

Corporate Policy and Procedure



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TAB: COMMUNITY SERVICES
SECTION: COMMUNITY GROUPS
SUBJECT: COMMUNITY GRANT ADMINISTRATION

POLICY STATEMENT Funding may be provided through various granting programs to assist emerging and established not-for-profit, community-based groups and organizations to deliver programs or services, complete special projects or to support their cultural, environmental or recreational goals.

PURPOSE Community grant funding demonstrates Council's commitment to the City's Strategic Plan and other Council priorities, which advance the City's vision and goals and contribute to our quality of life and the long-term development of community groups.

This policy outlines broad eligibility criteria, identifies the types of grants and funding streams that may be available and the general payment terms for each funding type.

SCOPE Community grants are available only to Mississauga-based, non-profit volunteer community groups through the following grant programs:

- Arts and Culture
- Cultural Festivals and Celebrations (CFC)
- Recreation and Sport
- Environment
- Parks and Forestry

Information on specific criteria and requirements (e.g. financial need and community benefit); the assessment methodology used to determine which eligible groups will receive funding; and submission of mandatory documentation are the responsibility of the respective Community Services division and will be provided

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annually to the public in detailed guidelines.

ACCOUNTABILITY

Community Services Directors

Community Services Directors are responsible for:

- ensuring all applicable City staff are aware of this policy and any subsequent revisions;
- ensuring compliance with this policy and any applicable guidelines; and
- reviewing grant guidelines on an annual basis and updating as required.

Community Services Managers

Applicable Community Services managers are responsible for:

- ensuring applicable Community Services staff are trained on this policy and any related guidelines, as well as any subsequent revisions, with respect to their specific job function;
- ensuring Community Services staff administer grants in compliance with this policy and any related guidelines; and
- forwarding relevant information in a timely manner to appropriate Finance staff for their review.

Corporate Financial Services, Corporate Services Department

Applicable Corporate Financial Services, Corporate Services Department staff are responsible for:

- advising if financial information provided is complete and appropriate; and
- advising applicable Community Services staff of any financial concerns.

ADMINISTRATION

Community grant applications are administered by the Community Services Department. Grant applications are reviewed by Corporate Financial Services staff, Finance Division, in accordance with this policy. Notification to the public of grant applications, along with the applicable guidelines, is provided annually on the City's external website from August to October and/or through public advertisements.

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The City has sole discretion to select the grant recipients, based on the stated criteria. Council has final approval of all grants, including budget approval.

ELIGIBILITY

Community grants are available only to Mississauga-based, not-for-profit community groups governed by a volunteer Board of Directors. Groups must be in good standing with the City. Additional, comprehensive details regarding the operational structure, finances and documentation required for each grant type can be found in both the annual guidelines prepared specifically for each grant program and on the application form itself. Criteria will vary based on the funding stream and on the amount of the grant being requested.

Groups may not apply for grants from more than one Community Service's division within the same grant year.

Groups that are assessed as ineligible for funding and whose applications will receive no further consideration will be so advised, in writing or via email.

TYPES OF FUNDING AVAILABLE

The City provides a variety of funding streams, to a maximum of 65% of a group's operating budget, that the individual Community Services divisions may include within their unique grant programs, namely:

Multi-year Funding Agreements

Multi-year Funding Agreements may be provided to approved groups that meet specific criteria. The agreement, in a form satisfactory to Legal Services, will provide the group with a specific annual grant for each year of the agreement. Groups are required to submit specific information or financial documentation to the City on an annual basis throughout the life of the agreement.

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Operating Funds Operating funds assist with the cost of general operations and program delivery for the coming fiscal year. Operating funding is provided on a one-year basis.

Project Funds Project funds are provided to support a specific event or activity that is taking place within a defined period (usually during the calendar year in which the grant is awarded) and that has a clearly defined objective and a distinct budget. Funds are to support new or pilot initiatives outside the normal range of activity.

Capital Funds Capital funds are for the purchase of minor capital items, such as program or office equipment.

Funding Envelope A funding envelope offsets specific costs associated with events such as festivals that will occur during the year the grant is approved.

Matching Grants The City may match funds raised by an approved external organization to a pre-determined maximum amount. Matching grants are generally intended to support smaller projects and may be approved by the applicable divisional director, in accordance with approved signing authority limits.

PAYMENT TERMS 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 the funding.

The following requirements for financial statements apply for all groups requesting grants:

- more than \$20,000 - must provide audited financial statements that will be reviewed by Corporate Financial Services, Corporate Services Department;
- \$5,000 to \$20,000 – must provide a financial statement signed by two members of their board that will be reviewed by

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Corporate Financial Services, Corporate Services Department;

- less than \$5,000 - may be required to provide a financial statement that will be reviewed by Community Services staff who are approving the grant request.

The City reserves the right to audit any group prior to recommending funding.

