



Purpose:

The purpose of this policy is to provide guidance to ensure a consistent, equitable, and appropriate process to provide municipal funds or other forms of assistance, in limited amounts, to community groups and organizations to undertake capital projects, and to ensure that full value be obtained for each dollar provided in financial assistance by the Township.

Definitions:

A **non-profit organization (NPO)** is a club, society, or association that is organized and operated solely for:

- social welfare
- civic improvement
- pleasure or recreation
- any other purpose except profit.

Policy:

1.0 General Objective

- a) To establish a grants administrative system which will be fair, effective and consistent.
- b) To promote and enhance the volunteer component throughout the service delivery system in the Township of Zorra.
- c) To ensure all applications are evaluated using an established set of criteria and that each application is considered on its own merit.
- d) To ensure that a system of accountability is maintained between the applicant and the Township of Zorra.

2.0 Scope

- 2.1 The policy applies to all partnerships between community groups and the Township of Zorra for capital projects. Capital projects are projects of an unusual or extraordinary nature, with a total projected capital cost of at least \$5,000 that will build upon, add to, create, or improve a capital asset.
- 2.2 Capital grants are provided for projects involving construction or purchase of physical assets, including, but not limited to, land, building and associated renovation costs.

3.0 Roles & Responsibilities

- 3.1 The Manager of Finance/Treasurer administers the capital grant process.
- 3.2 Department Heads will review and provide in a report the financial impact of the in-kind request and availability of the resources being requested.



- 3.3 The Council of the Township of Zorra reviews and provides final approval on all applications as part of the annual budget process. Applications received outside of the annual budget process will be reviewed and approved by the Manager of Finance/Treasurer.

4.0 Eligibility

- 4.1 The organization must have a clearly stated purpose and function that result in an improvement in community services within the Township of Zorra and the organization must be responsible for the planning and provision of these services.
- 4.2 Organizations must be non-profit community groups and organizations and be based in or connected to the Township of Zorra.
- 4.3 Proposals may relate to an asset that is owned by the Township, build on Township-owned land, is a Township capital facility, or to an asset that is operated by a community partner who delivers service(s) on behalf of or to the Township.
- 4.4 Proposals must be capital projects for equipment, new facilities, renovations, expansions, or redevelopment.
- 4.5 Proposals must not duplicate existing facilities at the same site or within the same service area.
- 4.6 This grant program should not be considered as the primary source of funding for the organization as such funding is intended to be supplementary to main sources of funding for organizations.
- 4.7 Eligible applicants must be able to demonstrate that they have thoroughly explored grants and funding from other sources, including fundraising, sponsorships, donations, and/or Federal/Provincial grant programs. Applicants who have, or will have, funding from alternate sources must disclose this funding as a part of the budget submitted in support of the Community Partnership Program Application. If no other sources of funding have been pursued, applicants are required to provide information on the reasons why other opportunities were not explored (not applicable to HST grant funding).
- 4.8 The organization/committee must have been in existence for two (2) years, or be a Committee of Council, and comprised of an independent volunteer board of directors.
- 4.9 The mandate of the organization must provide for services extended to the general public of the Township of Zorra and should not exclude anyone by reason of race, religion, or ethnic background in accordance the Canadian Charter of Human Rights and Freedoms.
- 4.10 Since volunteers are an important part in community service, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services.
- 4.11 All requests for financial assistance will be assessed in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community, community response, and apparent quality (not applicable to HST grant funding).

- 4.12 The granting of financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years.
- 4.13 No financial donation or assistance will be considered unless specially authorized by this policy.
- 4.14 Application forms will be available at the Township office and on the Township website.

