

## 2020 Guidelines

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# Community Grant Program

Grant applications are due  
Friday, October 11, 2019 by 4:30 PM



Due Date: Friday, October 11, 2019 by 4:30pm

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## **Purpose**

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The Program assists Mississauga-based, not-for-profit community groups by providing multi-year, annual operating and project grants in order to improve the quality of life for its residents. The program aligns with Strategic Priorities of the Recreation Division, Parks & Forestry Division and Environment Division.

## **Qualifying Organizations**

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Organizations applying for funding must align with one of the three below organization sectors:

### **Environmental Organizations**

Environment grants support community-based environmental initiatives and programs. These grants provide funds to eligible organizations to work with the City to achieve the Living Green Master Plan goals and achieve municipal strategic objectives.

### **Parks and Forestry Organizations**

Parks and Forestry grants support community-based parks and forestry initiatives and programs. These grants provide funds to eligible organizations to work with the City to achieve Parks and Forestry goals and achieve municipal strategic objectives.

### **Recreation and Sport Organizations**

Recreation and Sport grants support community-based recreation and sport initiatives and programs. These grants provide funds to eligible organizations for the purpose of providing municipally-related programs, services or projects specifically to the residents of Mississauga and work to achieve Recreation goals and achieve municipal strategic objectives.

## Funding Streams and Eligibility Criteria

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To be eligible to receive funding through the City of Mississauga's Community Grant Program, your organization must meet all of the criteria in one of the following levels:

Funding Stream	Eligibility Criteria	Funding Request Limit
<p style="text-align: center;"><b>New and Emerging Organizations</b></p>	<ul style="list-style-type: none"> <li>• Operating on a not-for-profit basis and governed by volunteers;</li> <li>• Operating with a specific mandate to provide and support recreation and sport, parks and forestry or environment activities;</li> <li>• Operating year-round;</li> <li>• Based and active in Mississauga;</li> <li>• Providing programs and services in Mississauga that are open to the public and publicized city-wide; and</li> <li>• Registered with the <a href="#">Community Group Registry Program</a>.</li> </ul> <p>Organizations registered with the <a href="#">Community Group Registry Program</a> under 'Developing Group Status' should consider the <a href="#">Small Project Matching Grant Program</a> for funding support.</p>	<p style="text-align: center;">May apply for project or operating grants</p> <p style="text-align: center;">Up to 50% of total project or operating budget or \$5,000, whichever is less.</p>
<p style="text-align: center;"><b>Established Organizations</b></p>	<ul style="list-style-type: none"> <li>• Operating as a not-for-profit for four years or more;</li> <li>• Legally incorporated as a not-for-profit organization in the province of Ontario;</li> <li>• Governed by a democratically elected volunteer board;</li> <li>• Operating with a specific mandate to provide and support recreation and sport, parks and forestry or environment activities;</li> <li>• Operating year-round;</li> <li>• Based and active in Mississauga;</li> <li>• Providing programs and services in Mississauga that are open to the public and publicized city-wide;</li> <li>• Registered with the <a href="#">Community Group Registry Program</a>; and</li> <li>• Received funding through the Community Grants Program within the past four years.</li> </ul>	<p style="text-align: center;">May apply for project or operating grants</p> <p style="text-align: center;">Up to 65% of total project or operating budget or \$10,000, whichever is less.</p>

<p style="text-align: center;"><b>By Invitation Only</b></p> <p style="text-align: center;"><b>Multi-Year Funding</b></p>	<ul style="list-style-type: none"> <li>• Deemed to be providing programs and services that are necessary for the growth and development of: Recreation, Parks and Forestry or Environment in Mississauga and that align with identified strategic priorities;</li> <li>• Are the major Recreation, Parks and Forestry or Environment organization in their sector in Mississauga;</li> <li>• Identified by the Recreation Division, Parks and Forestry Division or Environment Division as providing programs/services the City would otherwise have to provide and/or supplement programs beyond the City’s capability;</li> <li>• Have a history and established track record of serving Mississauga and managing grant funding;</li> <li>• Legally incorporated as a not for profit organization in the province of Ontario;</li> <li>• Governed by a democratically elected volunteer board;</li> <li>• Operating year-round;</li> <li>• Based and active in Mississauga;</li> <li>• Providing programs and services in Mississauga that are open to the public and publicized city-wide;</li> <li>• Registered with the <a href="#">Community Group Registry Program</a> (CGRP):</li> <li>• Received funding from the City of Mississauga for no less than four years;</li> <li>• Is in good standing with the City of Mississauga – determined by organizations participation in the CGRP Program; and</li> <li>• Organization is financially stable with no major deficits</li> </ul>	<p>Funding value will be determined by the City of Mississauga based on information provided within the application and the desired scope of service.</p> <p>Are not eligible to apply for other City of Mississauga Grants.</p>
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*Please Note: Should your organization need to register in the [Community Group Registry Program](#) or have questions about your status, please contact [community.group@mississauga.ca](mailto:community.group@mississauga.ca).*

