

Township of Russell

Department of Parks and Recreation



Municipalité de
RUSSELL
Township

Community Grants and Contributions Program

Adopted December 21, 2009 Resolution 391-2009
Revised and adopted February 22, 2011 by By-law # 8-2011 and Resolution 15-2011
Revised and adopted May 03, 2011 by bylaw 28-2011
Revised and adopted June 16, 2014 by bylaw 80-2014
Revised and adopted June 21, 2021 by bylaw 2021-057

Community Grants and Contributions Policy

1. What is the Community Grants and Contributions Program?

Community Grants and Contributions are available to non-profit community organizations, groups or associations for community projects and events targeting the Township of Russell residents, encouraging community cohesion as well as community-building capacity.

Such projects and events may include Canada Day celebrations, winter carnivals, health fairs, career fairs, etc. and must take place within the Township of Russell boundaries. The global funds allocated through the Community Grants and Contributions are decided by Council annually during the municipal budget adoption period.

The Community Grant and Contributions Program is intended to provide a modest level of financial support and should not be considered as the main source of funding for the organization.

2. Who can apply?

A. Eligibility

The applicant's project or activity must meet the following criteria:

1. Provide evidence that there is an active Board of Directors or Steering Committee;
2. The organization must be based in the Township of Russell and the proposal must benefit Township residents;
3. The community projects and activities must be accessible and inclusive and fall within the mandate of the municipal guidelines.
4. Sponsoring organization must be NON-PROFIT, and willing to provide a copy of their incorporation Charter document if requested;
5. Sponsoring organization must operate in a non-discriminatory manner as set out by the Ontario Human Rights Code;
6. Sponsoring organization must agree to display the Township Banner during the project or activity indicating the Township as a corporate sponsor;
7. The organization must submit a recycling plan (Section E) to encourage recycling during their event;
8. New organizations may be considered for initial funding for costs related to start up.
9. **Specifications for sports associations:**
 - i. Local sports associations may be entitled to the upper room of the arena, free of charge ONLY during tournaments, picture days, off-ice training or fundraising for the association itself.
10. **Specifications for schools:**
 - i. Subsidized or free of charge hall rentals for fundraising events for the school can be made using the application form found in this policy. All final decisions are at the discretion of Council.
 - ii. The amount of the school bursaries are at the discretion of Council during the budget process.

B. Ineligibility

The Township WILL NOT fund:

1. For-profit organizations or businesses;
2. Organizations and/or activities of a political nature;
3. Organizations where the service component is conditional upon participation in religious activities or the organization;
4. Regional, provincial and national events;
5. Organizations which provide honorariums to its Board Members;
6. Activities benefiting the organization members only;
7. Activities that will require municipal paid staff to attend and asking for their salaries to be covered;
8. **Specifications for sports associations:**
 - i. Any requests for the hall (banquet, Christmas party, etc.) will have to be paid by the association.
 - ii. The Township will not fund any expenses for tournaments outside of municipal boundaries, including travel expenses. All economic benefits should remain local.
9. **Specifications for schools:**
 - i. The Township will not fund any expenses for tournaments outside of municipal boundaries, including travel expenses. All economic benefits should remain local.
 - ii. Schools, whether local or outside the boundaries of the Township, will not receive a grant for the rental of fields (baseball diamonds and Sports Dome turf) or ice time during the regular and off-season or during home tournaments.

3. Evaluation of proposals

Funding for community projects and events will be based on the following criteria:

A. Promote community participation

1. Develops partnerships and networks;
2. Provides the opportunity for citizens to participate in their community;
3. Demonstrates accessibility to all regardless of age, gender, origin, faith;
4. Involves a large number of organizers and volunteers;
5. Contributes to improving family and community supports;
6. Creates awareness to encourage an eco-friendly community.

B. Promote economic activity and demonstrate accountability

1. Generates revenues for local businesses;
2. Be recurrent (if possible) and warrants economic growth;
3. Demonstrates costs sharing and responsible financial and legal accountability;
4. Ensures that the funds received are used for the projects and the activities requested.

