



## COMMUNITY GRANT PROGRAM OVERVIEWS

### Operational Grant Stream (\$10,000 Maximum):

To assist with funding to improve the well-being of the community and its residents by providing financial assistance to various non-profit community organizations.

Applications will be rated on the following:

- Community Benefit
- Financial Need
- Financial Reporting and Controls
- Accountability of Organization and Clear Identity and Structure

### Capital and Seed Grant Stream (\$15,000 Maximum):

To assist with **SEED** and/or **CAPITAL** funding for projects that improve the well-being of the community and its residents by providing financial assistance to various non-profit community organizations.

To promote the self-sufficiency of community non-profit groups and programs by encouraging those in receipt of City Grants to become self-supporting.

The SEED / CAPITAL grants are not for funding of existing programs. Organizations may apply for \$10,000 Operational Grants to support ongoing operational funding.

Applications will be rated on the following:

- Community Benefit
- Need for New Program/ Project or Capital Items
- New Organization/ Project/ Program
- Financial Need
- Financial Reporting and Controls
- Accountability of Organization and Clear Identity and Structure
- Sustainability (if applicable) and Lasting Improvements

## Basic Principles of Eligibility

1. Grants should not be considered as a primary source of funding.
2. Applicants must demonstrate that they have fully explored other sources of potential funding.
3. Organization must show that it involves volunteers.
4. Programs offered must address identifiable needs and/or problems in the community; address an under-serviced demand; represent an innovative approach to delivering service; and bestow some community benefit.
5. Grants will not be considered for profit-oriented organizations or activities.
6. A minimum of 75% of those served by the organization must be Brantford residents.
7. Partnerships with other community organizations will be encouraged.
8. The organization must have a clear identity.
9. The organization must have a governing body with identifiable structure and signing authorities.
10. The organization must be able to monitor outcomes and be able to evaluate activities for which the grants were received.

## Application Guidelines

1. Applications to each of the grant streams may be made only once in a Grant Year (the Grant Year runs from Fall 2023 – Spring 2024).
2. Grant application forms must be completed, and all questions answered.
3. Funds must be used for the purposes specified on the grant application.
4. Applicants will be **required** to complete a final evaluation.

## Special Exceptions for Operational Grant Stream (\$10,000 Maximum):

- a) **A Special Project or Event** will be considered if the project or event will be of benefit to the City and promote more active community life; Given on a one-time basis only; No grant or subsidy will be given for any project where profit is anticipated (See additional guidelines below).
- b) **Banquets and receptions** will be considered on a one-time basis from; Organizations hosting a banquet/ reception where the majority of those in attendance are from outside the City; Organizations not based in the City but the event / banquet / reception takes place within the City; a City representative shall be invited to attend any sponsored / partially sponsored event.

## Special Projects and Events Guidelines - Operational Grant Stream (\$10,000 Maximum)

1. The event or project must have a direct benefit to the City and promote more active community life.
2. Grants will only be given on a one-time-only basis.
3. No grant will be allowed where a profit is anticipated except under the following conditions:
  - a. For a first-time event or project under the auspice of a community or charitable organization [ie., community show], a grant can be approved for 'Seed' funding. Any profit that may result from this event must be for charitable or community organizations and promoted as such.
  - b. If the organizing group is not a charity or community group, any profit derived from the project or event must be allocated to charity or community organizations and promoted as such.
4. A special project or event can include but not be limited to the following:
  - a. Celebration of a milestone event – ie., municipal or country centennial.
  - b. Start-up of a new community festival or community show.
  - c. Publication of a community book of community interest - ie., local historical review; church history.
  - d. Celebration of a Royal Family or other celebrity visit.

The following will **NOT** be funded:

1. Property tax will not be funded as a separate program.
2. Routine purchases of equipment for existing programs; increased complement of staff for existing programs or staff training for routine tasks.
3. Capital grants will not be given for replacement equipment for existing programs.
4. Deficits or funding shortfalls resulting from programs of any kind which were undertaken without prior consultation.

Funding for events under the Operational Stream are only intended for one-time Special Projects or Events, Banquets and Receptions as defined above. Please apply under the Events Stream (5,000 maximum) for any other event type.

## Travel Grants – Operational Stream

Travel grant applications, when representing the City of Brantford, will be considered when:

1. The group / organization / individual is representing the City as a direct result of success at municipal, provincial or national level.
2. The applicant is a resident of the City of Brantford.
3. If the applicant is part of a team [ie., local hockey team, soccer team, dance group], any financial request for travel assistance shall be submitted by the team as a whole;
  - a. If the applicant has been selected for an All-Star or Provincial team, the individual may apply for financial assistance for travel independently.
4. No funding will be provided for travel where the trip has been for their own benefit or experience.
5. No assistance will be provided where the event is part of on-going activities and where municipal grants have already been provided to the group.
6. Assistance is for travel expenses only – not for equipment or material purchases (See additional guidelines and grant maximums below).

