

THE CORPORATION OF THE CITY OF SARNIA
POLICY AND PROCEDURES ON APPLICATIONS FOR MUNICIPAL GRANTS
OPERATING BUDGET SUBMISSIONS

METHOD OF FUNDING

Funding applications will be considered on an annual basis. Any organization that is requesting funding during an annual budget cycle must make application to Council during the budget process. All budget dates and submission deadlines are set by Council each year. Grant applications received after the published deadline will not be considered. The budget process is normally set during the summer preceding the actual budget year. Grant requests that exceed \$75,000 would require Council approval for inclusion in the draft budget book.

GUIDELINES

The following are the general guidelines which will be used by The City of Sarnia in evaluating applications for municipal grants.

The organization must have a clearly stated purpose and function that results in an improvement in community services and must be responsible for the planning and provision of these services.

1. The applicant must present adequate documentation demonstrating the need for the proposed service to be funded.
2. The organization shall show evidence that it has fully explored other sources of financial support, including upper levels of government, foundations, private industry, churches, United Way, etc. and above all, that it has examined and weighed the financial ability of the people served or to be served, to support its program (i.e. user fees).
3. The organization must extend its services to the general public of The City of Sarnia and should not exclude anyone by reason of race, religion, or ethnic background.
4. An organization receiving financial assistance from The City of Sarnia should not act in the capacity of a funding body for, or make grants to any other group or organization.
5. The City of Sarnia will not contribute to deficits or funding shortfalls resulting from programs of any kind which were undertaken without prior consultation with The City of Sarnia.
6. Under normal circumstances, only one request per organization is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated into one request. This includes direct funds, property rental reductions, equipment donations, fee reductions, etc.

7. The granting of assistance in any year is not to be regarded as a commitment by The City of Sarnia to continue such assistance in future years.
8. Since volunteers are an important part in community service, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services.
9. Applicants must provide the following financial information:
 - a) previous year's financial statement (must be audited if assistance is greater than \$5,000). A review engagement can be substituted for the audit requirement if the organization is a qualified charitable organization.
 - b) current year's budget
 - c) next year's budget
 - d) 3 year business plan (only when the funding is for the start-up of a program or service)
10. Council makes the final decision on all financial assistance requests.
11. Requests for contributions to disaster funds for local events i.e. fire, flood, earthquakes, etc. will be considered on the merit of each request.
12. Any grant shall be used only for the purpose approved by Council, as further described in the grant recipient's grant application form. The grant recipient shall notify Council of any proposed material changes to the nature of, or budget for, the activities for which the grant has been made and shall use the grant for such altered activities only with the prior written consent of Council.
13. The grant recipient shall not transfer or assign the grant or any part thereof to another organization or individual, without the prior written consent of The City of Sarnia.
14. The grant recipient shall repay the whole or any part of the grant, as determined by The City of Sarnia, if the grant recipient:
 - a) Ceases operating;
 - b) Ceases to operate as a non-profit organization;
 - c) Merges or amalgamates with any other party;
 - d) Has knowingly provided false information in its grant application;
 - e) Uses grant funds for purposes not approved by Council;
 - f) Breaches any of these terms or conditions; or
 - g) Breaches any of the provisions of the Ontario Human Rights Code in its operations.
15. The grant recipient shall notify The City of Sarnia of the occurrence of any of the events referred to in clauses 15 (a) through 15 (g).
16. Any unused portion of a grant remains the property of The City of Sarnia. If an unused portion of the grant has already been paid to the grant recipient, it shall be repaid by the recipient on request. It is recognized that organizations that receive grant funding may have different year end periods than the City of Sarnia and that the funding use will be assessed against the recipient's year end period.

ELIGIBILITY CRITERIA

The following are eligibility criteria which must be addressed in each application:

- Applicants must be non-profit community groups and organizations
- Individuals are not eligible
- Applicants must demonstrate the need for the specific project/organization
- There can only be one application per organization/project
- The program being funded must be for the benefit of the citizens of The City of Sarnia
- A community-based activity must be demonstrated
- Each proposal must identify a specific defined benefit and outcome
- Applicant's organization must be governed by a community-based volunteer Board of Directors
- Applicants must provide a letter of confirmation from the Board of Directors showing that the Board approved the proposal