

Policy

Section: Economic Development

Policy: Grants and Community Support

Policy By-Law: 2025-xx

Date: April 28, 2025

Repealed Authority: By-Law No. 45-2021

Coverage:

The purpose of this policy is to:

- Provide support to non-profit groups and organizations that provide programs, services or undertake projects that are of general benefit to the residents of the Municipality of Arran-Elderslie.
- Provide staff with clear direction in considering and responding to support requests.
- Provide an equitable process for groups and organizations seeking support from the Municipality of Arran-Elderslie.

Policy Statement:

The Municipality of Arran-Elderslie recognizes the valuable contributions made by volunteer groups, non-profit organizations, and charities in promoting and enhancing the social, cultural, and economic well-being of the community.

The Municipality is committed to treating all requests for contributions in a consistent, fair, and equitable manner. Council also acknowledges that residents have the right to expect that tax revenues are used responsibly, in ways that are fair, justifiable, and transparent.

Council remains committed to supporting groups that deliver beneficial programs, services, or projects to our communities, while also recognizing the financial limitations that may affect the Municipality's ability to provide such funding.

Contents:

Definitions

“Applicant” means the group or organization making the request for a grant.

“Facility” means municipal lands (parks, sports fields), buildings and portions of buildings available for rent or lease (owned and operated by the Municipality).

“Fees” means fees levied with respect to the renting/leasing of facilities and related fees as set out in the Municipality’s Fees and Charges By-Law.

“Grant” means a financial contribution provided to the applicant to be used toward a specific event or initiative.

“In-Kind Grant” means the contribution of the use of municipal property/facilities, materials, or resources other than cash. This may be referred to simply as a “Grant” throughout this document.

“Municipality” means the Corporation of the Municipality of Arran-Elderslie.

“Non-profit organization” are associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

“Registered Charities” or “Charities” are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more charitable categories as approved by the CRA.

“Volunteer Groups” work towards common community goals, provide services, and contribute their time and finances freely to a cause they believe in.

General Guidelines

The Grants and Community Support Policy has been established to provide guidelines to organizations within Arran-Elderslie who are seeking modest financial assistance with the following:

- One-time start-up funding for a new community event, program, or festival
- Funding for an established community event, program, or festival
- In-Kind grant support for the use of municipal property/facilities or resources for a community event, program, or festival

Eligibility

Applicants must meet the following criteria to be considered for a municipal grant:

1. Must operate as a non-profit, charity, or volunteer organization offering programs or services which address identifiable needs in the Municipality.
2. Must demonstrate a clear need for the grant being requested.
3. Shall have a designated member who will assume responsibility for the grant agreement and administration.
4. Shall submit by October 1st of each year, a completed application form through the Municipalities website.
5. Only one application per organization will be accepted.

Applications will not be considered from the following:

1. Individuals
2. For profit organizations
3. Organizations and initiatives that exist outside of the Municipality and do not provide direct benefit to Arran-Elderslie residents
4. Organizations that do not submit the required Schedule C report from previous grants
5. School Boards, schools, and education institutions
6. Fundraising Events
7. Sponsorship of athletic endeavors (i.e. tournaments, races, regular season activities, travel costs)
8. Third party requests
9. Completed Projects
10. Religious or Sectarian Programs or Purposes unless engaged in a project benefitting the community

Application Process

1. The Municipality will invite applications for Grants and Community Support by posting notice of the program on the Municipal website and promoting through the Municipality's Social Media.
2. Applications will be accepted through the Municipality's website before October 1st to be considered prior to budget deliberations.
3. All requests will be assessed based on the availability of the requested resource, the potential financial impact on the Municipality and the applications contribution to the well-being of the community.
4. Grants and In-kind Grants are not to be regarded as a commitment by the Municipality to continue such support in the future.

5. Grants are non-transferrable between projects or groups and must be used in the current year.
6. Successful applications must acknowledge the Municipality's contribution in event advertisements. A logo will be provided for use.
7. The Municipality may impose conditions and or restrictions on a grant as it see fit and additional information may be requested for consideration. Funds will be allocated as deemed appropriate and may not correspond with the amount requested.
8. Reporting A completed grant report is required within 3 months of the completion of the project/program or before the end of the calendar year. Any grant funding that has not been spent in the year that is it received shall be returned to the Municipality.
9. Council will set an amount annually in the budget to be apportioned to Grants and Community Support. Complete applications received before October 1st will be summarized and presented to Council for consideration. Once the annual budgeted amount has been exhausted, any further grant requests will not be considered. They may be held and reviewed during the next budget process