

**Policy:** Grants to Community Partners  
**Main Contact:** Director of Library and Community Services  
**Last Revision:** June 2023

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## Policy Statement and Purpose

The Town of Renfrew is committed to supporting community partners in providing cultural, recreational, and social programs and services to the residents of the Town of Renfrew. This recognition and financial support enable these groups to leverage other funding. Through this support, it is hoped that volunteers will be supported, attracted, and retained and more residents will be able to take part in community events and programs.

## Scope

This policy provides guidance on grants to community partners to ensure the program meets Council's strategic priorities, while supporting the greatest needs in the community. It provides a framework to evaluate and consider applications. It also allows for the Town to increase program access for underserved individuals.

## Definitions

**“Grant”** means a one-time sum of money provided to a not-for-profit or charitable organization.

**“Grantee”** means the organization receiving the grant.

**“Town”** means the Corporation of the Town of Renfrew.

**“Not-for-Profit Organization”** means a not-for-profit corporation, charity, or other community group that does not earn profits for its owners. All the money earned by or donated to a not-for-profit is used in pursuing the organization’s objectives.

## Policy Requirements

### 1.0 Qualifications for Funding

- 1.1 The applicant must be a not-for-profit organization operating in the Town of Renfrew.
- 1.2 Activities, programs or services must occur in the Town of Renfrew.
- 1.3 The applicant must fill out an application outlining how their organization meets a need within the community.
- 1.4 The applicant must provide financial statements as well as annual and project budgets, demonstrating good financial management. An organization must clearly demonstrate financial need or may be denied funding.
- 1.5 Applications must be received by the set deadline.

### 2.0 Criteria

- 2.1 Applications will be evaluated for approval by a review team comprised of two designated members of Council, and the following staff or their designate: Treasurer, Director of Library, Community and Recreation Services, and the Community Outreach and Program Specialist, based on the following criteria:
  - demonstrated need
  - contributions to the community
  - promotion of the Town’s strategic priorities
  - good financial management and organizational ability
  - other partners, other sources of funding, support of volunteers.

- 2.2 A listing of approved grants will be provided to Council and the public twice per year.

### 3.0 Budget

On an annual basis, Council will determine the total funding envelope for grants to community partners as part of the annual operating budget.

## **4.0 Grant Categories**

**4.1** The following categories are established:

- Fee Waiver/Facility Use
- One-Time Capital Projects
- Organizational Support/Operating Grant
- Programming/Special Event
- Sponsorship

**4.2** The following strategic priorities are identified:

- Addressing Underserved Populations  
(accessibility, inclusion/diversity, age-friendly initiatives)
- Capacity Building, including volunteerism
- Health & Well-Being
- Visitor and New Resident Attraction.

## **5.0 Maximum Contributions**

**5.1** No organization shall receive more than 20% of the overall annual funding.

**5.2** An organization can receive more than one grant, subject to the total funding maximum.

## **6.0 Ineligibility**

**6.1** Funding cannot be used:

- To cover deficits
- To retire debts
- To increase endowment funds
- To fund activities that serve primarily the membership or purposes of religious or political organizations
- To fund alcohol or other expenses deemed inappropriate by the Town.

**6.2** Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds, will not be eligible for funding until such time proper documentation is remitted and evaluated.

**6.3** Organizations that can operate and provide an adequate level of service without public funding and who cannot demonstrate need will not receive funding.

**6.4** The funding generally cannot be used in such a fashion to achieve an operating surplus

that can be donated to a separate group or entity.

## **7.0 Intake**

**7.1** Two application intakes will occur annually: April 1<sup>st</sup> and September 1<sup>st</sup>.

**7.2** At least 30% of the funding envelope will be reserved for the second intake.

## **8.0 Reporting**

Each grantee will be required to submit a final report outlining how the funds were used, how the project/program/services contributed to the community, as well as a final budget summary.

## **9.0 Exclusions**

This policy does not apply to annual operating contributions provided to the Renfrew Public Library, or those organizations having a separate Memorandum of Understanding with the Corporation of the Town of Renfrew or who receive sustaining or one-time funding greater than 20% of the Grants to Community Partners funding envelope.

## **10.0 Program Fee Waivers Based on Need**

The Directors of Library, Community and Recreation Services has delegated authority to provide program fee waivers on an individual basis for program participants to remove barriers to participation. The total available funding for such waivers shall not exceed 5% of the total budget. The Directors shall ensure such requests are documented providing rational.

## Authority

This policy is established pursuant to Section 107(1) of the *Municipal Act, 2001*, which allows municipalities, subject to section 106 to make grants, on such terms as to security and otherwise as the Council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.

## Monitoring

The CAO shall be responsible for receiving complaints and/or concerns related to this policy.

## Contacts

Kelly Thompson  
 Director of Library and Community Services  
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 Renfrew, Ontario K7V 1P8  
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 Email: [kthompson@renfrewlibrary.ca](mailto:kthompson@renfrewlibrary.ca)

## Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Grants to Community Partners	July 1, 2023	New	60-2023
	October 10, 2023	Update in clause 2.1 and 10.0 to remove 'Mayor' and replace with Community Services and Economic Development Standing Committee	75-2024
	April 9, 2024	Update clause 2.1 to replace standing committee with two designated members of Council, the following staff or their designate: Treasurer, Director of Library, Community and Recreation Services, and Community Outreach and Program Specialist.  And clause 10.0 updating director's title to Library, Community	39-2024

		and Recreation Services	
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# Grants to Community Partners Application

## Part 1: Intake Period

This application is for the intake period of:

Month:

Year:

Please fill in the month and year of the intake you are applying for.

## Part 2: Organization Information

Organization Name:

Address:

Website:

Contact Person:  Organization Role:

Contact Phone  E-mail:

Alternate Contact:  Organization Role:

Alternate Phone  Alt. E-mail:

Is your organization, project or event a charitable, not-for-profit,  
or volunteer-based group or organization?

Yes  No

Charitable number (if registered):

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**Part 3: Grant Request**

Funds requested:

Brief description of the project for which you are applying for funds:

Timeframe of Project:



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## Part 4: Detailed Project Information

1. Give details of the normal activities of your group or organization, including your connection to the Town of Renfrew.

2. Which grant category does your event, program or initiative fall under?

- Fee Waiver/Facility Use
- One-Time Capital Project
- Organizational Support (Operating Grant)
- Programming/Special Event
- Sponsorship

3. Describe in detail the project, event, or initiative for which you are applying for funding. Include information regarding expected total costs, number of participants and the target audience.

4. Has funding been requested from sources other than the Town of Renfrew? If yes, please indicate the amount and source.

5. How will any funding be used? **Please note:** funds cannot be used for deficits, debt, endowment funds or for religious or political purposes or to achieve an operating surplus that can donated to a separate group.

Please attach:

- Organizational Budget/Event/Initiative Budget
- Financial Statements
- List of Board/Committee members
- Any supporting documentation about your initiative or organization

Applicant Signature:

Date:

# Grants to Community Partners Final Report

<b>Organization:</b>
<b>Contact Information:</b>
<b>Project:</b>
<b>Funding Received:</b>
<b>Describe your initiative and did it meet its intended goals?</b>
<b>How were the funds spent?</b>
<b>What did you learn?</b>
<b>Share any feedback you may have.</b>
<b>Supporting Documentation:</b>  ___ Final budget ___ Other, please specify: _____
<b>Contact Name:</b>
<b>Signature:</b>
<b>Date:</b>