sustainable in the future without continued program support.
- An established program may receive a grant when it faces a new opportunity for expansion or has encountered an unexpected problem.

3. Definitions

For the purposes of this Policy:

- a) “Applicant” means the organization or individual who has submitted an application for funding to the Town’s Community Grant Program;
- b) “Committee” means the Town’s Audit Committee, a committee established by Council, which will review applications and make recommendations for approval of grant funding to Council;
- c) “Community Grant Program” means a charitable fund established annually by Council through the Town’s annual operating budget to provide cash or in-kind financial grants to selected eligible Applicants.
- d) “Council” means the Council of the Corporation of the Town of Midland;
- e) “Intake” means the period of time established during which grant applications are received, reviewed and recommended to Council for distribution of the annual funding amount available through the Town’s operating budget.
- f) “Non-Profit Organization” means a non-profit organization (NPO) as described in paragraph 149(1)(l) of the [Income Tax Act](#).
- g) “Town” means the Corporation of the Town of Midland.
- h) “Treasurer” means the Director of Finance/Treasurer for the Corporation of the Town of Midland.

4. Responsibility

4.1 Treasurer

- a) Confirm, through Council, the funding allocation that is established for the Program through the annual budget cycle;
- b) Promote the Program Intake application period to all community groups through a range of communication opportunities employed by the Town;

- c) Coordinate the collection of and distribution of Program application forms;
- d) Review all applications to ensure submissions meet the eligibility conditions of the Program prior to submission to the Committee for review;
- e) Prepare a report to Council outlining the recommendations of the Committee for the distribution of funds to selected applicants for each Program Intake.
- f) Communicate to Applicants the status of their application following the review process and final approval by Council;
- g) Prepare and distribute recommended funding to all approved grant recipients;
- h) Maintain a tracking mechanism for the Program and report annually to Council on the distribution of funds.

4.2 Committee

- a) Review all eligible grant applications and make fair and equitable recommendations for the distribution of funds, and forward to the Treasurer for a final recommendation to Council.

4.3 Council

- a) Provide final approval of the recommended list of grant recipients.

5. Program Eligibility

5.1 The following Eligibility Requirements must be met:

- a) Only non-profit organizations and community groups that support and provide programs and services in the following areas: arts, culture, heritage, recreation, sports, environment, health, education, social and human services;
- b) Demonstrated ability of the organization to provide services and programs in an effective, accessible, open and inclusive manner;
- c) Event/activity open to/beneficial to the general public (residents of the Town);
- d) For programs/events that are of a broader regional nature which demonstrate a clear benefit beyond Midland residents, the Applicant should demonstrate their efforts in seeking a similar proportionate grant from other jurisdictions;
- e) Only one request per Applicant will be considered in a Program Intake.

5.2 Ineligibility:

The Program will not fund any projects or groups under any of the following circumstances:

- a) The Applicant is a school board; for-profit business;; religious or political entity;
- b) The funding is considered primary and/or covers operation costs in day-to-day administration;
- c) The program/event takes place outside of the Town of Midland (unless of broader regional basis per item 5.1 above);
- d) The grant is to fund a deficit or funding shortfall;
- e) The application and component pieces are deemed to be incomplete;
- f) To provide endowment funds;
- g) Any previously granted funds are not fully reconciled and all reports received;
- h) The Applicant does not meet eligibility criteria;
- i) Annual fund drives and fundraising activities for sustaining support.

6. Program Intake and Application Deadline

- 6.1 There will be two Program Intakes per budget year. One will occur in the fall of the preceding budget year, and a second one in the spring of the current budget year.
- 6.2 Application deadlines will be advertised three (3) months prior to the established due dates.
- 6.3 The due date for applications is 12:00pm noon on the established date of the current Program Intake.
- 6.4 Late submissions will not be considered.

7. Program Application Submission

- 7.1 Grants up to \$10,000:
 - a) Submission of a formal Grant Application.
- 7.2 Grants over \$10,000:
 - a) Submission of a formal Grant Application;
 - b) Submission of Applicant's previous year's financial statements;
 - c) Submission of Applicant's organizational profile;
 - d) May require a presentation to the Committee (Applicant to be advised);
 - e) Submission of a Follow-up Accountability Form. Consideration of any future grant is contingent upon receipt of the Accountability Form.

