

TOWNSHIP OF SMITH-ENNISMORE-LAKEFIELD
MUNICIPAL GRANTS & RECOGNITION AWARDS POLICY

Adopted - May 22, 2001

1. MUNICIPAL AUTHORITY TO MAKE GRANTS & AWARDS

1. The authority of the Municipality to make grants is set out in Section 113 of the Municipal Act as follows:

General power to make grants -- s. 113(1), Municipal Act, R.S.O. 1990 (as amended)

113. (1) Despite any special provision in this Act or in any other general or special Act related to the making of grants or granting of aid by the council of a municipality, the council of every municipality may, subject to section 111, make grants, on such terms and conditions as to security and otherwise as the council may consider expedient, to any person, institution, association, group or body of any kind, including a fund, within or outside the boundaries of the municipality for any purpose that, in the opinion of the council, is in the interests of the municipality.

Assistance prohibited -- s. 111(1), Municipal Act, R.S.O., 1990 (as amended)

111. (1) Despite any general or special Act, a council shall not assist directly or indirectly any manufacturing business or other industrial or commercial enterprise through the granting of bonuses in aid thereof, and, without restricting the generality of the foregoing, the council shall not grant assistance by,

- (a) giving or lending any property of the municipality, including money;
- (b) guaranteeing borrowing;
- (c) leasing or selling any property of the municipality at below fair market value;
- (d) giving a total or partial exemption from any levy, charge or fee.

Exception -- s. 111(2)

(2) Subsection (1) does not apply to a council that is exercising any of its power or authority under subsection 28(6) or (7) of the Planning Act, where the power or authority is exercised with the approval of the Minister.

2. The authority of the Municipality to make grants is set out in Section 113 of the Municipal Act as follows:

Awards and competitions -- s. 114

114. The council of every municipality may provide for,

- (a) offering awards and gifts to persons whose actions or achievements are, in the opinion of council, worthy of note; and
- (b) establishing competitions and awarding prizes therefor.

2. PURPOSE AND OBJECTIVES

1. To provide financial assistance, supplementary to the main sources of revenue, for organizations that have demonstrated the ability to provide services that are of general benefit to the community.
2. To recognize the value of the volunteers and organizations whose programs promote well being and enhance the quality of life in this community.
3. To assist other communities who are facing specific crisis situations of an overwhelming magnitude, eg. 1998 ice storm.
4. To provide recognition to individuals or teams making extraordinary accomplishments.

MUNICIPAL GRANTS

3. BUDGET PROVISIONS

1. Each year during the budget process Council will establish the amount of funding available for allocation as Municipal grants.
2. If Council does not allocate all of the budgeted amount in response to the applications received under this policy, the balance shall remain in the Municipal Grant account for that year and may be called upon to provide grants in urgent situations as deemed appropriate by Council.

4. ELIGIBILITY REQUIREMENTS

1. An organization must show that it involves volunteers and offers programs which address identifiable needs in the community or which bestow benefit to the general community.
2. An organization must demonstrate that it is actively pursuing other sources of financial support and fundraising, eg. funding from other levels of government, donations, membership fees, ticket sales and user fees.

3. An organization must demonstrate a clear need for the funds being requested in order to enable the organization to provide a specific program.
 4. An organization shall have designated Executive Members or a Trustee who will assume responsibility for the administration of the funds provided.
 5. An organization shall submit, by March 31st of each year, a completed application form that is attached hereto as Schedule "A".
5. **PROCESSING OF APPLICATIONS**
1. Organizations must submit a completed application form by March 31st of each year that they are requesting a grant.
 2. Grant applications will be mailed to each organization that currently receives grant. In addition, one advertisement will appear in the local newspaper each year to advise the public of the Municipal Grant Program.
 3. Complete grant applications received by the deadline will be presented to Council for consideration. Council will allocate funds to eligible organizations, as they deem appropriate.
 4. Cheques will be issued for the total amount that Council has approved for each organization.
6. **GENERAL PROVISIONS**
1. The granting of assistance in any one-year is not to be considered as a commitment to grant such assistance in future years.
 2. Notwithstanding any other provision in this policy, Council may make grants to other communities/organizations at any time during the year where they deem such contributions to be warranted due to extraordinary situations.