## Ineligibility

Grants are not available for:

- ✘ Government agencies;
- ✘ For-profit organizations;
- ✘ Organizations aligned with a political party or to support programs or services thereof;
- ✘ Individuals;
- ✘ Educational institutions;
- ✘ Commercial ventures;
- ✘ Activities that take place outside of the City of Mississauga;
- ✘ Organizations who do not meet eligibility criteria for the funding stream in which they are applying; and
- ✘ Organizations that receive funding through any other City of Mississauga granting program.

Items and activities not eligible for funding include:

- ✘ Donations to charitable causes;
- ✘ Bursaries or granting programs;
- ✘ Fundraising projects and initiatives;
- ✘ Deficit reduction funding and/or accumulated deficits;
- ✘ Major capital expenditure;
- ✘ Projects where participation is conditional upon partaking in the religious activities of the organization;
- ✘ Travel and accommodation;
- ✘ Competitions and travel to competitions;
- ✘ Attendance at, or fees associated with conventions, conferences, workshops, or seminars;
- ✘ Membership fees/dues;
- ✘ Banquets, trophies or award presentations;
- ✘ Prizes;
- ✘ Volunteer recognition/appreciation;
- ✘ Promotion of a political party or election candidate;
- ✘ Activities that charge an admission fee;
- ✘ Activities that take place outside of the City of Mississauga;
- ✘ Alcohol and related items (License fee, etc.);
- ✘ Projects occurring on private residences;
- ✘ Expenses already covered by another funding source;

- ✘ Expenses accruing prior to the current granting cycle and before funding is approved;
- ✘ Activities which begin before January 2020 and/or end after December 2020; and
- ✘ Organizations or activities that the City deems may promote discrimination, contempt or hatred for any individual or entity as defined by the Ontario Human Rights Code and that are not inclusive.

*Please Note: The City does not fund retroactively. If groups choose to start a project or otherwise commit funds before knowing that a grant application has been approved, the City of Mississauga is under no obligation to provide funding.*



## Application Requirements

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Organizations that have not received funding from the City of Mississauga in the past two years are **required** to attend an information webinar.

1. A fully completed application must be submitted through the City of Mississauga's [Online Grants Portal](#) no later than **Friday October 11, 2019 by 4:30pm**. Incomplete or late applications will not be considered. Applications and additional documentation will not be considered if submitted by e-mail, fax or paper copy.

### Application Form

- All questions within the application have been answered;
- Responses have been reviewed to ensure that the following information has been included (this is not an exhaustive list but suggested review areas):
  - Rationale and demonstrated need for funding and for program/project in which funding is being requested;
  - Performance measures, data collection method, and quantitative targets related to your goals are provided and reasonable;
  - Anticipated impact and benefit to the Mississauga community;
  - Target population and neighbourhood (if applicable).

### Financial Documents

- All required financial documents have been uploaded and/or completed within the application.
  - 2018 Signed Audited Financial Statements;
  - 2019 Year-to-Date Financials (Balance Sheet and Profit & Loss Statements);
  - 2020 Proposed Organizational Budget;
  - Detailed Budget for Funding Requested (completed within the application)

### Governance Documents

- Board of Directors Contact List (Includes Position Titles (i.e. Chair/President, Treasurer, etc.; and Position Terms)
- Strategic Plan (if available)
- Constitution/By-laws (if available)

2. Electronic signatures of both the Executive Director and Board President/Chair must be provided showing they have read and accepted the Terms and Conditions of Grant Assistance.

## Grants Portal

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The City of Mississauga requires all grant applications to be submitted through its [Online Grants Portal](#). If you have already created an account you can use the login information you created to apply for funding in 2020.

### For Returning Users

Sign in to the [Online Grants Portal](#) by entering the email address and password associated with your [Online Grants Portal](#) account. If you have lost or forgotten your password select “Forgot your password?” located next to the “Sign In” button. This will allow you to request a new password.

