



## **City of Belleville Grant Policy**

**Subject: Grants issued by the City of Belleville**

**Dated: December 2012**

**Revised:**

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### **1. POLICY STATEMENT**

The City of Belleville recognizes that many municipally located organizations, groups, and events provide a valuable contribution to the residents of the City of Belleville. The Municipality understands the financial constraints that these organizations operate under and the impact and social responsibility that the Municipality has to ensure the viability / financial stability of these community organizations, groups, and events.

### **2. PURPOSE**

The purpose of this policy is to provide a consistent procedure for the issuance of monetary grants and grants of municipally owned resources to community organizations, groups and events.

The objective of grants issued by the City of Belleville is to promote the well-being of the community and the growth and/or recognition of individuals in the community through providing resources to organizations, groups and events in a fair and equitable manner.

### **3. SCOPE**

This policy applies to any direct monetary contribution or contribution of City services, facilities or equipment which are not eligible for assistance under any other Council program. Direct monetary contributions do not include upload payments.

Municipally owned resources eligible for grants include:

- Use of a municipally owned facility (rental fee waived/reduced)
- Municipal staff support (expertise) for an event (wages waived/reduced)
- Use of municipally owned equipment (rental fee waived/reduced)
- Use of municipally owned materials (rental fee waived/reduced)

**Upon implementation, the requirements of this policy will not be applicable to organizations, groups and events that Council chooses to grandfather into, or exclude from, the Grant Policy.**

## **4. RESPONSIBILITY**

### **4.1 Council**

- 4.1.1 Approves all monetary grants and grants of City services, facilities or equipment
- 4.1.2 Approve policies, procedures and guidelines as they relate to monetary grants and grants of City services, facilities or equipment

### **4.2 Grant Committee**

- 4.2.1 To review and make recommendations to Council for the approval of all Grant submissions
  
- 4.2.2 All requests will be assessed by the Grant Committee and recommendations brought to Council based on:
  - 4.2.2.1 Availability of the requested resource
  - 4.2.2.2 Potential financial impact to the municipality
  - 4.2.2.3 Contribution to the well-being of members of the community
  - 4.2.2.4 Recognition of a worthwhile program/cause
  - 4.2.2.5 Overall community impact
  - 4.2.2.6 Any other criteria deemed suitable by the Grant Committee
  
- 4.2.3 The membership and organization of the Grant Committee will be determined by the terms of reference of the committee, but will consist of the Mayor and at least one other member of council.

### **4.3 Chief Administrative Officer**

- 4.3.1 Develop processes to reflect corporate priorities

### **4.4 Department Heads**

- 4.4.1 Provide the Grant committee with the cost of grants of City services, facilities, equipment, etc.

### **4.5 Treasurer**

- 4.5.1 Recommending policies and procedures surrounding the management of Municipal grants.
- 4.5.2 Preparing reports for presentation to both senior management and Council surrounding grants.
- 4.5.3 Ensuring adherence to statutory and policy requirements

## **5. DEFINITIONS**

- 5.1 None

## **6. FURTHER RESOURCES**

- 6.1 None

## **7. PROCEDURES**

- 7.1 All requests for grants should be directed to the Grant Committee of the City of Belleville in conformance with the attached application form.
- 7.2 Requests should be made well in advance of the event (at least 120 days prior) so that the request can be considered by the Grant Committee and a recommendation brought forward at a regularly scheduled Council Meeting.
- 7.3 All grants will be funded from money determined at the annual operating budget. The budgeted grant money for the year will fund all approved monetary grants and grants of city services, facilities or equipment.
- 7.4 All monetary grant applications must be submitted prior to the annual operating budget deliberations. The annual deadline will be posted on the City website following the finalization of the budget date(s).
- 7.5 Grants made by the municipality are not to be regarded as a commitment by the municipality to continue such grants in the future. Grants will be approved and issued for the current operating period. Applicants requiring funding beyond the current operating period will be required to re-apply on an annual basis.
- 7.6 No grant will be considered approved unless specifically authorized by Mayor and Council in the form of a resolution of support.
- 7.7 In making grants, the municipality may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding grants are final.
- 7.8 Grants will not be available to groups that have failed to comply with any reporting requirements (if applicable) from previous grants.
- 7.9 Grants will not be available to assist with operating expenses of an organization

### ***General Eligibility Criteria***

- Applicants must demonstrate the need for the specific request. Each request must be made in the prescribed form. (See Application Form)
- Individuals will not be eligible to receive grants from the City.
- The municipality reserves the right to limit the number of grants made to a particular organization in any given year.
- Applicants must be located in the City of Belleville.
- The City Council's decisions regarding eligibility are final.
- Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal grant.

- Applicants for a grant of municipally owned resources will be required to hold sufficient commercial general liability insurance; as determined by the City of Belleville. At a minimum commercial general liability coverage of \$2,000,000 will be required, but increased coverage may be necessary based on assessment of the application/applicant during the grant review process.
- Applicants for a grant of municipally owned resources are required to provide an insurance certificate outlining the insurance coverage and listing the *Corporation of the City of Belleville* as an additional insured.

***Ineligible Applicants***

- Political parties
- Government agencies
- Individuals
- For Profit organizations



## Application for Grant

### 1. Applicant/Organization

Name of Applicant/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Business # / Registered Charity #: \_\_\_\_\_

### 2. Information Regarding the Organization

1. What services or activities does your organization and/or event provide to City of Belleville residents (provide separate pages if necessary)?

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2. What is the mission and primary objectives of your organization and/or event (provide separate pages if necessary)?

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### 3. Type of Grant

Financial Assistance - \$ \_\_\_\_\_

Municipal Resources:

- Use of a municipally owned facility (rental fee waived/reduced)
- Municipal staff support (expertise) for an event (wages waived/reduced)
- Use of municipally owned equipment (rental fee waived/reduced)
- Use of municipally owned materials

***Details of municipal resource request:***

***Date:*** \_\_\_\_\_

***Time:*** \_\_\_\_\_

***Details of request (provide separate pages if necessary):***

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In order to ensure that your organization / event receives all of the resources that they require please ensure to be detailed and include **absolutely all** resource requests required from the City of Belleville. If necessary, please consult the applicable City department prior to completion of this application, as changes to the request after approval **WILL NOT BE ACCOMMODATED**.

***Insurance:***

All applicants requesting a grant of municipally owned resources are required to provide an insurance certificate with a minimum of \$2,000,000 of commercial general liability coverage and listing the *Corporation of the City of Belleville* as an additional insured. Additional coverage may be requested by the Grant Committee as a stipulation of the Grant

**4. Purpose of Grant**

a single event OR  a number of related events

*Benefit to the community (provide separate pages if necessary):*

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*Details of how funds will be expended:*

**Please provide a detailed budget of how the grant will be spent.**

*Do you consent to Council evaluating how the funds were spent, if Council elects to do so?*

**YES / NO**

**5. Any additional information which you consider necessary (provide separate pages if necessary):**

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**6. How will your Organization acknowledge the Council's Grants (provide separate pages if necessary)?**

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***The Municipality assumes no liability for the activities of the organization and takes no responsibility for dealing directly with vendors on behalf of the organization***

Name of Organization: \_\_\_\_\_

Responsible Person: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Please forward completed form to:

The Corporation of the City of Belleville  
Attn: Grant Committee  
169 Front Street  
Belleville, ON K8N 2Y8

Email: [GrantCommittee@city.belleville.on.ca](mailto:GrantCommittee@city.belleville.on.ca)