5.0 Eligible Capital Costs

- 5.1 The following costs are eligible for cost-sharing under a community partnership:

- a) Concept and design costs
- b) Construction costs
- c) Site development costs
- d) Fixed equipment
- e) Significant renovation/upgrades of assets

- 5.2 The following costs are not eligible:

- a) Financing costs
- b) Fundraising costs
- c) Non-fixed furniture and equipment costs
- d) Computers and related costs
- e) Ongoing repairs and maintenance in the normal course of operations

6.0 Ineligible Requests

- a) To individuals
- b) To organizations which are profit-oriented, have a political mandate or special interest groups and clubs and/or clubs with exclusive membership.
- c) On a retroactive basis or for a project that is already completed.
- d) To cover budget deficits.
- e) For day-to-day operating costs of an organization (i.e. staffing, rent (excluding municipal facilities), property taxes, office supplies (including electronic equipment), etc.).
- f) To organizations providing a share or membership which may be held or disposed of for personal gain.
- g) To support programs or services geared specifically to activities related to ratepayer or tenant/landlord associations.
- h) For religious activities or instruction, including renovations to a place of worship unless it is also used for community activities.
- i) To support programs or services which are operated under the authority of another level of government.
- j) As donations to charitable causes.
- k) To offset capital depreciation costs.
- l) For attendance at conferences, workshops, and seminars.
- m) For travel, accommodation, uniforms, or personal equipment.

- n) To recreational sports groups, individual athletes, or teams for a competition or to subsidize participation in a sports event.
- o) To groups that have failed to comply with reporting requirements from previous grants.
- p) For projects taking place on private property, which is not accessible to the public or used for community activities.
- q) To fund a third party.
- r) Township employees, members of Council, or any Township lead project that falls within the Township's Annual Capital Budget, not including committees spearheaded by Council.
- s) Adult recreation and leisure groups, associations, and teams, except in cases where the group plans to use grant funds for a community project, program, activity, or event.
- t) Associations or groups who receive subsidy under Township of Zorra's Policy No. 700-06 Recreation Fee Waiver and Reduction Policy.
- u) Local cemetery operators who receive subsidy under Township of Zorra's Policy No. 500-03 Annual Grants to Cemetery Operators Policy.

7.0 Project Evaluation

The following are the guidelines to be used by the Township of Zorra in evaluating applications for capital grants from community groups.

- 7.1 The development of community partnerships for capital projects should include one of the following objectives:
 - a) The development of capital projects that respond to priority needs as identified through the Township's capital planning process.
 - b) The support of community initiatives for the development and improvement of facilities which serve the Township of Zorra.
 - c) The development of cost-effective capital projects which minimize the Township's contributions and leverage funding from other sources.
- 7.2 Partnerships entered into by the Township should support the following principles:
 - a) The goals of the community group and the Township of Zorra should be aligned with the Township's Strategic Plan(s) and should be in the interest of the public.
 - b) All facilities developed under such partnerships must be open and accessible to all residents of the Township of Zorra.
 - c) All partnerships should be considered in the planning process for all major capital projects.
 - d) Funding agreements with the Township are subject to the availability of funding.
 - e) Partnerships will only be considered where they can be supported by a business plan that indicates that the project is sustainable over the long term.
- 7.3 At a minimum, the following criteria will be considered in assessing the desirability of entering into a proposed community partnership with an eligible community group for an eligible capital project:
 - a) The extent to which the proposal provides the opportunity for increased community participation.

- b) The extent to which the proposal leverages the amount of funding contributed through other sources.
- c) The existence of other potential partners and their involvement and contributions to the project.
- d) An assessment of the status of the planning and funding for the project, including the prospect and timing of additional funding support from other agencies.
- e) The appropriateness of the scale of the proposed project and the financial or other input being requested from the Township.
- f) The equity and fairness of proceeding with the project regarding the distribution of expenditures within the Township.
- g) The track record of the community group, demonstrating an ability to undertake and complete the project.
- h) The extent of community support for the project and the degree to which there will be positive benefits to the community.
- i) The scope of work required by Township Staff.