### For First Time Users

To set up an account follow these steps:

1. Click the “Sign Up” button located in the bottom right corner of the login screen;
2. From “Sign Up”, enter your full name (first and last), e-mail address, create and confirm your password and set a time zone. You may also add an organization name if you choose;
3. Click “Create Account”;

### All Applicants

1. Complete the Eligibility Form by clicking “Start” and answering all questions in the form;
2. Click “Save and Exit” when finished;
3. Once the Eligibility Form is completed, click “View Grants” to see a list of grants you are eligible to apply for;
4. Click “Create Submission” to start a submission for a grant.

**\*\*\*Tip:** Share your organizations login information with at least two people from your organization to ensure your access to the site will not be restricted if the individual who originally registered is not available.

**Please Note:** The [Online Grants Portal](#) contains all grants for the City of Mississauga’s Community Services Division. Please ensure you have selected the correct grant program.

## Assessment Process

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Grant applications will be reviewed by staff for completeness and eligibility. All eligible applications are then provided to the Review Committee for assessment.

### Assessment Criteria

Category	Category Description
<p><b>Program / Service Merit</b></p> <p>Organizations ability to demonstrate need and ability to deliver program/project and the program/project supports organizations mission and the City's Strategic Pillars for Change.</p>	<ul style="list-style-type: none"> <li>• Degree to which the organization's program / service reflects and fulfills its mandate and objectives;</li> <li>• Organization has expertise and demonstrated success in identifying, designing and delivering similar services related to funding being requested;</li> <li>• Distinctiveness of the organization's activities in the context of comparable activities in Mississauga;</li> <li>• Organization has demonstrated a need within the community and how the program/project will address or meet the need;</li> <li>• Organization has a demonstrated ability to initiate unique opportunities for Mississauga;</li> <li>• Degree to which the organization's program/project work towards the City's strategic goals</li> </ul>
<p><b>Accessibility</b></p> <p>Organizations ability to ensure services benefit all members of the community.</p>	<ul style="list-style-type: none"> <li>• Organization's programs and services are designed to benefit all members of the community (youth, adults, older adults, persons with disabilities, newcomers, etc.);</li> <li>• Services are open to the general public in Mississauga and convenient to access;</li> <li>• Based and active in Mississauga;</li> <li>• Adheres to the Ontario Human Rights Code and AODA legislation as required based on the organizations size;</li> <li>• Membership and user fees established are appropriate for the services provided, and are in accordance with community standards for the type of service;</li> <li>• Actively promoting membership to all members of the community or target demographic.</li> </ul>
	<ul style="list-style-type: none"> <li>• Programs and services developed are consistent with the group's objectives or mission statement;</li> <li>• Mission statement, programs and services are reviewed and revised to ensure their continuing</li> </ul>

<p><b>Effectiveness</b></p> <p>Organizations ability to identify and measure for impact and works to support the City's Strategic Pillars for Change.</p>	<p>relevance to the community;</p> <ul style="list-style-type: none"> <li>• Evidence of ongoing self-assessment that has helped invigorate and enhance the quality and innovativeness of the community;</li> <li>• Operates in a cost-effective manner and according to a clear business plan.</li> <li>• Outcomes for the program/project have been clearly identified and can be measured;</li> <li>• Organization has demonstrated its ability to evaluate for impact upon targeted and broader community;</li> <li>• Services and programs have specific numeric targets;</li> <li>• Responds to community needs through modification of programs or services as required with input from participants;</li> <li>• Organization has identified potential risks and strategies to mitigate these risks.</li> </ul>
<p><b>Accountability</b></p> <p>Organization's ability to govern itself in a responsible and effective manner in order to achieve its goals.</p> <p>Organization's ability to be responsive to change and plan to ensure ongoing health and sustainability.</p>	<ul style="list-style-type: none"> <li>• Follows democratic practices (election, full disclosure of finances, etc.), accountable to an independent and elected volunteer board of directors &amp; general membership;</li> <li>• Full disclosure of anticipated revenue sources and how those funds will be expended;</li> <li>• Full disclosure of all assets and reserve funds, and their purpose;</li> <li>• Operates with the benefit of a business plan or budget;</li> <li>• Group actively pursues fundraising activities and diverse sources of revenue;</li> <li>• Sound financial statements/information is provided when and as required.</li> </ul>
<p><b>Demonstrated Need and Rationale for Funding</b></p> <p>Organization's ability to demonstrate demand for services, responsible implementation and the necessary resources to initiate them.</p>	<ul style="list-style-type: none"> <li>• Justified in terms of the group's own understanding of the specific financial need as outlined in the budget;</li> <li>• Organization effectively describes how funding will directly support the program/project in order to further organizational goals;</li> <li>• Organization demonstrates added value from the financial assistance of the City of Mississauga;</li> <li>• Budget is sufficiently detailed to convey how the service will function and is aligned with eligible expenses;</li> <li>• All costs as well as revenues related to the proposed program /project have been itemized and explained, including notations on all relevant calculations;</li> </ul>