8. Application Criteria

Applicants must demonstrate:

8.1 Merit of Funding Request

- a) Community need/demand for proposed activity or service;
- b) Community support (funding support or sponsorship from other organizations, local businesses, industry, service clubs; letters of support);
- c) Demonstrate how the funding request achieves the priorities of Council and/services provided by the municipality;
- d) Demonstrate the value to the community for taxpayer support;
- e) Accountability/mechanism for evaluation (identification of key performance measures and outcomes).

8.2 Organizational Profile that Supports Community Service

- a) Likelihood of success (the organization should demonstrate that it has the ability/capacity to complete the proposed activity or service; how practical is the project given the organization structure and resources);
- b) Experience of the organization in delivering similar programs;
- c) Ability of the organization to leverage other funding support;
- d) Mission of the organization and volunteer support.

8.3 Finances

- a) Sound financial management and revenue generation (accurate records, realistic and responsible budget, various sources of income; if deficit then a deficit reduction plan);
- b) Financial need (leveraging of funds, seed money, inability to fund on their own through own resources or alternative revenue generation);
- c) Applicant's commitment to self-sufficiency/sustainability.

8.4 Benefit to the Community

- a) Evidence of community collaboration; partnerships – co-program delivery;
- b) Ensuring that another organization is not providing a similar program, event, service, - avoiding duplication;
- c) Community benefit or impact based on both measurable and qualitative information.

2018			
Approved			
Community Grant Budget			
	Cash	In-kind	Total
Sports Hall of Fame	500		500
Town Crier	600		600
Free Transit - Butternut Festival (1 day)		700	700
Free Transit - Terry Fox Run (1 day)		700	700
MMS Scholarship	1,000		1,000
St. Theresa Scholarship	1,000		1,000
Education Grant to County of Simcoe	1,000		1,000
Senior's Council Lunch	1,000		1,000
Santa Clause Parade	1,000		1,000
Simcoe County Cycling Maps (contribution to printing)	1,000		1,000
Midland Legion Pipes and Drums	1,200		1,200
Active Transportation Committee	1,500		1,500
Free Transit - First Lights Festival (16 days)		4,480	4,480
Link - TLC Program	4,820		4,820
Salvation Army Outreach Services	5,000		5,000
Town's Contribution to BIA towards their Summer Student	5,000		5,000
Midland Horticultural Society	5,000		5,000
Sustainable Severn Sound (2015 to 2018, 4 year commitment)	10,000		10,000
Hospice Huronia	10,000		10,000
Town's Contribution to Butternut Festival	10,000		10,000
Midland Cultural Centre - Insurance Donation (reduce \$4K annually)	12,000		12,000
Huronia Transition Homes (refridgerator)	12,000		12,000
Physician Recruitment (confirm annually, no multi-year commitment)	14,000		14,000
Askennonnia Seniors Centre	6,000	22,000	28,000
Town's Contribution to Culture Midland	30,000		30,000
Subtotal	133,620	27,880	161,500
Huronia Museum*	84,000		84,000
Boys and Girls Club* (now manages Midland's affordable recreation program)	98,231		98,231
Total	315,851	27,880	343,731

* See report for the treatment of these programs in the 2019 Budget

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November 7, 2018 Open House
Intake concerns: Do you consider grant request for capital, operation or project basis?
How does one become a "core" funding
Do you consider "bucket" funding, each for operating, capital and project
10K threshold for elaborate application: two sides: a) concern it is too high and it is not clear and accountable to tax payer; b) 10K is good, otherwise will be dealing with too many parameter and make it hard for people to apply (but still should report on results).
Individual artist can apply: have Town of Midland look at other Grants available for them at Provincial level?
Grants denial: process to explain why it is not granted or approve less then what they ask for
Some concern about timeline of 2nd intake, less time to plan (for example June events) or get things done (urgency item may be brought forward). Can this years fund be used next year?
Will result assessment be in the form of a scoring system?
Can we use surplus or reserve for funding?
Will the program fund ongoing operational costs? Is this something Council is willing to consider?
Maintenance on facilities – does that count as operational?
Plan to remove from budget process – taking away from Council. Does not agree with new format
Suggest that applications be identified by what the benefits are – i.e. don't pigeon hole applicants.
How is the funding split?
Can agencies apply more than once?
Will there be opportunity for delegations to Council?
Renting Town facilities as in-kind donation – does this require an application
Clubs on town properties – will clubs have opportunity to provide input.
Potential for process being intimidating for applicants
Groups e.g. Santa Claus Parade – do they have to apply when requesting small amounts
TL;DR I think grants (including ongoing like boys and girls club) ought to be a council agenda item but (as proposed) decouple from the budget process (that is budget can be finalized before or separately from the grant decisions which get a fixed pool from the budget).
I got thinking about the community grant program again, after interacting a bit with a couple of councillors at the Hugel reconstruction project meeting. It seems to me that while decoupling the grants and/or ongoing support (like boys and girls club) from the budget deliberations is important, and makes a lot of sense, I'm not sure that offloading the decisions to a random committee makes sense. It seems to me that as much as there isn't a taste for new committee that something like a grant committee (which is common in many municipalities AIUI), or being part of general committee, or still part of regular council deliberations, but *after* (or at least not tied to) budget deliberations, so that the business of the town isn't held up by what is really a highly emotional and difficult terrain, but that council maintains the job of making the