Multi-Year Agreements and Operating Grants

Funding will be by cheque, payable to the organization, following Council's final approval. Funding for grants of \$20,000 or less is provided as one lump sum payment. Grants for more than \$20,000 receive an initial payment of 75% of the total, followed by the remaining 25%, contingent on the acceptance of the year-end or updated documentation required by the applicable division. Funding to groups participating in a Multi-Year Agreement will follow this same payment schedule for each year of the agreement.

Project Grants and Capital Grants

A cheque for the total amount awarded is mailed out approximately two to four weeks following Council's final approval.

Funding Envelope

An initial payment of 75% of the total grant is issued upon approval. The remainder of the grant is provided following the event (e.g. a festival) after submission of all eligible invoices. In cases where the total cost of the eligible expenses is less than the grant award (i.e. the remaining 25% is not required to cover all eligible costs) the difference is not payable to the group.

Matching Grants

A cheque for 50% of the total amount awarded is mailed out approximately two to four weeks following approval, with the remaining 50% subject to acceptance of an evaluation report.

GRANT PROGRAMS AND FUNDING

Arts and Culture

Arts and Culture grants support the Culture Master Plan and

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provide financial support to a range of community based local arts and culture groups operating on a year-round basis.

Qualifying groups may apply for more than one category of Arts and Culture funding (operating, capital and project) in the same year. Arts and Culture grants are administered by the Culture Division.

Cultural Festivals and Celebrations (CFC)

Cultural Festivals and Celebrations (CFC) grants provide funding for community festivals, which are defined as an annual event which runs for one full day (minimum of 8 hours, not including set-up or tear down) or a number of consecutive days and is publicized city-wide and open to all residents. CFC grants are administered by the Culture Division. Eligible festivals must have an arts and culture mandate to be eligible but cannot receive an Arts and Culture grant in the same year.

Recreation and Sport

Grants for recreation and sport groups exist for the purpose of providing municipally-related programs, services or projects specifically to the residents of Mississauga. Groups may apply for more than one category of funding in the same year. Recreation and sport grants are administered by the Recreation Division.

Environmental

Environmental 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's goals and achieve municipal strategic environmental objectives. Environmental grants are administered by the Environment Division.

Parks and Forestry

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

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Parks and Forestry grants are administered by the Parks and Forestry Division.

APPLICATION

Applications and accompanying guidelines are available from the applicable Community Services division. Information on the grant process, including how to receive an application, is available on the City's external website.

The grant applications and guidelines provide clear timelines and instructions and are designed to ensure that groups in each funding stream are being asked to submit information and documentation relevant to the applicable grant program and funding type.

Grant applications must be submitted to the required division no later than the date and time outlined in the application form. Applications received after the deadline will not be accepted.

Incomplete Application

A grant application will be considered incomplete if it is submitted without required information or accompanying documentation that is essential to the grant decision making process and, as such, is listed on the application as mandatory. Applications that are incomplete will not be considered and will result in the group being ineligible to receive a grant.

ROLE OF FINANCE

Applicable Community Services staff are responsible for obtaining all required financial information and related documentation from grant applicants. A review of the financial statements will be completed by Corporate Financial Services, as outlined in the Payment Terms section of this policy. Corporate Financial Services staff will review information from first-time applicants to determine their financial viability and/or identify any significant variances from prior annual statements of existing grant recipients.

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Corporate Financial Services staff will liaise with applicable Community Services staff regarding the financial information.

CONCERNED STATUS

When Community Services, an assessment committee evaluating grants on behalf of a division, or Corporate Financial Services has concerns about the on-going or future financial or organizational sustainability of an organization that is receiving City grant funding, the organization may be advised that it is on “concerned status”. An organization that is on concerned status may have conditions attached to the release of grant funds or may be asked to provide interim information during the grant period. In addition, the organization on concerned status may receive coaching and guidance from staff in support of their efforts to become more sustainable. Concerned status is applied on an annual basis at the time a grant is awarded and may, or may not, be removed at the next grant cycle, based on the organization’s sustainability.

RECONCILIATION/ MONITORING

Grants may not be used for purposes other than those approved by Council. If reports from grant recipients show that a grant was used for a purpose other than that approved by the City, or was not expended in the fiscal year(s) for which it was awarded, the grant may have to be repaid, in full or in part.

If a group receives grant funding and subsequently disbands, they may also be required to return the funds, or capital assets purchased with grant funds, to the City.

REFERENCE: GC-0443-2013 - 2013 07 03

LAST REVIEW DATE:

CONTACT: For additional information regarding Arts and Culture and CFC grants contact the Culture Division, Community Services Department.

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For additional information regarding Environmental grants contact the Environment Division, Community Services Department.

For additional information regarding Recreation and sport grants contact the Recreation Division, Community Services Department.

For additional information regarding Parks and Forestry grants contact the Parks and Forestry Division, Community Services Department.