RECOGNITION AWARDS

7. ELIGIBILITY REQUIREMENTS & MEANS OF RECOGNITION

- 1. An athlete or team who resides/is based in the Township of Smith-Ennismore-Lakefield who has captured a championship at a Provincial, National or International level. A cash award of \$20 and a Township pin. In the case of a team the award is given to each player and management member.**
- 2. An individual or group from the Township of Smith-Ennismore-Lakefield who has been selected for participation in an educational activity/forum at a Provincial, National or International level. A cash award in an amount of Council's choosing with consideration being given to the costs to be incurred by the recipient(s) and two Township pins.**
- 3. The individual selected each year as the recipient of the Lakefield Secondary School Community Service Award. A cash award of \$100 and a Township pin.**
- 4. Individuals or groups from the Township of Smith-Ennismore-Lakefield participating in educational exchanges. Two Township pins for each participant.**
- 5. Individuals who reside in the Township of Smith-Ennismore-Lakefield who are members of a team based outside of the Township of Smith-Ennismore-Lakefield which has captured a championship at a Provincial, National or International level. A cash award of \$20 and a Township pin.**

8. PROCESSING OF NOMINATION FORMS

- 1. A completed Nomination Form, attached hereto as Schedule "B", must be submitted within 45 days of the event.**
- 2. Nomination forms will be reviewed by staff and the appropriate recognition will be granted. Council will be advised of all recognition activities by way of a staff report.**

3. **Notwithstanding Section 8(2), where a nomination form is received pursuant to Section 7(2) the nomination will be referred to Council by way of a staff report for determination of the amount to be granted.**
4. **One advertisement will appear in the local newspaper each year to advise the public of the Recognition Awards Policy.**

Township of Smith-Ennismore-Lakefield

Municipal Grant Application

Submission Deadline:
March 31, 2012

1. Name and Address

2. Name of Contact Person for funding application:

Day Phone No.

Evening Phone No.

3. Financial Information

Please attach:

- a) your most recent financial statements
- b) a completed "Financial Information Return" found in this package

Please answer the following questions in the space provided.

DO NOT ATTACH ADDITIONAL SHEETS.

4. Mission Statement of your organization

5. Amount of funding requested

6. What are these funds to be used for?

(Note: Funds are being granted on the condition that funds must be used for activities or services within the Township of Smith-Ennismore-Lakefield)

7. What effect would the denial of this grant have on your organization?

8. What benefits will be provided to the community?

9. Submission Dates and Location:

Submission Date Deadline: March 31, 2012

You may attach brochures or promotional material that describes your organization and its activities if you wish in an envelope attached to the application.

Completed applications should be submitted to Suzanne Kirk, Corporate Services Assistant, Township of Smith-Ennismore-Lakefield, Box 270, Bridgenorth, Ontario, K0L 1H0

No grant will be made retroactively to fund deficits or shortfalls. Commitments made by an applicant prior to, or in anticipation of official written notification that a grant has been approved are done at the applicant's risk. In the event that an application is rejected, the Township will not be responsible for expenditures already incurred.

10. Conditions of Grant

As a condition of the award of a grant, the applicant agrees to allow the Township Treasurer, or her delegate, to examine any records of the applicant to ascertain that the funds granted by the Township to the applicant have been properly expended for the purpose herein described.

I/WE certify that the information in the application is true and correct.

Authorized signatures:

President/Chairman

Treasurer

**Township of Smith-Ennismore-Lakefield Municipal Grants Policy
"Financial Information Return"**

Organization			
Revenue	2011 Budget	2011 Actual	2012 Request
Grants - Township of Smith-Ennismore-Lakefield			
- Federal			
- Provincial			
- Other Municipalities			
Memberships			
Donations			
User Charges			
Other Revenue (Specify)			
Total Revenue			
Expenditures	2011 Budget	2011 Actual	2012 Request
Salaries			
Benefits			
Rental - Premises			
Property Taxes			
Insurance			
Light, Heat, Water			
Telephone			
Advertising			
Office Supplies & Printing			
Rental Equipment			
Travel			
Conference & Seminars			
Interest & Bank Charges			
Fees - (Legal, Audit, Etc.)			
Other - Specify			
Total Expenditures			
Excess (deficiency) of revenue over expenditures for the year			
Bank Balance At December 31, 2011			
<p>I/WE certify that to the best of our knowledge, the information provided in this community funding request is accurate and reasonable and is endorsed by the organization which we represent. (Signature of two (2) principal officers of the Organization).</p>			
Name	Title	Date	Signature