8.0 Required Documentation

In addition to the Township of Zorra's application form, the following documents must also be included:

- a) A list of the organization's executive board members including name, position, contact information/phone/address and email address where applicable
- b) The most recent financial statement of the organization. This includes a balance sheet and revenue and expenditures summary
- c) An approved proposed budget for the year of the grant request
- d) A lifecycle strategy illustrating the maintenance of the life of the asset in question; what the expected end of life of the asset is; what the replacement cost of the asset is
- e) A three-year projection of future projects for consideration by the committee
- f) A business plan outlining the financing, timeline, and scope of the project

9.0 70/30 Funding Stream

9.1 Funding

- a) The Township contribution towards capital projects will be a maximum of 30% of the final capital project cost, based on the submitted budget for the project. If the project is scheduled to be completed in a future year, the total budget should account for inflation.
- b) The Township contribution of 30% will have a maximum dollar value stipulated when Council "approves in principle" to move ahead with the project.
- c) Township contribution may be provided in one or more of the following ways:
 - i. Grant paid in cash
 - ii. Provision of land by way of gift or long-term lease
 - iii. Services provided in-kind



- d) Approval in principle may be provided for eligible capital projects prior to other funding sources being secured. This may be necessary in order that the organization can apply for funding from other sources. In these cases, the approval will include conditions that must be met prior to the release of any Township funds, such as evidence of approval of the application for funding from other sources.

9.2 Process/Timeline

- a) Applicants must submit their applications to the municipal office or electronically to the Manager of Finance/Treasurer by September 25th of the year prior to when the funds are needed, at the latest, to be included in the budgeting process.
- b) Applications received outside of the budget process will be reviewed on a case-by-case basis, given that the application is still submitted by September 25 of the year prior to when the funds are needed.
- c) Application forms are available at the municipal office and on the Township's website. Availability of forms will be advertised through social media.
- d) The business plan for each proposed partnership will be analyzed and evaluated by the Manager of Finance/Treasurer. The results of this analysis, together with recommendations, will be brought to Council in a report.
- e) Applications for in-kind non-financial assistance will be forwarded to the respective departments for review. The Department Head will review and provide in a report the financial impact of the request and availability of the resources being requested as part of the annual budget process.
- f) Applications will be reviewed for completeness, accuracy, and compliance with this policy.
- g) Organizations should be prepared to make a presentation to Council as part of the Township's budget process. Presentations will be scheduled by the Manager of Finance/Treasurer and the organization.
- h) Council makes the final decision on all capital grant community partnership requests.
- i) All Corporate policies and regulations must be followed.
- j) Organizations shall not apply for the 70/30 funding grant if a previously funded capital project is still outstanding/incomplete.

9.3 Accountability and Recognition

- a) Applications awarded a grant will be held accountable for the expenditure in accordance with the Township Purchasing Policy 500-05. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants and may not necessarily be granted the funds until the passing of the budget for that particular year.



- b) Organizations receiving financial and/or in-kind grants shall acknowledge the Township's contribution through all printed material and other promotional means. The Township's logo is available from the Deputy Clerk.

9.4 Township-Owned Assets

- a) Capital assets funded through these grants that are township-owned shall be recorded in the Township's asset database as well as recorded for insurance purposes.

10.0 HST Funding Stream

10.1 Funding

- a) The Township will provide a grant to the community groups in the amount of the HST on the project.

10.2 Township-Owned Assets

- a) Capital assets which receive the HST funding stream through this grant must be township-owned and shall be recorded in the Township's asset database as well as recorded for insurance purposes.

10.3 Process/Timeline

- a) Applicants must submit their applications to the municipal office or electronically to the Manager of Finance/Treasurer by September 25th of the year prior to when the funds are needed, at the latest, to be included in the budgeting process.
- b) Applications received outside of the budget process will be reviewed on a case-by-case basis.
- c) Application forms are available at the municipal office and on the Township's website. Availability of forms will be advertised through social media.
- d) At the time of purchase, the applicant will provide the Township with the capital asset purchase details, and the Township will purchase the asset on the group's behalf. The Township will then invoice the community group for the full cost, less the HST.
- e) Township Staff must record the capital project in the asset database as well as record it for insurance purposes.

