

**THE CORPORATION OF THE VILLAGE OF WESTPORT**

**BY-LAW NO. 2024-31**

**BEING A BY-LAW TO ESTABLISH A POLICY FOR COMMUNITY GRANTS FOR THE CORPORATION OF THE VILLAGE OF WESTPORT**

**WHEREAS** Section 9 of the Municipal Act, 2001, SO 2001, c. 25, as amended, provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under the Act or any other Act;

**AND WHEREAS** Section 5(3) of the Municipal Act, provides that a municipal power, including a municipality's capacity rights, powers and privileges under section 9, shall be exercised by By-law;

**AND WHEREAS** Council includes funding in the annual budget for Community Grants and deems is necessary to establish a Policy to allocate these funds to various community organizations;

**NOW THEREFORE** the Council of the Corporation of the Village of Westport hereby enacts as follows:

1. That the Policy attached hereto as Schedule 'A' and entitled "Community Grants Policy" be approved and adopted;
2. That any other By-laws, Resolutions, Motions or Actions of Council that are in contravention of this By-law, are hereby repealed;
3. That this by-law shall come into force and take effect on the date of its passing.

ENACTED AND PASSED THIS 15<sup>th</sup> DAY OF OCTOBER 2024.

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Clerk



## Community Grants Policy Schedule 'A' to By-law 2024-31

### **Purpose:**

The Village of Westport Community Grants Program provides limited financial support, in the form of a grant, user fee reduction or in-kind services (i.e., a “grant”), to community organizations for projects or events that benefit and contribute toward the quality of life of local residents and that support Council’s strategic priorities.

### **Definitions, for the purpose of this Policy:**

“Community Grant” means an amount allocated by Council to a certain organization from the annual operating budget, which includes expenses associated with “in-kind” services and fee waivers.

“Council Strategic Priorities” means initiatives that fit within the following categories:

- Delivering good government services
- Creating a stronger and resilient local economy
- Maintaining a small-town feel and protecting the environment
- Improving infrastructure to support sustainable growth
- Practicing sustainable financial management

“Finance Committee” means the staff group comprised of the CAO, Treasurer, Public Works and Recreation Managers.

“In-kind” means any use of municipal property or service at a reduced or waived cost, including any operational staff support.

“Organizations” means any association, organization, community group, volunteer group, service club, sports association or any other group of individuals who provide a service, project, or event within the Village of Westport who do not perform any activities that make a profit for that group.

### **General Terms:**

- Community grants are intended to be supplementary to an organization’s main sources of funding. The grant shall not be the primary source of funding. The organization must show exploration of other financial and in-kind support (i.e. fundraising and volunteer support).
- It is not the intent of this program to provide sustainable funding or to create long-term financial dependency.

- The Community Grant Program also includes in-kind requests that consist of the use of municipal property at a reduced or no cost, and/or use of municipal services (e.g. barricades, operational staff support, etc). Organizations requesting in-kind services must meet the eligibility requirements and submit the application as set out in this policy.
- Organizations should keep in mind that facility rates are already subsidized by property taxation. Efforts to seek other sources of funding, such as sponsors, are encouraged to ensure all costs are covered, including facility usage rates.
- Funding requests may be reduced in value at the sole discretion of Council to support a wider range of projects.
- Repeat grants will only be considered if the policy and reporting requirements of previous grants have been met.
- Approved grants or other types of assistance in any one year, or over several years, is not to be regarded as a commitment for future assistance and/or ongoing financial support.
- Grant funding or assistance is not guaranteed. All grant programs or initiatives are subject to funding availability and are conditional on approval of the annual operating budget by Council. Council reserves the sole right to cancel or alter the Community Grant Program Policy at any time.
- Other requests for waiver of fees and in-kind donations may be granted in exceptional circumstances at other times during the budget year, by a request for delegation to Council for individual consideration. Must be submitted in writing, to the Municipal Clerk.

**Eligible Applicants include:**

- Charitable organizations and foundations registered as a charity with the Canada Revenue Agency;
- Organizations incorporated as not-for-profit or as defined in this Policy.
- Sports groups and associations;
- Volunteer groups, service clubs and community groups providing services to the municipality.
- Eligible applicants must be based in Westport and the majority of beneficiaries, must be Westport residents.
- Grants and in-kind services will be project/event based and must provide a benefit to the community.
- Applicants must keep accurate member, participant and volunteer records, and carry out screening and other risk management measures to ensure volunteer and public safety, and the responsible management of funds.

**Ineligible applicants:**

- Political parties
- Government agencies
- For profit organizations or ventures

**The grant program is not intended to provide funding for:**

- Operating costs including, but not limited to, travel or conference costs, staff wages or honoraria
- Debt retirement or depreciation costs
- Non-project specific funding including, but not limited to, annual funding drives, deficit funding, endowments or bursaries
- Flow through funding (where the intent is to re-distribute the funds to others)
- Donations to charitable causes
- Grants for religious activities, partisan political purposes, for-profit organizations, or organizations with closed memberships
- Activities or projects that are discriminatory in any way

### **Application Process:**

- Applications must be submitted on the prescribed form.
- Applications must include a project budget (proposed expenses and other revenues).
- Late or incomplete applications will not be considered.
- Approved applicants must submit a post-project report which explains all costs and revenues related to the project and outcomes of the project/event which clearly outlines how municipal funds were spent, within one month following the completion of the project/event.
- There shall be two intake periods:
  - Applications for intake one (1) must be submitted by January 31;
  - Applications for intake two (2) must be submitted by June 30;
  - Deadlines are within the calendar year, during which the funds will be spent.
- Notification of approval will take place after the Finance Committee has evaluated the applications against the criteria set by Council in Appendix 'A'
  - Project Evaluation.

