

# Township of Douro-Dummer Community Grant Policy Policy No. F-9

Approved By: Council  
Approval Date: December 19, 2023  
Effective Date: January 1, 2024  
Revision Date: n/a

## Policy Statement

The Corporation of Township of Douro-Dummer aims to provide financial assistance to individuals, community groups and/or volunteer organizations that through their activities promote and/or enhance the overall well-being of the Douro-Dummer community.

This Policy provide an application process for Community Grants. The Policy will clearly identify the eligibility, evaluation criteria, financial contribution and the application process.

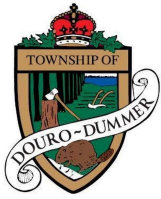
### 1. Purpose

The purpose of the Community Grant Program is to support and strengthen the Township's commitment to the community by providing financial and/or in-kind assistance to local initiatives, organizations, individuals, and projects that align with our mission and values.

### 2. Eligibility for Organizations

2.1 Organizations that apply must meet the following eligibility criteria:

- Be in existence for at least one year; and
- Demonstrate a financial need; and
- Be in good financial standing with the Township and not in litigation with the Township; and
- Be in compliance with any other Township By-laws and Policies.



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### **2.2 Ineligible organizations:**

- Any organization, community group or individual whose objective is to make a profit
- Political organizations
- Township/Council affiliated boards or committees
- Organizations that receive funding through Douro-Dummer's municipal budget process.

### **2.3 Eligible projects**

- Cultural and heritage activities – events and activities aimed at preserving, celebrating or sharing aspects of cultural identity and heritage.
- Community events – these larger scale events that bring people together in the community and/or bring people from outside the community into the Township.
- Charitable community services – positive contributions to the Douro-Dummer community and improve the health and well-being of its members through acts of kindness, generosity and assistance.
- Public safety enhancement services – aimed at improving and maintaining the safety and well-being of the Douro-Dummer community.

## **3. Eligibility for Individuals**

### **3.1 Individuals that apply must meet the following eligibility criteria:**

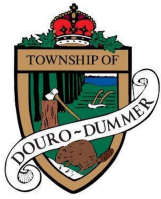
- Have a principal address in the Township; and
- Be in good financial standing with the Township and not in litigation with the Township; and
- Be in compliance with any other Township by-laws and policies.

### **3.2 Eligible Projects:**

- Participation in a recognized and sanctioned national or international competition.

## **4. Evaluation Criteria**

- Alignment with Mission: Priority will be given to initiatives that align with our organization's mission and values.
- Community Impact: The potential positive impact on the community will be a key consideration.



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- Financial Accountability: Applicants must demonstrate financial responsibility and transparency.

### **5. Application Process**

#### 5.1 Form

- Interested parties must submit a completed formal application with all requested information attached.
- The Community Grant Application is provided in this policy as Attachment No. 1
- Applicants are encouraged to submit their application through the Township's website. Alternatively, completed paper submissions can be mailed, hand delivered or placed in our drop-box at the Municipal Office.

894 South Street, P.O. Box 92  
Warsaw, ON K0L 3A0

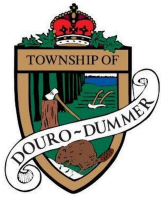
#### 5.2 Approval

- Individual applicants requesting grants are subjected to approval from Council
- Organizations/groups
  - Applications of \$750 or less – applications requesting grants of less than \$750 may be approved by staff so long as the eligibility criteria established within this policy are met AND there is budget remaining. Staff will notify Council of any grants approved.
  - Applications greater than \$750 – applications requesting grants greater than \$750 will be subjected to approval from Council. Staff will review the application and identify whether it is eligible prior to providing the application for Council consideration.

### **6. Financial Contribution**

#### 6.1 Annual Budget

Council will set the total annual funding through the Operating Budget.



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### **6.2 Reserve**

Any unspent funds each year will be transferred to a Community Grant Reserve which can be used in future years.

### **6.3 Application Amounts**

The intent of this program is to reach multiple groups and individuals within the community and therefore the maximum contribution provided through this program will be \$750. However, Council may approve funds over \$750 to applicants who demonstrate that the grant provided will have a significant impact in the Township.

## **7. Funding Conditions**

- Grant funding may not be used for purposes other than the what has been described in the application. Any grant recipient/application that does not comply with this condition will not be eligible to receive future grant funding.
- Each grant provided is a one-time annual contribution, any applicants who want support in subsequent years must submit a new application each year.
- Council will receive an annual report detailing the grants awarded under this policy and information regarding awarded grants and recipients will be published on the Township website.
- Adherence to all applicable Municipal By-laws, Policies and procedures is required.

## **8. Review Cycle**

This Policy will be reviewed on an as needed basis.

## **9. Effective Date**

This Community Grant Program Policy is effective as of January 1, 2024.