	<ul style="list-style-type: none"><li>• Organizations funding request is justifiable in terms of the programs/project being provided and is not a duplication of funding received from other levels of Government;</li><li>• Organization has demonstrated support from the community and the organization has the demonstrated capacity to implement;</li><li>• Organization demonstrates that it is not providing a duplication of services within Mississauga.</li></ul>
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The Review Committee is responsible for recommending an organization for funding. The recommendations are then reviewed by the Commissioner of Community Services. Final recommendations are provided to Council and considered at a meeting of its General Committee in early 2020.

All applicants will be notified of the recommendation regarding their application prior to the General Committee meeting. Applicants may request to make a deputation to General Committee regarding the grant recommendation. A staff liaison will assist with arrangements.

Lastly, General Committee's recommendations are provided to City Council for final approval. Organizations are notified in writing of the funding amount following City Council approval.

***\*\*\*Tip: To ensure your application speaks to the assessment criteria, allow sufficient time to complete and review your application. Consider having a third-party proof read your application prior to submission to ensure clarity and accuracy.***

## Support with Conditions Status

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In some circumstances, the Review Committee may recommend placing an organization on “Support with Conditions Status”. “Support with Conditions Status” is meant to signal Council where particular organizations may benefit from more assistance. An organization placed on Support with Conditions Status receives additional advice and coaching from the appropriate Division.

Support with Conditions Status may occur if the organization:

- ✓ has a major deficit (10 percent or more of its annual operating budget), and/or
- ✓ shows evidence of not being financially viable, and/or
- ✓ does not demonstrate the ability to plan into the future, and/or
- ✓ does not meet contractual obligations or minimum requirements outlined in the guidelines, and/or
- ✓ demonstrates management or governance practices which do not conform to generally acceptable practices in the sector (i.e. conflict of interest)

An organization that is placed on Support with Conditions Status will be required to meet quarterly with City staff from the appropriate Division in order to review the following documentation:

- ✓ Profit & Loss Statement;
- ✓ Balance Sheet;
- ✓ Year-to-Date Budget;
- ✓ Bank Reconciliation (only if requested specifically);
- ✓ New or Updated Business Plan;
- ✓ Other Documentation as Applicable.

*Please Note: Support with Conditions Status may have additional conditions attached to the release of grant funds.*

## TERMS AND CONDITIONS OF GRANT ASSISTANCE 2020

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The below Terms and Conditions are applicable to New & Emerging Organizations and Established Organizations only. Multi-year funded organizations will enter into a multi-year funding agreement with the City of Mississauga.

Please note; if your organization (the “Recipient”) receives the financial assistance (the “Grant”) from The Corporation of the City of Mississauga (the “City”) under this Community Grant Program (the “Program”), the following conditions will apply.

1. Pursuant to the current terms and conditions, the City may terminate the Grant and demand a partial or full repayment of the Grant provided if:
  - a) the Recipient makes misrepresentations in its application for the Grant;
  - b) the Grant is not used for the purpose of the services/programs or project as described in the application;
  - c) the services/programs or project proposed in the application is not commenced in a timely manner as described in its application;
  - d) the services/programs or project is not completed within the fiscal year for which the Grant was intended for, except otherwise approved by the City;
  - e) the services/programs or project is completed without requiring the total amount of the Grant;
  - f) the Recipient ceases operating or dissolves;
  - g) the Recipient ceases to operate as a non-profit organization;
  - h) the Recipient merges or amalgamates with any other party;
  - i) the Recipient breaches any of the terms and conditions of the grant assistance; or,
  - j) the Recipient breaches any of the provisions of the Ontario Human rights code, as amended, or any other applicable law, regulations, the City’s corporate policies, by-laws or Program Guidelines in its operations.
2. It is the responsibility of the Recipient to notify the City’s Recreation Division immediately of the occurrence of any of the grounds for which the City may demand repayment of the Grant provided (listed in Term #1 above) and/or if there are any changes in the funding of the project from that contemplated in the application.
3. The Grant shall only be used for the purposes outlined in the application subject to City approval. Any change to the purpose of the Grant is prohibited, except otherwise approved in writing by the City.

