



GRANT POLICY

POLICY STATEMENT

PURPOSE

The City of St. Catharines recognizes that many services to the residents of the City may most appropriately be provided through the efforts of volunteer community groups.

Council gives grants that, in the opinion of the Council, are in the interest of the municipality. This subjective decision is based criteria detailed within this policy. The committee evaluates the value the organization has to the community and is constrained by the available budget resources. Grants are not intended for ongoing funding, but rather for one-time special funding as described by the classifications contained within the policy.

GRANTS COMMITTEE

The Committee will consist of up to four (4) Members of Council. Councillor appointments to all Ad Hoc Committees are annual appointments.

The mandate of the Committee will be to examine and evaluate all requests for grants, and interview any group at the discretion of the Committee.

The Committee will make grant recommendations to City Council of the total grant allocation and for approval of individual grants.

TIMETABLE

ACTIVITY

OCTOBER	- Applications mailed to organizations requesting an application.
NOVEMBER 30	- Deadline for request for City Grants. - Letter sent to applicants advising that their grant application has been received and is being forwarded to the Grants Committee. - Amount of total grant allocation recommended by the Committee and approved by Council.
DECEMBER/JANUARY	- City Council appoints Councillors to the Grants Committee - Applications presented to the Ad Hoc Budget Review Committee.
FEBRUARY/MARCH	- Council tentative approval of Committee recommendations. - Letter sent to applicants advising them of the Grants Committee's recommendation.

- 30 DAY - Committee reconsiders applications which have been appealed.
- AFTER 30 DAY - Committee presents their final recommendations to Council.
- APPEAL PERIOD - Letter sent to organizations who have appealed advising them of decision of Grants Committee of the reconsideration of their grant request and advising of the night the report would be before Council.
- APPEAL PERIOD (CONT'D) - City Council would entertain appointments the same evening the Grants Committee Appeal Report is considered.

CLASSIFICATION OF GRANTS

One-Time Grants

- (a) Project Funding - Funds for a short-term undertaking with a start-up and completion date.
- (b) Seed Funding - One-time funding for assistance with the start-up of an organization.
- (c) Special Funding - Where the service can be provided without City support under normal circumstances but because of unforeseen or extraordinary circumstances a one-time grant may be required.
- (d) Capital Equipment - Capital equipment is normally considered to be the responsibility of the group, however, grants for equipment may be considered when the purchase of such equipment will result in increased participation by St. Catharines residents, or, provide a needed service to the residents of St. Catharines.
 - Equipment that would normally have a life expectancy of at least five (5) years.

CRITERIA

1. Grants are available to non-profit St. Catharines community organizations providing services of a City/Municipal responsibility primarily to residents of the City.
2. Grants are not available for programs, projects or services that are included in the budgets of City Departments.
3. Grants must be expended in accordance with requests submitted and must be returned if the program or project is not completed. Specific prior approval of the City is required to utilize granted funds on other than approved projects or programs.
4. Every group must have an active independent volunteer Board of Directors and hold regular meetings.

5. Grants are not available:
 - to individuals
 - as donations (including the waiving of fees and charges) to groups raising funds for charitable causes
 - for travel or accommodation
 - for uniforms or personal equipment
 - for banquets, trophies or entertainment
 - to ratepayer, tenant or landlord associations
 - to organizations who receive their operating funds for Social Services that are the responsibility of Regional Niagara or the Provincial Government.
 - for conferences, workshops and seminars
 - for political action groups.
6. Groups obtaining grants for capital equipment must provide an undertaking that the equipment will become the property of the City of St. Catharines in the event that the groups disband.
7. The maximum grant for any capital equipment is 50 per cent of the total funds required.
8. When an organization requests the City to waive the payment of fees for the use of City facilities which are being used to raise funds for designated charities, that the City make the approved donation directly to the designated charity.
9. Only one grant request per organization per year will be considered.
10. Organizations originally funded as pilot project from senior levels of government may not be eligible for assistance.
11. Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding. Grants are not automatically increased.
12. The grant application must be complete to be considered.
13. To be considered, applications must be received by November 30, or it will be referred for consideration in the next grant year.
14. Grant recipients should include recognition of the City's grant (i.e. disclosure on financial statements or on group's letterhead).

Revised:

October 1996
November 1999
March 2004
October 2005
January 2009