



POLICY MC-05: County Grant Policy

Mayor and Council

Approval Date: September 25, 2005
Approval Authority: Council Resolution No. 12
Effective Date: March 28, 2006
Revision Date/s: June 16, 2015

Purpose:

In accordance with Section 107 of *the Municipal Act*, Norfolk County Council may provide grants to non-profit organizations and groups who operate within, and/or provide services to, Norfolk County for any purpose that Council considers in the interest of the municipality. These services include but are not limited to the areas of recreation, arts and culture, environmental and other activities that support purposes beneficial to the community and are clearly non-core or non scheduled services offered by the County.

Overview

Norfolk County recognizes the need to assist nonprofit organizations in taking on new initiatives and assisting organizations in carrying out their responsibilities. The County believes that organizations should become sustainable as soon as possible after they begin operations and should remain sustainable if the community provides the level of funding required for their operation. In other words the County will not be supporting on an ongoing basis, any organization that does not have a sufficient amount of support, financial or otherwise, from the community.

Annual Grant Funding:

Council shall establish annually, a monetary guideline of \$1.00 per capita per year for all annual grant requests.

Guidelines:

Qualification of Applicants

1. Cannot be a commercial or industrial organization. (*Municipal Act*, Section 106)
2. Must be a not-for-profit organization
3. Must benefit the community.
4. Cannot be agencies whose mandate is the responsibility of other levels of government where funding has been withdrawn.

5. Are not eligible if in arrears to the County.
6. Are not eligible if they provide grants to others.
7. Requests for special events/festivals will be considered with other “in kind” requests.
8. Cannot be currently receiving any additional funding from Norfolk County.

Evaluation of Applications

The following evaluation criteria will be used to evaluate the various applications:

1. Preference to organizations that provide programs events or services to a large number of children, youth, seniors, or volunteers.
2. Applicants must prove they have established diversified sources of revenue
3. Applicants may need to provide a comprehensive business plan to justify their application.
4. Applicants will be required to provide evidence of financial need.
5. Applicants shall demonstrate any and all economic spin-off benefits to the community.

Process

1. All applicants must complete a Grant Application Form for submission no later than October 1st of the prior year of the funding request.
2. All applications will be initially reviewed by the Tourism & Economic Development Advisory Board Grant Review Sub-Committee with a member of SLT. If a pecuniary interest should exist in regards to an Application, that member of the Sub-Committee must declare a conflict and withdraw participation in the discussion.
3. SLT will review each application and make recommendations to Council based on input from TEDAB and the evaluation criteria established in this Policy. SLT shall provide a final recommendation to Council.
4. 90% of Grant entitlements will be paid out as soon as possible after Council budget approval, where applicable. School Bursaries will not be subject to hold-back.
5. Grant Recipients must provide written confirmation to the County, no later than December 31st of each calendar year, regarding how and where the grant funds were expended. Failure to do so may eliminate them from future grant funding consideration. Final 10% of Grant entitlement will be paid upon receipt of final report.

Specific Annual Grants

Norfolk County will make specific grants to each Norfolk based high school to award students for outstanding performance in a variety of areas. The County will provide an annual education bursary of \$500 to each High School located within Norfolk County, for a graduating student applying for or pursuing an education in municipal or public administration, skilled trades, health, or an agricultural related program.

Houghton Agricultural Society	\$2,000.00
Delhi FallFest Committee	\$2,000.00
North Walsingham Agricultural Society	\$2,000.00
Port Rowan BayFest	\$2,000.00
Donnybrook Fair/Charlottesville Agricultural Society	\$2,000.00

Attachment:

[Form FO-69 – Annual Grant Application](#)