### **Administration:**

- Annually, through the budget process, Council will determine an amount they deem appropriate to be given to not-for-profit groups or organizations for initiatives that support Council's strategic priorities.
- User fees are intended to offset the operating costs of each municipal facility, service or department. All approved in-kind services and grants are funded by the taxpayers. As such, the municipality tracks revenues and expenses associated with all approved requests. When a fee reduction is approved, an equivalent amount for that reduction will be charged against the Community Grant budget and the revenue will continue to show in the Operating budget account as revenue for that facility. Where an in-kind service involving municipal staff and/or equipment is approved, the equivalent operating cost will be funded by the Community Grants budget.
- Where Council deems it appropriate to financially support a group or organization on an on-going basis, this will be addressed through the annual budget process and included as a line item in the budget.
- Through this policy, the Finance Committee is granted authority to approve applications that meet the criteria, within the budgeted amount. The committee shall submit an information report to the first meeting of Council, after the intake deadline.

### **Incomplete or Cancellation of a project or event:**

Where Council has approved grant monies that were not used due to the applicant not completing the proposed project or event in the fiscal year provided, the monies shall be returned to the municipality within thirty (30) days of the event, planned date of project completion, or date on which the event is canceled, whichever occurs first. The returned funds must still accompany a report indicating the reasons for the incomplete/canceled project or event. Failure to do so will result in interest charges being applied and will disqualify the applicant from applying for future grants.

**Other Conditions:**

Only one application for municipal funds will be permitted per organization or group.

- The applicant organization or group shall spend grant funding solely for the purpose for which it was granted.
- The municipality assumes no liability for the activities of the organization or group and takes no responsibility for dealing directly with vendors on behalf of the organization.
- Failure to provide the post-project/event report will disqualify the organization from applying for funding in the future.
- Any contributions made by the municipality through funding or in-kind services shall be acknowledged publicly in all communications that relate to the event, without limitation, and in all brochures, website, social media and advertisements related to the event, by citing the Village as a sponsor and bearing the Village Logo.
- All information and documents collected from applicants is collected under the authority of the *Municipal Freedom of Information and Protection of Privacy Act* and will be used to determine qualification for the Community Grants Program.

**Liability Insurance Coverage:**

All grantees are required to ensure adequate levels of property and general liability insurance naming the Village of Westport as an additional insured. The determination of insurance levels is at the sole and unique discretion of the Village of Westport, either through the CAO's office or by Council resolution.

## Appendix A – Project Evaluation:

Criteria	Weight	Score
Benefit to Westport, significance of event/activity in the Village	3	
Supports Council's strategic priorities	3	
Charitable or not-for-profit entity or organized group as defined in this Policy	3	
Organization is based in Westport and the majority of beneficiaries are Westport residents	3	
Fundraising efforts/ Other financial support	3	
Evidence of Community Support	3	
<b>TOTAL</b>	<b>18</b>	

## Scoring Matrix:

Score	Definition
1	Does not meet criteria
2	Meets Criteria
3	Exceeds Criteria

**COMMUNITY GRANTS PROGRAM  
APPLICATION PACKAGE**



Please complete this form, enclose all required information and return to:

The Village of Westport

Attention: CAO/Clerk

30 Bedford Street, Westport ON K0G 1X0

Email: [cao@villageofwestport.ca](mailto:cao@villageofwestport.ca)

Name of Organization or Group:
Mailing Address:
Phone Number:
Contact Person:
Email Address:



Appendix B – Application Package

Type of Request:

Cash Grant - Amount Requested: \_\_\_\_\_

In-Kind Waive Fees

In-Kind Other

Describe your request for In-Kind Services:

Describe the purpose of your project/event, indicating what the municipal funding will be used for, if approved (attach detailed budget):

Describe the goals and objectives of the event:

Appendix B – Application Package

<p>Who is the target audience/group:</p>
<p>Describe how your project will benefit the Village of Westport residents:</p>
<p>Provide a list of other funding sources for your organization or group:</p>
<p>Describe your organization or groups fundraising efforts:</p>
<p>Describe evidence of community support (including volunteers):</p>

Appendix B – Application Package

Enclose the following information:

- Budget for project/event
- Financial Statements (or the ability to clearly demonstrate your organization has been in operation for one year)
- Confirmation of Not-for-profit or Charitable status (if applicable)

**\*ATTACH ANY ADDITIONAL INFORMATION YOU FEEL MAY ASSIST COUNCIL IN EVALUATING YOUR APPLICATION\***

1. I/We understand if the Village of Westport approves funding once, this doesn't constitute commitment to provide ongoing financial support to the organization or group.
2. I/We understand that should the project or event not proceed or occur, or should any grant money received from the municipality not conform with this policy and/or application, the money will be refunded to the municipality as stipulated in the Village of Westport's Grants Policy.

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Applicant Name (Please print)

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Signature

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Date

Appendix C – Final Report

**VILLAGE OF WESTPORT**

**COMMUNITY GRANTS PROGRAM – POST PROJECT/EVENT REPORT**

*To be completed and returned within 30 days after your event. Failure to return this form will result in the refusal of future grants to your organization/group.*

Applicant: \_\_\_\_\_

Amount Received: \_\_\_\_\_

Purpose of Grant: \_\_\_\_\_

Describe Project Results/Outcomes:

If your financial report indicates a profit, please describe how these funds will be used:

