



POLICY	
Policy Number: CS2020-002	Date Approved: December 1, 2020
Department: Community Services	Date Reviewed:
Community Grants	

**1. Policy Statement**

The Town of Kirkland Lake acknowledges the efforts of the local volunteer community and believes that many services, events and/or projects are better provided through the volunteer efforts of local community organizations. Community Grant funding demonstrates Town’s commitment to working with individuals and organizations by providing financial assistance for projects and activities that will benefit the community and enhance the quality of life of Kirkland Lake’s citizens.

**2. Purpose**

The Community Grant Policy establishes eligibility requirements and ensures that funds are made available, distributed and accounted for in an open, fair and transparent manner.

**3. Scope**

The following is the eligibility criteria for a Town of Kirkland Lake Community Grant:

- Not-for-profit incorporated organization;
- For-profit incorporated organization with all proceeds going to local charity;

**4. Definitions**

Not Applicable

**5. Policy & Procedures**

**Intakes**

There will be two intakes of applications: February 1 and June 1 of each year. Council may, at its discretion, authorize additional intakes if residual funds are available for approval.

## **Contributions**

Council will consider an annual allocation of \$25,000 toward the Community Grants within the Operating Budget dedicated to supporting local community organizations. The maximum allocation per application shall not exceed \$5,000, unless otherwise approved by Council.

SMALL DONATIONS: Staff may approve donations with a value not to exceed \$100.00, requested by local, Not-for-Profit organizations. Staff will report all small donations quarterly with Key Performance Indicators.

## **Types of Contributions**

- Non-dollar in-kind contribution;
  - for use of facilities,
  - for access to programming, facilities, and/or
  - for use of Town staff, equipment, material.
  
- Dollar contribution;
  - **For projects:** One-time funding related to specific project of significant benefit to community in terms of economic impact, community participation and education and or enhancement of image of Town,
  - **For events:** to host events of a celebratory or educational nature, or to host an activity that would not otherwise occur in the community. All events must be open to all members of the community,
  - **For organizational capacity building:** to secure training or equipment, or to conduct travel for professional development that will enable the applicant to expand or enhance fully accessible and not-for-profit services they offer to the community,
  - **For individual:** to assist with the development of new initiative project or event that no group is willing/able to provide, with all proceeds being donated to a local charitable organization, and

- **Travel support:** to contribute to the travel costs associated with an individual or group qualifying at a National, Provincial, or International activity.

### **General Conditions**

- Organizations must operate under the authority of a volunteer board or executive committee. There must be a Single Point of Contact (SPOC) and that person must be an individual with the authority to legally bind the organization or authorized to conduct financial transactions for the organization,
- A minimum of 75% of membership or registrants must be Town of Kirkland Lake residents unless there are insufficient local residents to form a local organization and the addition of non-residents will enable Town of Kirkland Lake residents to participate in an otherwise unavailable activity,
- Applicants must contribute financially to the proposed activity,
- An official grant application must be fully completed and submitted to the Community Grant Program prior to the program deadlines,
- Applications must include an operating budget specifically outlining how grant dollars will be allocated/spent. Within 90 days after the funded activity is complete, the recipient must submit a written report summarizing the activity that took place and its impact on the community. A financial report on the activity must be included. This must be endorsed by the organization's board of directors, governing body or an individual with authority to legally bind the organization or authorized to conduct financial transactions for the organization,
- Contributions must be used within one year (365 calendar days) from receipt of funding, unless a specific exemption was approved by Council at the time of funding approval,
- Activities that align with the strategic priorities of the municipality as determined by the Mayor and Council, or municipal priorities as mandated by Provincial legislation will receive priority, and
- All requests will be assessed with scrutiny on how they contribute to the identified needs, interests and concerns of all residents of Kirkland Lake.

### **General Restrictions**

The following activities will not be eligible for funding:

- Proposed activities that are similar to, or in competition with any service provided by the municipality will not be considered unless the organization can provide the services at a lesser direct cost,
- Flow through funding (where the intent is to redistribute the funds to others),
- Religious or political activities, (religious organizations providing a non-denominational service to the community may be eligible),
- Debt retirements, depreciation, retroactive or deficit funding,
- Colleges, schools or hospitals (groups not directly in the employ or at the direction of these institutions may apply),
- Committees of Council,
- Organizations that receive the majority of their operating budget from the senior levels of government,
- Invitational or discretionary travel,
- Applications for multi-year commitments,
- Temporary, part time or permanent staff positions, and
- Any requests which, if granted, would constitute a future cost burden on the municipality.

### **Application Process**

Applications will be available in digital format on the Town website(s), and in hard copy from the reception area at Town Hall.

