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**Section:** Corporate Services  
**Policy Title:** **COMMUNITY GRANTS**  
**Policy No.:** **PROGRAM A09-CORP-009**  
**Effective Date:** Sept 19, 2024  
**Revised:** August 14, 2025

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## COMMUNITY GRANTS POLICY

### 1 PURPOSE AND SCOPE

- 1.1** The purpose of this Community Grants Policy is to establish detailed guidelines and procedures for the allocation of the Township's grants to eligible organizations. This policy ensures transparency, accountability, and the effective use of public funds to support initiatives that benefit the community and align with the Township's strategic priorities.
- 1.2** By providing financial support to local organizations and initiatives, this policy aims to achieve the following objectives:
- a) Enhance community services and programs:** Improve and expand services and programs that directly benefit the community, ensuring residents have access to valuable resources and opportunities.
  - b) Support non-profit community organizations:** Strengthen non-profit organizations that play a vital role in the community, helping them to continue their important work.
  - c) Encourage volunteerism and engagement:** Promotion of volunteerism and active community participation, recognizing the value of engaged citizens in fostering a vibrant and connected community.
  - d) Leverage community assets and partnerships:** Maximize the impact of its resources by encouraging collaborations and partnerships that utilize community assets effectively.
  - e) Advance strategic and service objectives:** Support initiatives that align with and further the Township's broader strategic goals and service priorities, ensuring that funding decisions contribute to the community's long-term development.

**1.3** This policy applies to all grants awarded by the Township to external organizations. Exceptions include:

- a) Founding Organization Fee Subsidies:** Rental fee subsidies equaling 40% of the Township's facility fees for events held by "Founding Organizations" at Malahide Community Place and South Dorchester Community Hall. See Section 3 for more details.
- b) Funding Agreements:** At Council's direction, the Township may enter into funding agreements to provide ongoing funding assistance to an organization. Organizations need not apply each year while under the terms of an agreement.

## **2 APPLICANT ELIGIBILITY CRITERIA**

**2.1** In order to be considered **eligible** for the Township's Community Grants Program, an applicant must adhere to all of the following criteria:

- a. Non-profits & community groups:** Applicants must be non-profit organizations or community groups. The Township considers these to be organizations that are volunteer-driven, are focused on addressing the needs and improving the well-being of the community, using any surplus funds to further their mission rather than for profit.
- b. Serves local community:** Applicants must demonstrate that their initiative or organization serves the local community and addresses local needs.
- c. In good financial standing:** Applicants must be in good financial standing, meaning they have no outstanding debts, have complied with previous financial agreements, and have demonstrated financial responsibility and transparency in their dealings with the Township.
- d. Inclusive:** Applicants must demonstrate a commitment to inclusion and non-discrimination. All programs, services, and participation opportunities must be open to all and free from direct or indirect discrimination on any ground protected by the Ontario Human Rights Code, including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity or expression, age, marital or family status, and disability. Programs serving specific populations may be eligible if they qualify as special programs under Section 14 of the Code.

**2.2** Organizations may be considered **ineligible** for the Township's Community Grants Program if any of the following apply:

- a. Government agencies and cemetery boards:** All governmental bodies, departments, agencies, and cemetery boards at various levels (municipal, provincial, and federal). These entities are typically responsible for public administration, regulatory functions, and oversight of public services, including the management and operation of cemeteries within their jurisdiction.

- b. **Individuals:** Private persons or citizens who may seek to interact with the Township for various purposes, such as applying for grants, permits, or other forms of assistance.
- c. **Those who have engaged in legal claims against the Township:** Organizations that have previously been involved in legal disputes with the Township. This could involve threatened or actual litigation related to contractual disputes, regulatory issues, or other conflicts. Applications or interactions with these organizations may be scrutinized with consideration of the historical context and potential legal ramifications.
- d. **Those who have previously failed to comply with program requirements:** Organizations that have previously participated in the Township's community grants program but failed to adhere to its terms and conditions. Non-compliance could include issues such as misrepresenting their financial position, failure to meet project deadlines, or misuse of grant money. Such organizations may face additional requirements or restrictions when applying for future grants, or they may be disqualified from participation.

### 3 EXEMPTION FOR FOUNDING ORGANIZATIONS

The Township of Malahide will provide financial assistance equivalent to 40% of Township facility rental fees levied for each event for organizations listed in Schedule A: List of Current Founding Organizations. Requests beyond this amount can be received through the Community Grants application.

