

**The Corporation Of The City Of Quinte West  
By-Law Number 19-083**

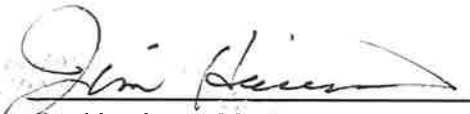
**Being A By-Law To Adopt An Updated Community Fund Policy For The City Of Quinte West.**

**Whereas** it is deemed necessary and appropriate to establish a Community Fund Policy for the City of Quinte West;

**Now Therefore The Council Of The Corporation Of The City Of Quinte West Hereby Enacts As Follows:**

1. That this By-law shall be entitled the **"Community Fund Policy By-law"**.
2. That a Community Fund Policy is hereby adopted for the City of Quinte West.
3. The said Policy shall be as set out in Schedule "A" attached hereto and shall be deemed to form part of this By-law.
4. By-law No. 17-063 shall be and is hereby repealed.
5. This By-law shall take effect upon the final date of passing.

**Read A First, Second And A Third Time And Finally Passed This 17th Day Of June, 2019.**

  
Jim Harrison, Mayor

  
Virginia LaTour, Deputy City Clerk



A Natural Attraction

## City of Quinte West Community Fund Policy

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### 1. PURPOSE

It is the purpose of the Community Fund Policy to assist in the provision of grants to organizations and non-profit associations in a consistent manner.

The following list outlines the main purposes of the Community Fund:

- Maintain and enhance the quality of life for residents of Quinte West
- Develop a healthy and sustainable community
- Promote citizen participation and volunteerism
- Respond to community needs and interests

### 2. ADMINISTRATION

This fund will be administered by the Corporate & Financial Services Committee who will review the applications and make recommendations to Council for final approval.

### 3. LEGISLATIVE AUTHORITY

Section 107 (1) of the Municipal Act states:

“Despite any provision in this Act relating to the giving of grants or aid by a municipality, subject to section 106 a municipality may make grants, on such terms and conditions as to security and otherwise as the Council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that the Council considers to be in the interests of the municipality.”

#### **4. OBJECTIVES**

The main objectives of the fund are to promote:

- Health and Wellness of the local community
- Arts and culture
- Youth Initiatives
- Seniors initiatives
- Safety
- Economic Growth and stimulus within the local economy
- Community Development and Special Events

However, the Committee and Council may provide assistance to other objectives from time to time as they see fit.

#### **5. CRITERIA**

The following criteria will be considered by The Corporate and Financial Services Committee (“the Committee”) when evaluating requests for funds, however, it is for assistance only and is not intended to be limiting or the only criteria Council may use for its determinations.

- The benefits provided to local residents
- Statistics of participation (area, target group served, number of local clients)
- Evidence of service need or uniqueness of service provided (responsiveness to community)
- Area of interest or promotion (i.e. Arts & Culture, Sports & Recreation, Youth etc.)
- Continued sustainability of program or service (legacy)
- Accountability and history of the group or organization requesting assistance (financial, effectiveness, quality of management)
- Financial resources, evidence of need, other funders involved, stakeholders in the community
- Testimonials of clients and/or participants as to value or need for program or service
- Equity and accessibility to participants
- Innovation, community pride, enhanced community profile as anticipated results of providing the assistance
- Each Organization can only make one application per year

- If the organization receives funding from the City through the Economic Development Fund, then the organization is not eligible for funding under this program
- Applications can only be made by Organizations, no applications made by individuals will be accepted
- The applicant must provide a listing of the officers of the Organization

The funds main purpose is to provide funds for one-time and/or ongoing operating expenses; preference will be given to applications for one-time and project related expenses.

Granting of financial assistance in any one year by the Committee and Council is not to be regarded as a commitment of the City of Quinte West to continue such financial assistance in future years.

The Committee and Council is not obligated to allocate funds to any organization, group or event, regardless of the fact that they satisfy the eligibility criteria and meet all of the objectives of this policy.