4. The Recipient will make or continue to make attempts to secure funding from other sources as indicated in its application. If the Recipient fails to secure sufficient funding for the services/programs or project as indicated in its application, the City, at its sole discretion, may demand a partial or full repayment of the Grant.
5. The Recipient shall keep and make available proper books of account and records of the financial management of the funds provided by the City in accordance with generally accepted business and accounting practices, the Recipient authorizes the City or its agents to inspect any records, invoices, and documents in the custody or control of the Recipient which relate to the Grant at all reasonable times.
6. The Recipient is required to submit a final report on the operational, project and/or capital activities as required by the City. The Grant may not be made available to organizations that fail to meet reporting requirements for any approved Grant.
7. The Recipient represents and warrants that the services/programs or project shall not be represented as City services/programs or City project, and that the Recipient does not have the authority to hold itself out as an agent of the City in any way. The Recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the services/programs or project.
8. The Recipient shall acknowledge the support of the City in all advertising, publicity, programs, signage and plaques relating to the services/programs or project for which funds are granted.
9. In the circumstance the Recipient disbands, the Recipient must notify the City immediately and dispose of their assets in a responsible manner. Any unused portion of the Grant remains the property of the City and shall be returned to the City upon request.
10. The Recipient shall not transfer or assign the Grant or any part thereof to another person.
11. The Recipient acknowledges and agrees that any action taken by or on behalf of the City shall be unconditionally subject to the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, as amended, and any other applicable law or regulations governing the City or its agents, including the City's By-laws and Policies (collectively the "Applicable Law") and the City shall not be required to take any action in respect of the Program, or otherwise, if such action would be, or would be reasonably likely to be, in violation of any such Applicable Law or ultra vires the powers of the City.
12. The Recipient acknowledges and agrees that City Staff may accept tickets to events and performances, in accordance with the City's Conflict of Interest Policy, respecting



the Acceptance of Gifts, Benefits, or Favours Section of the Policy and that the City and the Recipient shall at all times adhere to rules set forth therein.

13. The Recipient, including its subcontractors, employees, workers, volunteers and agents, shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors (the "Indemnified Person"), from and against any loss, cost and expense incurred by the City because of any demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, howsoever and whatsoever incurred, suffered or sustained by the Recipient, including its subcontractors, employees, workers, volunteers and agents, or by a person other than the Recipient arising out of or in any way related to the Grant received or any obligation of the Recipient under this Program, or by anyone for whom in law the Recipient is responsible.
14. The Recipient, including its subcontractors, employees, workers, volunteers and agents, agrees that it shall absolutely and irrevocably releases the City and its Indemnified Person from any liability, loss, damages, costs, expense or claims suffered or incurred by the Recipient, including its subcontractors, employees, workers, volunteers and agents, whether arising in contract, tort, negligence, common law, equity or otherwise, in any connection with the Grant received or any obligation of the Recipient under this Program.
15. The City reserves the right to verify the membership lists provided to the City.
16. The Recipient agrees to receive information on the Program or other related information, news, events, promotions, offers and contests from the City.
17. The Recipient understands and agrees that the receipt of a Grant in one year does not guarantee funding in the following fiscal year.
18. The Recipient shall comply with all of the provisions of the program guidelines.
19. The City reserves its rights to amend or impose additional terms and conditions as is deemed necessary by the City.

## Payment

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<p>Organizations receiving Grants of less than \$20,000</p>	<ul style="list-style-type: none"><li>➤ A cheque for the <b>total</b> amount awarded is mailed out approximately four weeks following Council's final approval.</li></ul>
<p>Organizations receiving Grants of \$20,000 or more</p>	<ul style="list-style-type: none"><li>➤ <b>Seventy-five per cent (75%)</b> of the total grant awarded will be mailed out approximately four weeks following Council's final approval.</li><li>➤ <b>Twenty-five per cent (25%)</b> will be held back until the organization has provided most recent year-end audited and/or updated financial statements, depending on the organization's fiscal year-end.</li></ul> <p><b>Note:</b> The Recipient will have until <b>June 30, 2020</b> to submit year-end/updated financial statements and any other documentation required by the City. Final payment will be made by <b>August 2020</b>, contingent on the acceptance of the year-end/updated financial statements by the Finance Division.</p>

*Please Note: Applications may be approved for less than the maximum grant amount and less than what has been requested. The City reserves the right to adjust the final payment, in the event that unexpected budget cuts are required, subsequent to approval.*

## Request for Feedback

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If an applicant is not recommended for funding, you may submit a request for feedback to [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca). Feedback will only be provided to applicants that request it. Feedback provided is not a guarantee or commitment of future funding.