C. Meet the Township's mandate

1. Have a positive impact on the community health, recreation, cultural and social needs;
2. Proposes measures to prevent long-term health issues along with social integration;
3. Provides a proactive approach to community needs, concerns and issues;
4. Eliminate barriers by raising awareness and advocating understanding and acceptance.

D. Viability

1. Goals, objectives and implementation are clearly defined and realistic;
2. Organization has a demonstrated track record and credibility;
3. Identifies anticipated outcome and results;
4. Do not duplicate services delivered locally by other organizations or by the Township.

4. Allocation process

A. Process and Deadline

1. The Township will accept applications throughout the year, but the allocation of funds will not be automatic since the majority of funds will already have been approved for applications submitted during the approval of the annual budget. Recurring grants from previous years will be presented at the budget working sessions and will receive their final approbation at the discretion of Council during the final budget approval.
2. All applications, including preapproved grants at the budget and new requests, must be submitted at least thirty (30) days before the date of the project or activity.
3. All applications received will be reviewed before being presented to the Council to ensure that they meet all criteria. Applications meeting the eligibility criteria will be presented at Council meeting in a table in the Consent Items. Applications that do not meet the eligibility criteria or needing support from Council according to the administration will be presented in a report to Council. All preapproved grants that are asking for a higher amount than budgeted will be presented in a report to Council.
4. The Council's response will be sent by email within forty-eight (48) hours following the meeting. The allocation of ad hoc funds will be made four (4) weeks prior the start of your event. An email will be sent indicating whether the cheque was mailed or ready to be picked up at the reception as selected in Section B of the application form.

B. Cancellation

In the event that your activity is cancelled, and you received cash funding for such activity, a full refund must be made to the Township within 30 days of the cancellation.

C. Address

Applications either by mail or in person are to be addressed to the following:

Parks and Recreation Department
Township of Russell
717 Notre-Dame St.
Embrun (Ontario) K0A 1W1

Or by fax at (613) 443-1042 to the attention of the Parks and Recreation Department;

Or by email at recreation.loisirs@russell.ca.

5. Evaluation Report

Any organization receiving a preapproved or new grant, either in-kind or money, from the Township of Russell must complete the evaluation form and return it to us.

- When the allocation of funds is less than \$1,000, the evaluation form must be accompanied by copies of receipts (if applicable) within 30 days of the activity or the end of the event.
- When the allocation of funds is greater than \$1,000, the evaluation form must be accompanied by copies of receipts (if applicable) within 60 days of the activity or the end of the event.

Please note that only the organizations that have fulfilled all requirements and filled out the evaluation report shall be eligible for future applications.

Appendix A

Grant application form

Please note:

1. Only applications that have been completed correctly and legibly will be accepted.
2. Within forty-eight (48) hours of Council's decision, we will contact you by email to notify you if your application has been approved or denied.

Section A – Contact information

Name of organization:

Mailing address:

Contact person and title:

Telephone number of contact person:

Email:

Telephone number of organization:

Fax:

Section B – Application summary

Name of project or activity:

Start date of project or activity:

End date of project or activity:

We are requesting (check all that applies):

☐ Free use of facilities**

☐ Funds for project or special event

Total amount requested

Amount requested

\$

\$

\$

**The amount requested must correspond exactly to the cost of the rental agreement of the township facility before taxes. Email recreation.loisirs@russell.ca to obtain a rental agreement and attach a copy with your application.

Funds will be:

- ☐ sent by mail to the above address
☐ sent by mail at the following address:

☐ picked up at the Township office.