## **6. PROCEDURES**

Community groups and organizations requesting grant funding from the City of Quinte West must complete the attached application. The applicant will be notified of the meeting date of the Committee so that they may attend and answer any questions that the Committee may have.

The Corporate and Financial Services Committee will consider applications received for Community Funding up to September 30<sup>th</sup>. The Corporate and Financial Services Committee may or may not fund to the limit of the budget allocation at its discretion. The budget allocation is an estimate and does not require the Committee to fund up to the amount, nor does it limit the Committee in providing assistance as it deems advisable.

## **7. MAXIMUM GRANT AMOUNTS**

- The total gross amount of grants available in any one year shall not exceed \$65,000
- The maximum amount available to any one organization in any year is \$5,000

- It is important to note that if an organization is also requesting fee waivers for the use of Quinte West facilities and parks the total combined benefit to any organization in one year is \$5,000.
  - Therefore if an organization receives the full \$5,000 through this grant process they will be ineligible for any fee waivers during the funding year.
- Only one application per organization can be submitted per year
- The Committee and Council have the sole discretion to increase or reduce the amount of funds available for Grants under the Community Fund

## **8. GRANT CONDITIONS**

- Recognition on the City's grant must be given on promotional materials or at the event
- The City's logo must be placed on all promotional materials
- Cheques can only be made out to Organizations. No cheques will be made payable to individuals
- Any unspent funds at the end of the project must be returned to the City of Quinte West
- Within one year of the receipt of funds from the City, or before a new grant application can be submitted, the successful applicant must comply with the following:
  - Provide the Director of Corporate & Financial Services with an unaudited financial statement showing all revenues and expenditures for the related project
  - In addition, a written report outlining the following:
    - Project Title
    - Total number of participants
    - Total number of Quinte West Resident Participants
    - How the objectives outlined in the original application were achieved
    - Any photos or testimonials would be an asset to the report
- Failure to submit the report, and or meet any of the Grant Conditions outlined above will result in the organization being ineligible to apply for funding in future years or any approved funds may be withheld until such time the above conditions are met

## City of Quinte West Grant Application Community Fund

<b>Organization:</b>	
<b>Amount Requested (max \$5,000):</b>	
<b>Contact:</b>	
<b>Position:</b>	
<b>Telephone:</b>	
<b>Fax:</b>	
<b>Email:</b>	
<b>Address:</b>	
<b>City:</b>	
<b>Province:</b>	
<b>Postal Code:</b>	
<b>Contact Address (if different):</b>	
<b>Have you received a grant from this program in the past?</b> Y   N	<b>If yes, when: Amount:</b>
<b>Are you incorporated?</b> Y   N	<b>If yes, Registration #</b>
<b>Are you a registered charity?</b> Y   N	<b>If yes, Registration #</b>

**Project Outline:**

Please provide an overview of the proposed project.

**Objectives:**

Please provide a brief description of the projects' objectives to be achieved and how this project meets the objectives outlined in this policy.

**Economic Benefits:**

Describe the benefits of the project to the local economy.

**What is the projected number of Quinte West residents that this funding will benefit?**

**What is the projected number of people from outside Quinte West that will be drawn to Quinte West due to this funding?**

**Partnerships:**  
**Is the Project being done in conjunction with another group(s)?**  
**If so, please list the other groups.**

**Outline the number of volunteers involved with the event/project:**

**Alternate Funding:**  
**Is the project being funded from another source? If so, please indicate the group and amount.**

**What will be the outcomes/results of this funding?**



**How will you evaluate this project, how will you know it is successful?**

**Barriers:**

**Please outline any barriers or issues that may affect the success of the project and how will these be overcome.**

**Are there any additional services required of the City in order for the project/event to take place?**

**Please attach:**

- **Most recent financial statements**
- **Budget for project**
- **Any testimonials/letters of support**

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**Signature of Applicant**