**3.1** The following are the general guidelines to be used by the Township of Malahide in evaluating applications for financial assistance.

- a. **Founding Organization:** Must continue to be located within the Township of Malahide, have a clearly stated purpose and function that results in an improvement in community services within the Township of Malahide and the organization must be responsible for the planning and provision of these services.
- b. **Request for Status:** To see a full list of the Township's current "Founding Organizations" please review, *Schedule A: List of Current Founding Organizations*. To be considered a Founding Organization, please submit a letter addressed to the Community Grants Committee to the Township office or through our electronic mailbox: [grants@malahide.ca](mailto:grants@malahide.ca).

### 4 FUNDING USES & RESTRICTIONS

**4.1** The Township's grant funding policy is designed to support initiatives that align with the community's priorities and contribute to the overall well-being and development of our residents. To ensure that public funds are used effectively and responsibly, the following guidelines outline the eligible uses of funding under this policy.

- a. **Projects, initiatives or events:** Funding or support for specific projects, initiatives, or events that are time-bound and designed to achieve a particular objective or outcome. Funding in this category is often allocated to activities such as community programs, cultural events, or special projects that benefit the community.

- b. Operating grants:** Financial assistance to organizations or entities to help cover their day-to-day operational expenses. These grants are typically used to support ongoing activities, including staffing, utilities, and other essential functions necessary to maintain operations.
- c. Capital grants:** Capital grants are provided to fund the acquisition, construction, or improvement of long-term assets such as buildings, infrastructure, or equipment. These grants are intended for projects that create or enhance physical assets that will have a lasting impact on the community.
- d. Seed or start-up funding:** Intended for new organizations, businesses, or initiatives that are in the early stages of development. This type of funding provides the necessary capital to launch new ventures, helping to cover initial costs relating to development and early operations.
- e. User fee waivers or reductions:** Waiving or reducing fees typically charged by the Township for services or facilities. It is often provided to organizations or events that serve the public interest or align with the Township's goals, thereby lowering the cost burden on those organizing or participating in community activities.

**4.2** To maintain the integrity and effectiveness of the Township's grant funding program, certain uses of funds are deemed ineligible. These exclusions ensure that public resources are allocated in a manner that aligns with the Township's objectives and legal responsibilities, avoiding activities that could compromise the program's intent or fairness. The following list outlines the types of activities, projects, and expenses that do not qualify for funding under this policy.

- a. Retroactive funding:** Refers to financial assistance requested for expenses that have already been incurred prior to the application being submitted. This type of funding is not allowed, as it involves reimbursing costs that were not pre-approved or budgeted for in advance by the Township.
- b. Disaster recovery:** Funding for disaster recovery is not considered an eligible use of the Township's grant funding. Funding may already be available through specialized emergency relief funds, government programs, or insurance, making it unnecessary or redundant to allocate grant resources for this purpose.
- c. Political advocacy activities:** Includes requests aimed at supporting activities that involve political advocacy, lobbying, or efforts to influence government policies or decisions. The Township excludes funding such activities to maintain neutrality and avoid the use of public funds for political purposes.
- d. Uniforms or travel for sports teams:** Requests specifically for purchasing uniforms or covering travel expenses for sports teams are considered ineligible under this policy. These costs are often not prioritized by the Township's Community Grants Program as they are considered operational or personal expenses rather than community or project-based initiatives that benefit the broader public.

- e. **Flow-through funding:** Flow-through funding occurs when funds are granted to an organization with the intent that they will be passed on or reallocated to another organization or individual. The Township prohibits this use of its funding to ensure that grants are used directly by the recipient organization for the intended purpose, rather than being transferred to another entity.
- f. **Promotion of religious doctrine:** This category refers to funding requests aimed at supporting activities that explicitly promote, endorse, or disseminate religious teachings, beliefs, or doctrines.
- g. **Discriminatory activities:** Funding will not be provided for activities, programs, or initiatives that directly or indirectly discriminate on any ground protected by the Ontario Human Rights Code. This includes, but is not limited to, race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity or expression, age, marital or family status, and disability. Programs that serve specific populations may be eligible if they qualify as special programs under Section 14 of the Code.

