

Municipality of Middlesex Centre
Policy Manual

SUBJECT: GRANT REQUESTS	SECTION: GENERAL GOVERNMENT
POLICY NO.: GG-1.01	SUBSECTION: ADMINISTRATION
	DATE APPROVED BY COUNCIL: JUNE 6, 2007

PURPOSE:

To provide assistance to organizations and groups who provide services within the Municipality of Middlesex Centre for the common good of residents, primarily recreational, arts and cultural, environmental and community-related activities intended to fulfill the goals of the strategic plan.

ELIGIBILITY:

An applicant organization must meet the following general criteria in order to be considered for a Municipality of Middlesex Centre grant:

1. Operate as a not-for-profit organization. Any specific service, program or activity for which funding is requested must also be not-for-profit in nature.
2. Be based in the Municipality of Middlesex Centre or contribute to preserving the history and culture of Middlesex Centre. Membership and programs must be open to all Middlesex Centre citizens, and services, programs and activities must be of benefit to Middlesex Centre citizens.
3. Those organizations actively involved in serving a large number of children, youth or seniors will be given preference.
4. Requests from organizations that provide similar services as provided by the municipality must be assessed as to whether there is a duplication of services. The municipality will not issue grants that conflict with or are in direct competition with programs operated internally.
5. Demonstrate a willingness to co-operate as much as possible with the programs and activities of other community organizations, especially those in its own sector (e.g. recreation, social services, culture/heritage, etc.).

Date	Version	Comments	Approval
April 1, 1998	000	New Policy	Council
September 15, 2004	001		Council
June 6, 2007	002	Complete Review of Policy	Council
February 4, 2009	003	A budgetary amount of \$3.00 per property and change the date for application submission from March 31 st to April 30 th	Council

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6. Requests for in-kind facility grants will only be awarded to those organizations planning to use the facility for medical or health related matters. This would include blood donor clinics and vaccination clinics.
7. Complete the Application for a Municipality of Middlesex Centre grant in full, attached as Schedule 'A' to this policy.
8. Applications from private enterprise or individuals will not be considered.

Process

Organizations must complete and submit a grant application by April 30th of each year. Request for cash grants and in kind facility grants will be decided by Corporate Services Committee and Council.

A budgetary amount of \$3.00 per property as a grant amount will be established with the budget process each year. Once the annual general provision grant amount as approved by Council has been allocated, no further grant submissions will be recommended for approval by staff.

Corporate Services Committee may request that the organization address the Corporate Services Committee or Council as a delegation if further clarification of their application is required.

In evaluating grant applications, Council and Staff will consider:

- i) the contribution that the service, program or activity makes to the life of the community;
- ii) the effectiveness and quality of the service, program or activity;
- iii) the fiscal viability and accountability of the organization and of any specific service, program or activity for which funding is being sought;
- iv) the degree of community involvement in the service, program or activity.

Formal notification of the grant decision will be sent to the applicant following decisions at Corporate Services Committee and Council.

Any organization receiving a grant from the Municipality of Middlesex Centre will recognize the Municipality's contribution in any promotional literature or material which may be prepared by the organization in relation to the event or project for which the Municipality's grant is provided.

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Grants are intended for one time annual funding only, for a specific event or project. Organizations seeking continual support are encouraged to seek other funding sources and not rely on grant funding from the Municipality. Grant requests for ongoing support will be considered with the annual operating grant process.

If the grant request is denied, the organization will not be given an opportunity to appeal Council's final decision, however the organization may submit an application the following year.

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