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decisions. Is it possible to keep it as a council agenda item, while decoupling it from the budget process?

2018 Grant recipients

I am puzzled as to why not more of the "social services" agencies have received funding in 2018, as - in my opinion - they are very deserving of tax payers funding, as they deliver "essential services" to select groups of our community who are in need of assistance. The services they deliver are also fully in line with the Town's strategic directive of Healthy and Sustainable Community. Examples: Wendat, Waypoint, Gateway, Community Living, etc.

Community Grants committee

My recommendation would be to appoint a Grants Committee, or advisory council, separate from the Audit and Finance committee, which has its hands full with other financial matters. The Grants Committee would only meet around the grant intake period, review the applications, and provide a list of recommendations to Council for approval.

In-take dates

Two intake dates (Nov 30 and April 30) are appropriate, provided the funds applied for in the Nov 30 intake would be for the following year. (At the 1 PM Nov 7 session, it was mentioned that the funds would have to be spent in the same year, which does not seem workable). The wording on page 4 of the Sep 24 report is accurate I believe.

Applications above and below \$10,000

The grant requirements as outlined on page 3 of the Sep 24 report are fine for the "above \$10K" category, however, as I have mentioned at the meeting, the threshold above which a Formal Grant Application has to be submitted should be lowered, so that any organization obtaining funds e.g. over \$1000 should not only submit the Formal Grant Application but also a **simple completion report, and possibly a financial report** (not an "audited financial statement" as someone referred to at the Nov 7 meeting). Taxpayers deserve to know that their money was spent on the intended purpose.

Similarly, items 7 in the Community Grant Program Policy document would have to reflect that item 7.2.e applies to 7.1 as well.

Applications for individuals

Should not be granted (example artist who would seek funding to get matching funding)

2019 process

Slide 12 reads "Tentative date of first intake for Budget 2019 is February 28, 2019". This date seems rather aggressive, perhaps April 30 is more reasonable.

Affordable Recreation Program

It is my understanding that this is currently being managed by the Boys and Girls Club. How much of the \$98,231 was intended for the Affordable Recreation program? Also, I believe managing these funds should also be a Town of Midland function, possibly a responsibility of the Community Grants Committee, rather than of an outside organization. E.g. seniors or adults are unlikely to approach the Boys & Girls Club if they wish to ask for recreation

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funding.

Also, from past experience with sports organizations, it seems that they should not qualify for this funding, as most have sufficient reserve funding to subsidize individuals players who require financial assistance.

The affordable recreation funding should only be available to individuals who have not otherwise qualified for funding from a sports organization.

Grant criteria

Organizations that offer elective programs, such as painting, crafts, sports, etc. should NOT be funded with tax payers funding. The Town should select grant recipients based on their deliverance of "essential" services to the local community, that support the Town's Healthy & Sustainable strategic direction.

Funding for Committees of Council

At the Sep 24 council meeting, the question arose as to whether committees of council need to apply for funding through the Community Grant program, or not. I don't see this addressed in the report, nor in the slides.

Leases and In-kind services

These seem to be outside of the Community Grant Program, but should be considered as part of the community grant application review process.

Community Grant committee

If the Town of Midland were to set up such a committee or advisory council, I would apply to sit on such a committee and contribute my many years of fundraising expertise.

MSC INPUT TO COMMUNITY GRANT PROGRAM – TOWN OF MIDLAND

As the Midland Seniors Council (MSC) 2014-2018 term is coming to an end, the council members discussed its accomplishments and challenges over the past term. Midland Seniors Council also discussed the need for Council and/or Town Staff representation at MSC meetings and agreed that an increase in the Seniors Council Annual Budget is needed to continue the work of the group and for future planning.