## 5 APPLICATION PROCESS

- 5.1 **Advertising and awareness:** The Township is responsible for ensuring that the grant application process is accessible and well-publicized. This includes advertising opportunities on social media and maintaining detailed information on the Township's website. At its discretion, the Township may choose to engage in targeted community outreach to specific organizations to encourage their participation in the Community Grants Program.
- 5.2 **Submission process:** Eligible organizations may obtain an electronic copy of the Township's "Grant Application Form" from the Township's website. Applications must be submitted to the Township no later than **October 31<sup>st</sup>** each year, unless otherwise stated by the Township, to be considered for the subsequent year's intake. Late submissions will only be considered if unallocated funds remain in the program's current year budget.
- 5.3 **Acknowledgement of receipt:** After submission, applicants will receive confirmation that their application has been received.
- 5.4 **Initial screening:** Shortly after the submission deadline, staff will review applications to determine whether they are complete. When an incomplete or non-compliant application is detected, the applicant will be notified and given one week to address any deficiencies.
- 5.5 **Evaluation by committee:** The Community Grants Committee will evaluate each application in accordance with the Community Grants Policy eligibility and evaluation criteria. The Committee may request additional information from applicants as deemed appropriate. A summary of the Committee's evaluations will be drafted for Township Council's review.

- 5.6 Funding approval:** The Community Grants Committee will present their recommendations to the Council of the Township of Malahide during annual budget deliberations. Council ultimately makes the final decision on grant allocations.
- 5.7 Notification of applicants:** The decisions of Council will be documented, and applicants will be notified in writing as to the results of their applications. All decisions by Council are final and no appeals process will be provided.
- 5.8 Recipient requirements:** Successful applicants are expected to provide an acknowledgement of the Township's financial assistance at their funded event and/or on their website and social media. The Township may request materials or information that will aid the Township in advertising the approved initiative or service. Recipients of grant funding are expected to comply with any conditions attached to the funding as determined by the Council at the time of approval.

## 6 EVALUATION OF REQUESTS

- 6.1** The Community Grants Committee will evaluate each eligible application on the following criteria:

Criteria	Description
<b>Community Impact</b>	The potential positive impact of the project on the community, including the number of residents who will benefit and the long-term benefits to the community.
<b>Financial Need</b>	The financial need of the applicant, including a clear demonstration of why the grant is necessary for the initiative's success and evidence of explored alternative funding sources.
<b>Project Feasibility</b>	The feasibility of the initiative, including the clarity of the project plan, the reasonableness of the timeline, and the likelihood of successful completion.
<b>Alignment with Strategic Priorities</b>	The extent to which the initiative aligns with the Township's strategic priorities and community grants policy objectives.
<b>Organizational Capacity</b>	The applicant's capacity to manage and complete the project, including past experience, qualifications, and the ability to manage funds responsibly.
<b>Budget and Cost-Effectiveness</b>	The completeness and accuracy of the initiative's budget, including whether costs are reasonable, provide good value for money and other funding raising efforts have been demonstrated.

- 6.2** To aid in the evaluation process, the Community Grants Committee may request financial information from applicants such as financial statements, budget documents or redacted bank statements.

- 6.3** The Community Grants Committee holds no responsibility to publicize their individual or group evaluations, though applicants and Council may request clarification regarding the Committee's recommendations. Sensitive information related to finances will be carefully worded. The Committee's recommendations to Council are based on a majority vote of the Committee's voting members and may not reflect the opinion of all individual Committee members.

## **7 ACCOUNTABILITY & TRANSPARENCY**

- 7.1 Public disclosure:** Information about grant recipients, funded projects, and the amounts awarded will be made publicly available on the municipality's website and in an annual report to Council.
- 7.2 Conflict of interest:** Members of the Community Grants Committee and Township Council must disclose any potential conflicts of interest and recuse themselves from decisions where a conflict exists.

## **8 POLICY REVIEW**

- 8.1** This policy will be reviewed during the first year of each term of Council, or more frequently as deemed appropriate by Township Council or the Community Grants Committee, to ensure its continued relevance and effectiveness. Any amendments to the policy must be approved by Council.

## Schedule A: List of Current Founding Organizations

Organization Name
Springfield Swans
Springfield Family Fun Day Committee
Springfield Christmas Parade Committee
South Dorchester Optimist Club