Section C – Event, activity or project

1. Describe your activity or project.

2. Identify your target group and where they reside.

- ☐ Youth
☐ Men
☐ Women
☐ Seniors
☐ All
☐ Other (specify) (Examples: disabled, minorities, etc.):

- ☐ Embrun
☐ Limoges
☐ Marionville
☐ Russell
☐ Township
☐ Other (specify) :

3. List all the community partners or businesses that are contributing or involved with your project or event.

4. If you are asking for an increase over last year's grant, please justify.

5. If your project or event generates profits, please explain how your organization intends to manage these revenues.

Section D – Projected budget

PROJECTED REVENUES	Funding	In-kind services
a) Governments		
i) Municipal	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations / other grants (please include volunteers and services in-kind)	\$	\$
d) Attendance fee	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
TOTAL PROJECTED REVENUES	\$	\$
PROJECTED EXPENSES	Expenses	In-kind services
a) Salaries and wages	\$	\$
b) Rental costs	\$	\$
c) Equipment and furnishings	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Advertising	\$	\$
g) Translation	\$	\$
h) Other (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
TOTAL PROJECTED EXPENSES	\$	\$
PROJECTED SURPLUS OR (DEFICIT)	\$	\$

Section E – Recycling Plan

The Township encourages each organization requesting funding from this program to provide a recycling plan to encourage a cleaner environment.

a) How do you intend to recycle during your event?

b) Please provide the names and numbers of the persons responsible for the recycling.

c) Do you have the necessary containers to organize the recycling?

☐ Yes

☐ No. If you answered no and that the use of municipal containers is required, please identify your needs below. The Township may accommodate your request.

d) Will you require a special pick-up during your event?

☐ Yes. Please confirm below the date of pick-up.

☐ No

Please be sure to check with the personnel responsible for your facility or park for the temporary storage of your recycled materials if and when necessary.

Section F – Signatures

Note: All information contained in the application is subject to the Freedom of Information and Privacy Act.

I hereby certify that all information provided in this application is as accurate as possible in all respects.

Signature of Executive Director or designate

Name (please print)

Signature of President or designate

Name (please print)

Section G – Checklist

The following documents must accompany your application for it to be deemed complete. Please check the boxes below to help you.

- ☐ Completed sections A through F of the application.
- ☐ List of Board of Directors or Steering Committee.
- ☐ Copies of rental contracts for Township facilities (if applicable to your application).
- ☐ Letters patent (only for first-time applicants).
- ☐ Financial statements from the previous year for requests over \$1,000 only (note that without your financial statement your application will not be submitted to Council).

Please note that after the revision of your application, a letter of reference or support (your letters must be signed by an authorized agent of the association or organization) or any documents could be asked should we deem it necessary.

Please remember that missing documents will delay the approval of your application.

Thank you!

Appendix B

Evaluation report

Please note that this evaluation form must be submitted to the Department of Parks and Recreation by email at recreation.loisirs@russell.ca and received before any other grant applications are submitted.

Organization:

Contact person:

Name of event:

Date of event:

Number of participants:

Number of volunteers:

How successful was your event/project?

Did your event reach its intended group and goals?

Were the funds received used for their intended purposes? Please explain.

If your actual budget shows excess revenues, please specify how the surplus will be allocated.

Actual Budget

ACTUAL REVENUES	Funding	In-kind services
a) Governments		
i) Municipal	\$	\$
ii) Provincial	\$	\$
iii) Federal	\$	\$
b) Fundraising (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
c) Donations / other grants (please include volunteers and services in-kind)	\$	\$
d) Attendance fee	\$	\$
e) Other revenues (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
TOTAL REVENUES	\$	\$
ACTUAL EXPENSES	Expenses	In-kind services
a) Salaries and wages	\$	\$
b) Rental costs	\$	\$
c) Equipment and furnishings	\$	\$
d) Office supplies and services	\$	\$
e) Transportation	\$	\$
f) Advertising	\$	\$
g) Translation	\$	\$
h) Other (specify)		
i)	\$	\$
ii)	\$	\$
iii)	\$	\$
TOTAL EXPENSES	\$	\$
ACTUAL SURPLUS OR (DEFICIT)	\$	\$

Completed by: _____

Title: _____

Signature of President, Director or Designate

Signature of Director or Designate

Appendix C

Evaluation report

Bursary

Please note that this evaluation form must be submitted to the Parks and Recreation Department by email at recreation.loisirs@russell.ca. This report must be received before any other grant applications are submitted.

Name of school:

Contact person:

Date of event:

Township bursary (\$):

Name of recipient:

Completed by:

Signature:

Comments