All applications must be fully completed and include:

- A list of board members, if applicable, Board approved unaudited financial statements for the preceding three years,
- A statement as to whether the applicant has previously received funding from the municipality and relevant details (i.e. amount, date; brief project description),
- A project budget that identifies any additional sources of confirmed funding; the proponent's contribution; and a description of how municipal funds will be used,
- Requests to purchase equipment or to do facility upgrades will require three written quotations from a supplier or contractor where possible. Requests pertaining to a facility upgrade or improvement to a site not owned by the applicants must include a letter permitting this work to be done from the owner, in addition to a contractor quote.

## **Application Submission**

All applications will be submitted to the Municipal Clerk. Applications will be directed to the Director of Community Services. The Director of Community Services will review applications for completeness and prioritize recommendations based on completeness and adherence to the terms established in the Community Grant Policy. The Director of Community Services will forward recommendations to Council within two regular meetings of Council after the application deadline. Applicants will be notified regarding the status of their application after the Council Meeting. Funds will be distributed after Council approval has been received.

Successful recipients will be required to sign an agreement to provide a written report to the Director detailing the activity, its impact on the community and to provide a financial statement for the event. Successful applicants may be subject to an audit by the Town.

## **6. Summary**

Not Applicable

### **Information Accessibility**

Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990 and will be used solely by the Corporation of the Town of Kirkland Lake to evaluate and recommend funding allocations. Applications will be reviewed in an open to the public, meeting of Council.



**Town of Kirkland Lake  
Community Grant Program  
Application Form**

*Application Requirements*

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1. One application form must be submitted for each request for funding.
2. Application forms must be signed and submitted to the address listed below. Submissions may be on paper or submitted by email.
3. Application deadlines are February 1 and June 1, annually. Council may, at its discretion, authorize additional intakes.
4. Incomplete applications will be rejected.
5. Contributions must be used within one year (365 calendar days) from receipt of funding, unless a specific exemption was approved by Council at the time of funding approval.
6. Within 90 days after the funded activity is complete, the recipient must submit a written report to the Director of Community Services summarizing the activity that took place and its impact on the community. A financial report on the activity must be included. This must be endorsed by the organization's board of directors, governing body or an individual with authority to legally bind the organization or authorized to conduct financial transactions for the organization.

Application Submission Address

Municipal Clerk  
Town of Kirkland Lake  
Postal Box 1757  
Kirkland Lake, Ontario, P2N 3P4  
Email: [Clerk@tkl.ca](mailto:Clerk@tkl.ca)  
Tel: 705 567 9361, Extension 238

**Information Accessibility**

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### *Organization Information*

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Name of Organization:

Address:

Contact Person:

Telephone:

Email:

Briefly state the purpose and structure of your organization. Include the following information: history, founding date, volunteer base, staff, location, achievements, whom it serves, goals, principles. (Attach separate sheet if necessary).

Attach to the application:

- List of officers and members of the board
- Current Year Operating Budget AND Project Budget if different than Operating Budget.
- Most recent audited or board endorsed financial statements
- Other pertinent material

The applicant, if the applicant is an individual, must indicate why an organization cannot submit the application.

### *Project Information*

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Project Title:

Project Description: On a separate sheet, provide summary of your project. This is your opportunity to provide a compelling reason as to why the project deserves to be supported financially by the municipality. Be sure to address the following criteria in your description:

- What is the purpose of the project?
- Why is this project needed?
- Who will benefit?
- Where will the project take place?
- Timelines?
- Partners (if any) and their role and financial contribution?



- How will it work to strengthen and enhance the quality of life in Kirkland Lake?
- Why do you think your project will be successful? If appropriate, how have you planned to continue this initiative in the future?

*Project Budget*

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Total Cost of Project:

Amount Contributed from Applicant's Own Funds:

Amount Requested from Community Grant Program:

How will funds from the Community Grant Program be used?

Has your organization previously received funding from the municipality? If the answer is 'yes', please provide details (i.e. amount, date; brief project description).

Expected Costs Description	\$ Amount	Expected Funding Source	\$ Amount	Confirmed	Requested
<b>Sub-Total</b>		<b>Sub-Total</b>			





NOTE:

1. All budget items listed are **NOT** to include taxes and any other costs eligible for rebates.
2. Please list the amount of funding secured from other sources, and identify sources. If funding from other sources has not been confirmed at the time of this application, please state when approval is anticipated.
3. At least three quotes must be obtained for goods and services. Avoid any direct or indirect Financial Interest. Direct means there is an impact on the individual members' finances, economic prospects or property values. Indirect means the interest of a spouse, child (regardless of age) or parent. Requests pertaining to a facility upgrade or improvement to a site not owned by the applicant must include a letter authorizing this work to be done from the owner, in addition to a contractor quote.