It was also noted that as per the 2016 Census, Midland's population over 65 years of age is 25.2%, and when factoring in the 55-64 age group, this percentage increase to 42.5%. An increase in budget would allow for an increased capacity to continue to advocate for Seniors, attend conferences related to the needs of seniors in Midland and, especially, to topics related to Simcoe County's Age Friendly categories invite guest speakers; develop a Seniors Directory as a joint project with neighbouring municipalities; and sponsorship of the annual Seniors Luncheon.

The increased funding would also allow the MSC to apply for grants requiring matching funds, such as to develop an actual Age Friendly Plan for the Town of Midland. This Plan would in turn guide the work of the Seniors Council and be in keeping with the County's goal to develop Age Friendly Communities.

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At the November 7 Open House where the Town presented information about the new Community Grant program, it also was unclear as to whether committees of council had to apply for funding from the Town through the grant process, or not. Since input for the Community Grant program is due November 19, 2018 the following motion was presented and approved by members of the MSC.

Motion by Frieda Baldwin, seconded by Joanne Knicely, to request Midland Town Council to:

- ***appoint a council representative and/or staff member to attend MSC meetings.***
- ***increase the Midland Seniors Council 's annual budget from \$1500 to \$5000, to allow the MSC to continue advocating for Seniors, use the funds for matching funds when applying for grants, as well as finance future projects e.g. Seniors Directory, Age Friendly planning, Seniors Luncheon.***
- ***identify a process for the Midland Seniors Council to apply to the Town of Midland for additional funding for special projects, if required.***

Maybe it would be a good idea to have a small committee review it to see who could perhaps be included.

Really enjoyed the presentation.

I think the new process makes much more for sense for Council. More efficient for sure.

Terms of reference are needed and very helpful.

The application sounds easy enough although have not seen one yet.

Totally agree that groups should not expect ongoing funding unless of course it's a costly project with perhaps a two year grant and is beneficial to the Town and the residents.

I know smaller groups have financial constraints and challenges and those will have to be addressed for sure. Sustainability is always a factor.

There are probably many other groups that were not aware of this opportunity, so better transparency will be key.

How will the general public be made aware of this?

Will it be posted on the website?

Could an Eblast be done via Community Link to inform various groups & organizations that could benefit from this opportunity?

Will it be published in the Mirror via the Town of Midland's page at least a month prior to submission deadlines?

My feedback remains that it is important to consider the capacity of your local organizations moving forward to implement this process. You may need to have a "third party" grant writing workshop take place to walk people through the application process and assist with the interpretation of your forms.

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**Comments from January 30, 2019 meeting with
North Simcoe Fundraisers Network:**

What are the new council's strategic objectives....should be known to the applicants.

A ranking system should be used to approve grants (to rate them according to alignment of strategic objectives and advancing new initiatives etc.). These ranking system/guide line should be provided to the grant committee and guide the decision making (Stephen from Huronia community to provide sample of one)

Consistency should be apply to approval of grants (in terms of their ranking)

Individual (i.e. student) applicants should be considered as well as organizations

Concerns regarding limitations on frequency of grants: for example if there was one project on going, but want to be in partnership with another entity for another project, does it disqualify the 2nd one. Or does one project have to be completed/reconciled before another start?

Ineligibility concerns about covering operation costs: most grants need to cover some day-to-day administration cost, suggested to use wording like "will cover government grant standard allowance on administration cost"

Ask for 6 weeks open period for application intake

What are 50K community justice and safety initiatives that apply?

Pay out grant as much possible on the first in-take, what is left over can be used on the 2nd in-take

It would be helpful if the Grant committee has some history profile on the applicant (including accountabilities and being self-sufficient)

Should have a separate person to pre- screen the application to make sure it is complete and meet the application criteria list in 8.1 before they go to the committee

Suggested that council should review grant criteria with the Treasure and ask for their input...to mitigate push back

How much grant is available (% of levy? still to be decided)



The Corporation of the Town of Midland

Resolution No. 2018- 390
Date: September 24, 2018

MOVED BY: [Signature]

SECONDED BY: [Signature]

That Report TR-2018-24, being the Community Grant Program Policy, be referred to Administration to reflect the consideration of a core group of grants that reflect Council's priorities for their term of office.

Carried: ✓ Defeated: Deferred:

[Signature]
MAYOR or CHAIR