



# Grants Program Procedure

6.26

Effective Date: **2024-09-11**

Review Date: **N/A**

## PURPOSE

To establish a governance framework for grant funding requests from Non-Profit organizations and Area Municipal Economic Development Offices for a fair and transparent disbursement of Grant funds.

To establish specific criteria for the provision of Grants to Eligible Organizations to assist with offsetting operating costs, event cost, and/or incremental staffing expenses.

This procedure applies to all Eligible Organizations seeking funding through the County's Grants Program Policy 6.26.

## RESPONSIBILITIES

### Role of Corporate Services

- To prepare, communicate, distribute and facilitate the Grant Application Process.
- To review Grant applications to confirm completeness and eligibility with the Grant Program policy.
- To prepare and distribute funding agreements for execution with the Grant Recipients.
- To ensure the terms and conditions of the Funding Agreements are met.

### Role of Grant Approval Committee

- To evaluate application forms from Eligible Organizations and recommend grant funding for approval in accordance with this Procedure and the County's Grants Program Policy 6.26.

### Role of Safe and Well Oxford Steering Committee

- To invite proposals from local non-profit agencies that demonstrate advancing the goals and objectives as set out in the Safe and Well Oxford Plan and present a consolidated proposal to the County for consideration in accordance with the Grant Program Policy.

## DEFINITIONS

Terms not otherwise defined in this Procedure have the meanings given in the Grants Program Policy 6.26.

## PROCEDURE

### 1. Grant Application Timeline

Call for Applications	May 1
Application Deadline	August 30
Funding Decision	January of the following year
Financial Reporting	March 15 of the year after grant funding received
Funding Agreement	Required for all approved applications

### 2. General

- 2.1 In consultation with the County's Strategic Communication & Engagement division, Corporate Services will inform the community of the Grant Program and the application process through the County's website and other communication methods, as appropriate.
- 2.2 Application forms will be available online through the County's website during the intake period with instructions on how to submit the completed application.
- 2.3 The County's website page for the program will also include the link to the Grants Program Policy 6.26, Frequently Asked Questions and a contact email for Applicant inquiries.
- 2.4 Late or incomplete applications will not be considered for Grant Funding.
- 2.5 Corporate Services will complete an initial review of the application to confirm eligibility and compliance with the Policy.
- 2.6 The collective Grant funding allocations shall not exceed the amount approved by Council as part of the budget process.

### 3. Grant Approval Committee Members

- 3.1 The Grant Approval Committee will convene to make decisions regarding the allocation of grants. The members will be comprised of County staff which may vary depending on the type of Grant application, as follows:

Strategic Plan Pillar	Committee Members
Promoting Community Vitality	Chief Administrative Officer; Treasurer; Human Services Designate; <u>Manager of Strategic Initiatives</u>
Enhancing Environmental Sustainability	Chief Administrative Officer; Treasurer; Public Works Designate
Fostering Progressive Government	Chief Administrative Officer; Treasurer; Manager of Strategic Initiatives

- 3.2 The Senior Leadership Team will be updated on the annual Grant applications prior to the report to Council identifying the approved Grant applications.

#### 4. Evaluation Process and Criteria

- 4.1 Applications must address a community-identified need and demonstrate community involvement.
- 4.2 Applications will be considered for multi-year funding when delivering a strategic service.
- 4.3 The Grant Approval Committee members must disclose any perceived or actual conflicts of interest, in accordance with Policy 5.02 Employee Code of Conduct. Any member with a conflict of interest shall not participate in the evaluation process associated with the conflict.
- 4.4 The Grant Approval Committee may request a meeting with an applicant to discuss matters related to a submitted application for the purpose of clarifying the Grant request and confirming the service or program needs.
- 4.5 The evaluation of Grant applications will be conducted using the Grant Application Assessment tool. Criteria are weighted to ensure a balanced assessment.
- 4.6 The County's Procurement Officer will facilitate the evaluation process by summarizing the applications received, distributing the evaluation documents to the Committee, arranging for the evaluation meetings and will be the liaison to arrange interviews and/or debriefs with the Organizations, if required.
- 4.7 Priority scoring will be given to those applications that best align with the County's Strategic Plan and meet the following criteria:
  - a) The Non-Profit organization must prove its ability to execute the program or event by:
    - (i) providing background history (i.e. mission/purpose, organization size/representation, length of time the organization has been in operation, prior experience);
    - (ii) demonstrating the organization's sustainability through financial stability, operational history, and community support; and
    - (iii) demonstrating that the organization has the capacity to complete the entire program or event (i.e. project leadership, board and management).
  - b) The organization must demonstrate that the initiative outcomes will have:
    - (i) direct and indirect community economic benefit;
    - (ii) quality of life/community wellness enhancement; and
    - (iii) programming/operational efficiencies.
  - c) The organization must demonstrate:
    - (i) why the program or event is needed and the impact on the community;
    - (ii) it will enhance utilization or meet changing needs; and
    - (iii) partnerships and/or collaboration directly related to the program or event.
  - d) To be considered a viable initiative, the organization must:
    - (i) have access to additional funding required to complete the program; and
    - (ii) have provided a detailed budget and explanation of costs within the application.

- e) In evaluating the program or event, considerations will be given to:
  - (i) project readiness, including availability of resources (human and financial) to carry out the program or event;
  - (ii) demonstration of the organization's need for financial assistance;
  - (iii) availability of grant funding; and
  - (iv) ability to complete the program or event with partial funding.

## **5. Notification and Debriefing**

- 5.1 The application in-take, review and decision-making process will take approximately six (6) months.
- 5.2 Applicants will receive written notification of the decision regarding their application.
- 5.3 There is no appeal process for decisions regarding Grant applications.
- 5.4 Applicants may request a debriefing after receipt of a notification of the outcome of the Grant Application Process. All requests must be in writing and must be made within thirty (30) days of such notification.

## **6. Grant Agreement**

- 6.1 Upon approval of the Grant, Corporate Services will prepare the Grant Funding Agreement for each successful Applicant, which will detail the terms and conditions, timelines and reporting requirements.
- 6.2 The Organization's Signing Officer(s) with Authority to bind the Organization are required to sign the Grant Funding agreement.
- 6.3 Funds will be allocated to the successful Applicant in accordance with the signed Grant Funding Agreement.

## **7. Reporting Requirements**

- 7.1 Grant Recipients will be required to submit reports by the specified time in the agreement or the County will reserve the right to withhold further payments and/or request repayment of previous advances related to the funded project.
- 7.2 Financial reporting is limited to the allocated County Grants Program and does not include other funding sources.
- 7.3 If the Grant Recipient requires changes to the funded project outlined in the Grant Agreement, written approval must be received by the County, prior to any changes to the funded project.
- 7.4 Corporate Services will review the Grant Recipient's Final Report and Financial Statements and may request supplemental financial information to confirm expenditures made in relation to the funded project.