



Policy Title: Community Fund Grant Policy

Policy Number: A09-POLICY-0035

Policy Type: Council Policy
Policy Owner (Department, Contact): Financial Services, Treasurer
Approval Authority: Council

Administration			
Effective Date:	2015-11-02	Last Review Date:	2024-07-18
Related Policy(ies):	N/A		
Related By-Law(s):	By-Law 14-123 - Fee Waiver Policy		
Procedural Document:	A09-PROCEDURE-0035		

1. Policy Statement

The City of Quinte West is committed to supporting community initiatives and projects that enhance the well-being and quality of life of its residents. This policy provides a framework for the provision of grants to individuals, organizations and non-profit associations in a consistent and transparent manner.

2. Purpose

The purposes of this policy are to:

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

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3. Scope

This policy applies to all non-profit community groups, organizations, and individuals seeking financial support for community projects within the City of Quinte West. It encompasses applications for funding, the evaluation and approval process, and the administration of funds.

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, Council may provide assistance to other objectives from time to time as they see fit.

4. Definitions

Community Fund: Financial resources allocated by the City of Quinte West to support community-driven projects and initiatives.

Applicant: Any non-profit community group, organization, or individual seeking financial support from the Community Fund.

City: The Corporation of the City of Quinte West.

Council: The City Council of the Corporation of the City of Quinte West.

Grant: A sum of money given by the City for a particular purpose.

Project: A specific activity or initiative proposed by an applicant that requires financial support and aligns with the goals of the Community Fund Policy.

Treasurer: The City Treasurer, or designate, is responsible for managing the financial affairs of the City. The role involves overseeing the City's financial resources, including revenue collection, investments, disbursements and reporting.

Website: The City of Quinte West's collection of web pages exists under one domain name, containing related content to the City. Access is available through www.quintewest.ca

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5. The Policy

5.1. General

The Community Fund is established to support initiatives that contribute to the social, cultural, environmental, and economic well-being of the community.

5.2. Responsibilities and Authorities

5.2.1. Council

5.2.1.1. Mayor and Council shall be responsible for approving the overall Community Fund budget as well as the allocation of the budget amongst the Community Fund Grant Applicants.

5.2.2. Finance Department

5.2.2.1. The Finance Department shall be responsible for managing the application process, evaluating proposals, recommending recipients, and administering approved funds.

5.2.3. Applicants

5.2.3.1. Applicants shall be responsible for submitting complete and accurate applications and for the proper use of allocated funds.

5.3. Application Process

5.3.1. All applicants will submit either in person, by mail, or electronically, a completed application, together with any supporting documentation, as required to the Financial Services Department.

5.3.2. Applications for the Community Fund will be accepted annually from August 1 to September 30.

5.3.3. Proposals must include a detailed description of the project, budget, and expected outcomes.

5.3.4. Applications forms are available in:

- a) Printed format (Appendix A), shall be made available at City Hall, the Frankford Municipal Office and at both Public Library locations.

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b) Digital format, shall be made available through the City website.

5.3.5. The Treasurer, or designate, will review applications and provide a report to Council on recommended grant recipients for final approval at the City's Final Budget Meeting(s).

5.4. Evaluation Criteria

5.4.1. Projects will be evaluated based on their alignment with municipal goals, community impact, feasibility, and sustainability.

5.5. Fund Administration

5.5.1. Successful applicants must abide by the grant conditions as prescribed in Section 5.7 of the policy.

5.5.2. Funds must be used solely for the approved project, and recipients must provide a final report upon project completion.

5.6. Monitoring and Evaluation

5.6.1. The total gross amount of grants available in one year shall not exceed the budget set by Council for that year.

5.6.2. The maximum amount available to any one organization in any year is \$5,000. This includes any fee waivers, property tax rebates, tourism development funds, or in-kind contributions from the City.

5.6.3. Granting financial assistance in any one year is not a commitment to continue such assistance in future years.

5.7. Grant conditions

5.7.1. Recognition of the City's grant must be given on promotional materials and at events.

5.7.2. The City's logo must be placed on all promotional materials.

5.7.3. Any unspent funds at the end of the project must be returned to the City.

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5.8. Monitoring and Evaluation

5.8.1. The effectiveness of the Community Fund Policy will be monitored through regular reviews of funded projects and annual assessments of the policy's impact.

5.9. Forms

- City of Quinte West Community Fund - Grant Application Form - Appendix A

5.10. Legislation and Other Resources

- Municipal Act, 2001, S.O. 2001, c. 25 - 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.”
- Where a conflict exists between the provisions of this Policy and any legislative or legal requirement, the legislative or legal requirement will prevail.

5.11. Appendices

- City of Quinte West Community Fund - Grant Application Form - Appendix A

5.12. Review and Amendment Procedures and Guidelines

5.12.1. The Policy shall be reviewed every three (3) years or as needed based on feedback from stakeholders and changes in municipal priorities. Amendments will be made following a review process involving community consultations and approval by the Council.

5.12.2. This Policy may be amended at any time at the direction of Council.

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5.13. Contact Information

5.13.1. For questions about this Policy, please contact the Financial Services Department at:

- Attn: Financial Services Department
 City of Quinte West
 2nd Floor, City Hall
 7 Creswell Drive,
 Trenton, ON, K8V 5R6
 613-392-2841

Legislative History	
Date	Description
2015-11-02	Enacted November 2, 2015
2019-06-17	Addition of Schedule A - Adopted By-Law No 19-083 - June 17, 2019
2024-07-17	Created A09-POLICY-0034 from previous Policy/Procedure Amended Policy and Appendix A presented to Council - Staff Report QW-2024-00038 Adopted with amendments by Council - Motion No. 24-336
2024-08-14	Repealed By-Law 19-083

**City of Quinte West Grant Application
Community Fund**

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

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?