## Reporting Requirements

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All funding recipients must complete a final report highlighting how the grant benefited residents of the city and worked towards achieving a strategic priority as initially outlined within the application.

All Final Reports are to be completed and submitted through the Grants Portal.

**Project Grant Recipients** – Due no later than 30 days following the event/project.

Information requested will include, but is not limited to:

- ✓ Project Outcomes – what difference did this project make and how do you know (ex. strategic alignment, measurement results, testimonials, attendance numbers etc.);
- ✓ Challenges – provide an overview of any challenges or unforeseen events.
- ✓ Completed Financial Report – outline how the City funds were spent. This is to be signed by an individual authorized to sign on behalf of the organization (i.e. Chair/President, Treasurer, Executive Director);
- ✓ Next Steps – provide an overview of the next steps for the project/applicant as appropriate;
- ✓ Photo(s) of your project in action (if possible).

**Operating Grant Recipients** - Due: November 1, 2020

Information requested will include, but is not limited to:

- ✓ Measurement Outcomes
  - How did funding strengthen the organization through capacity, engagement, etc.;
  - How did funding benefit the organization (and in turn, the residents of the city);
  - How did the funding support the selected strategic priority;
  - Number of Volunteers / Value of Volunteers / Forecast of Volunteers;
  - Number of Program Participants / Forecast of Program Participants
- ✓ Completed Financial Report and Sustainability Statement

**Please Note:** *If a Final Report is not received, the organization may no longer be eligible for funding.*

## Insurance Certificates

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If awarded a grant, the Recipient shall at its sole cost and expense, obtain and maintain in full force and effect at all times throughout the term or extended term(s) of the Agreement, insurance satisfactory to the City of Mississauga with financially sound and reputable insurance companies licensed to underwrite insurance in the Province of Ontario. The Recipient shall be responsible for payment of all amounts within the deductible or self-insured retention under each policy of insurance. All Insurance policies required pursuant to this clause shall be primary and shall not call into contribution any insurance available to the City. The insurance shall include but not be limited to:

- a) Commercial general liability insurance in respect of the obligations and operations of The Recipient against claims for bodily injury, including personal injury and death, and property damage or loss, indemnifying and protecting The Recipient, their respective employees, servants, volunteers, agents, contractor's, invitees or licensee's, to the inclusive limit of Two Million (\$2,000,000.00) OR Five Million (\$5,000,000.00) Dollars per occurrence based on the City's assessment of risk. Such insurance shall specifically state by its wording or by endorsement that the following extensions of coverage are included:
  - i. the City of Mississauga is included as additional insured under the policy with respect to the operations and obligations of The Recipient as outlined in this application;
  - ii. contractual liability, non-owned automobile liability, owner's and contractor's protective liability, products and completed operations coverage, contingent employer's liability, and employees as additional insured's;
  - iii. a cross-liability clause which shall have the effect of insuring each person, firm or corporation named in the policy as an insured in the same manner and to the same extent as if a separate policy had been issued to each;
  - iv. if applicable, Abusive Acts Liability;
  - v. a waiver of subrogation rights which the insurers may have against the City of Mississauga and against those for whom it is in law responsible.

Prior to funding being awarded, the Recipient shall deliver to the City, a City of Mississauga Certificate of Insurance Form, evidencing the insurance required.

- A PDF fillable Certificate of Insurance form can be obtained at [www.mississauga.ca/certificateofinsurance](http://www.mississauga.ca/certificateofinsurance).

## Community Grant Program Webinar

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Please note that the webinar is only mandatory for applicants or their representatives who have **not** been a previous recipient of funding from the City of Mississauga's Community Grant Program within the past two years.

All applicants interested in attending the webinar are welcome to register.

### Webinar Dates and Times:

**Tuesday September 11, 2019**

2:00pm – 3:00pm

Please email [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) to register for the Community Grant Program webinar. Be sure to include the date of the webinar you are registering for in your email.

Once your registration has been confirmed, you will receive an email with details on how to access the Webinar.

**Recreation Division**

City of Mississauga  
201 City Centre Drive, Suite 200  
Mississauga ON L5B 2T4  
[mississauga.ca/grants](http://mississauga.ca/grants)