Next revision date: (every five years)

August 2029.

Accessible Formats:



Policy: 500-10 Community Partnership Program:
Capital Project Grant

No: 500-10

Section: Finance

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Effective Date: August 2024

Resolution #: 18-08-2024

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.



Capital Project Grant Application Form

Township of Zorra
163 Brock Street, PO Box 189 Thamesford ON, N0M 2M0
Ph. 519-485-2490 • 1-888-699-3868 • Fax 519-485-2520
Website www.zorra.ca

Send completed applications to the Township of Zorra Manager of Finance at kgrogan@zorra.ca or call 519-485-2490 ext. 7270 for assistance.

Contact Information:

Organization name: _____

Contact person (first name, last name): _____

Phone number: _____

Email address: _____

Organization/business address: _____

Organization Information:

Please describe the purpose and function of your community organization:

Please select the one that applies:

☐ We are a community organization

a) How many years has your organization been in existence? _____

☐ We are a committee of council

Please provide details on a previous capital project that the organization successfully completed:

Project Information:

Please describe, in detail, the capital project that you are requesting a grant for:

What community support is there for the project?

Are there any other community partners involved with the project? If yes, please elaborate.

Will the asset be a township-owned asset? Yes No

Will the community organization be responsible for maintaining the asset? Yes No

How long is the life expectancy of this asset? _____

Once the capital project has been completed, what is the annual cost to maintain the asset?

What will be the future maintenance of this project? Please outline the activities and the projected cost.

Financial Information:

Please indicate the funding stream you are requesting: 70/30 HST

Please indicate the grant amount you are requesting: _____

Please provide the amount above as a percentage of the total project cost: _____

What type of contribution are you requesting:

- a) Grant paid in cash
- b) Provision of land by way of gift or long-term lease
- c) Services provided in-kind

Has the organization made a request for or received funds from the Township of Zorra prior to this application? Yes No

If yes, please list the Township funding that you have applied for or received funds from, and the monies you have received. Please also provide a history of what the prior funding was used for:

Has the organization made a request for or received funds from another foundation, organization etc. other than from the Township of Zorra? Yes No

If yes, please list the other funding that you have applied for or received funds from and the monies you have received:

What other sources of funding will you be receiving for this specific project?

Required Documents:

The following is a list of documents that are required to be included with your application. Failure to include any of the documents may result in your application being delayed and/or not being considered. (3-year plan, lifecycle strategy, business plan)

Has a list of the organization's executive board members been included? Yes No

Has the proposed budget for the following year been included? Yes No

Has the most recent financial statement for the organization been included? Balance Sheet and Revenue/Expenditure statements. Yes No

Has a business plan outlining the financing, timeline, and scope of the project been included?
Yes No

Has a lifecycle strategy illustrating the maintenance of the life of the asset in question been included? Yes No

Has a three-year proposed project schedule outlining the proposed future projects for the organization (attached to this form) been included? Yes No

Accessible Formats:

If you require this document to be in an accessible format, please contact the Director of Corporate Services at clerk@zorra.ca or 519-485-2490 ext. 7228.

Note: I understand by signing this application that the Township of Zorra makes no commitment to the payment of any grant prior to final Township Council approval. I also agree to submit a report within the grant calendar year outlining the success of the organization and the allocation of grant money.

Name/title

Signature

Application Due September 25

The personal information, as defined by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), is collected under the authority of the Municipal Act, 2001 and in accordance with the provisions of MFIPPA. Personal information on this form will be used for the purposes for which it was collected. Questions about this collection of information should be directed to the Township of Zorra's office, 163 Brock Street, PO Box 189 Thamesford ON, N0M 2M0. Phone 519-485-2490.