For travel grants to individuals the grant maximums are:

1. If the tournament / event / competition is held in Ontario, up to \$300 will be granted for travel expenses incurred to attend the Ontario tournament / event / competition.
2. If the tournament / event / competition is held out of province but on the continent, up to \$500 will be granted for travel expenses incurred to attend the out of province tournament / event / competition.
3. If the tournament / event / competition is international, up to \$700 will be granted for travel expenses incurred to attend the international tournament / event / competition.

For travel grants to teams, the grant maximums are:

1. If the tournament / event / competition is held in Ontario, up to \$1,200.00 will be granted for travel expenses incurred to attend the Ontario tournament / event / competition.
2. If the tournament / event / competition is held out of province but within the continent, up to \$2,000.00 will be granted for travel expenses incurred to attend the out of province tournament / event / competition.
3. If the tournament / event / competition is international, up to \$2,800.00 will be granted for travel expenses incurred to attend the international tournament / event / competition.

## **Applicant's Responsibility and Additional Information**

1. Any requests that do not meet the criteria will be returned to the applicant.
2. The applicant is to return to the City of Brantford Community Grants Program any municipal grant funds as a direct result of the termination of all or part of the program/ activity for which funding has been awarded.
3. The recipient of a grant is to acknowledge receipt of City of Brantford Community Grant funding on all promotional material.
4. Decisions of the grants committee are final.

## **Payment of Grant**

Payment of a grant will be made upon approval of the Brant Community Foundation and completion of processing of the specific payment to the recipients from the City of Brantford.

## Event Stream (\$5,000 Maximum)

To assist with funding to improve the well-being of the community and its residents by providing financial assistance to various non-profit community organizations that host events.

- The Event Stream is aimed at addressing the increasing cost and demand to host events in the City, and the need for a process that permits event organizers to apply for support funding.
- The Event Stream provides a framework for an alternative funding source for event organizers and aims to reduce the impact on operational budgets for such events.
- Previously this stream was called the “City Services Special Events” and was meant to reimburse applicants for costs associated with City of Brantford Services or using City Property. This stream has changed to allow applicants to apply for costs including but not limited to City-related expenses for running events.

Applications will be rated on the following:

- Community Benefit
- Financial Need
- Financial Reporting and Controls
- Accountability of organization and clear identity and structure

## Basic Principles of Eligibility

1. Grants should not be considered as a primary source of funding.
2. Applicants must demonstrate that they have fully explored other sources of potential funding.
3. Organization must show that it involves volunteers.
4. Grants will not be considered for profit-oriented organizations or activities.
5. Programs offered must address identifiable needs and/or problems in the community; address an under-served demand; represent an innovative approach to delivering service; and bestow some community benefit.
6. A minimum of 75% of those served by the organization must be Brantford residents.
7. Partnerships with other community organizations will be encouraged.
8. The organization must have a clear identity.
9. The organization must have a governing body with identifiable structure and signing authorities.
10. The organizations must be able to monitor outcomes and be able to evaluate activities for which the grants were received.

## Application Guidelines

1. Applications to each of the grant streams may be made only once in a Grant Year (the grant year runs from Fall 2023 – Spring 2024).
2. Grant application forms must be completed and all questions answered.
3. Funds must be used for the purposes specified on their grant application.
4. Funding requests under the Event Stream will be capped at a \$5,000.00 maximum per event.
5. Applicants will be **required** to complete a final evaluation.
6. Grants are eligible for Not-For-Profit Events and Community Events that take place in the City of Brantford.
7. Events are intended for public attendance of all ages and in most cases are free to attend.
8. Events may include but are not limited to the following activities: Parades, runs, walks, concerts, festivals, celebrations, live entertainment, environmental clean ups, socially relevant events, and community tree plantings.
9. Funding requests for events through the City of Brantford Community Grants cannot be utilized for damage deposits associated with events.
10. Applications must have documentation regarding the expenses related to the event. This may be in the form of an invoice, contract or other supporting documentation found to be sufficient by the Brant Community Foundation while evaluating the application.
11. If the event is cancelled, funds must be returned to the City of Brantford.
12. If there are event changes that impact the services costs, the Brant Community Foundation must be notified in the reporting process.
13. If the fees were reduced to below the amount of the grant awarded, the organization and/or group is responsible for reimbursing the City of Brantford grant program.