



City of Belleville Grant Policy

Subject: Grants issued by the City of Belleville

Dated: December 2012

Revised: June 24, 2013

Revised: February 4, 2019

Revised: November 2023

Revised: November 2024

1. POLICY STATEMENT

The City of Belleville recognizes that many municipally located organizations, groups, and events provide a valuable contribution to the residents of the City of Belleville. The Municipality understands the financial constraints that these organizations operate under and the impact and social responsibility that the Municipality has to ensure the viability / financial stability of these community organizations, groups, and events.

2. PURPOSE

The purpose of this policy is to provide a consistent procedure for the issuance of monetary grants and grants of municipally owned resources to community organizations, groups, and events.

The objective of grants issued by the City of Belleville is to promote the well-being of the community and the growth and/or recognition of individuals in the community through providing resources to organizations, groups, and events in a fair and equitable manner.

3. SCOPE

This policy applies to any direct monetary contribution or contribution of City services, facilities or equipment which are not eligible for assistance under any other Council program. Direct monetary contributions do not include upload payments.

Municipally owned resources eligible for grants include:

- Use of a municipally owned facility (rental fee waived/reduced)
- Municipal staff support (expertise) for an event (wages waived/reduced)
- Use of municipally owned equipment (rental fee waived/reduced)
- Use of municipally owned materials (rental fee waived/reduced)

4. RESPONSIBILITY

4.1. Council

- Approves all monetary grants and grants of City services, facilities, or equipment.
- Approve policies, procedures, and guidelines as they relate to monetary grants and grants of City services, facilities, or equipment.

4.2. Grant Committee

- To review staff recommendations for grant allocations and make recommendations to Council for the approval of all Grant submissions based on staff recommendations.

- The membership and organization of the Grant Committee will be determined by the Terms of Reference of the Committee.

Committee Structure:

Three (3) voting members consisting of:

Three (3) City Councillors

Quorum consists of 2 members.

- Establish intake periods and deadlines for each Grant stream.

4.3. Staff Review Grant Committee

- Members of the Staff Review Committee will consist of (per Terms of Reference).
- Director of Finance/Treasurer
- Director of Recreation, Culture and Community Services, or designate.
- General Manager of Transportation and Operations or designate.
- Other staff as necessary

- All requests will be assessed by the staff committee based on the evaluation criteria, and which generally consider the items listed:

- 4.3..1. Availability of the requested resource
- 4.3..2. Potential financial impact to the municipality
- 4.3..3. Contribution to the well-being of members of the community
- 4.3..4. Recognition of a worthwhile program/cause
- 4.3..5. Overall community impact
- 4.3..6. Any other criteria deemed suitable by the Grant Committee

4.4. Chief Administrative Officer

- Develop processes to reflect corporate priorities.

4.5. Department Heads

- Provide the Grant committee with the cost of grants of City services, facilities, equipment, etc.

4.6. Treasurer

- Recommending policies and procedures surrounding the management of Municipal grants.
- Preparing reports for presentation to both EMT and Council surrounding grants.
- Ensuring adherence to statutory and policy requirements

5. DEFINITIONS

- 5.1. None

6. FURTHER RESOURCES

- 6.1. None

7. PROCEDURES

- 7.1. All requests for grants should be directed to the Grant Committee of the City of Belleville in conformance with the application form.

- 7.2 Grant applications will be funded from money determined at the annual operating budget. The budgeted grant money for the year will fund all approved monetary grants and grants of city services, facilities or equipment.
- 7.3 Grants made by the municipality are not to be regarded as a commitment by the municipality to continue such grants in the future. Grants will be approved and issued for the current operating period. Applicants requiring funding beyond the current operating period will be required to re-apply on an annual basis.
- 7.4 No grant will be considered approved unless specifically authorized by Mayor and Council in the form of a resolution of support.
- 7.5 In making grants, the municipality may impose specific contractual conditions and/ or restrictions as it deems fit.
- 7.6 Grants will not be available to groups that have failed to comply with any reporting requirements from previous grants.
- 7.7 Grants will not be available to assist with operating expenses of an organization, except Social Infrastructure Funding and Belleville Arts & Culture Fund Applications.
- 7.8 Grants will not be available to assist with annual salaries of event organizers, prize money, development related waiver of fees, building permit fees, S.O.C.A.N. costs, electrical hook-up fees, security expenses, projects that will be the city's responsibility or become city assets.
- 7.9 Funding sources for each individual grant fund is as follows:
- Community Impact Grant – Municipal Taxes
 - Tourism Grant – MAT Tax
 - Social Infrastructure Grant – Casino Funds
 - Arts & Culture Grant – Elexicon Funds
- 7.10 Grant applications must be submitted by the deadlines determined by the Grant Committee. Intake for each funding stream will be as follows:
- Community Impact Grant – semi-annual intake
 - Tourism Grant - semi-annual intake
 - Social Infrastructure Grant – once per year
 - Arts & Culture Grant – once per year
- Only one application per organization can be submitted per year, per funding stream. The city reserves the right to limit the number of applications an organization submits.
- 7.11 Staff will review grant applications and make recommendations to the committee based on set criteria
- 7.12 Organizations with past due amounts owing the City of Belleville will not be eligible for grants.

7.13 Financial Assistance and In-Kind service requests combined cannot exceed a total of \$10,000 (applicable to: Community Impact Grant and Tourism Grant). Municipal resources will be covered prior to financial assistance, based on final contract costs.

8 **ASSESSMENT FORM/TEMPLATE**

8.1 Schedule "A"

General Eligibility Criteria

- Applicants must demonstrate the need for the specific request. Each request must be made in the prescribed form. (See Application Form)
- The municipality reserves the right to limit the number of grants made to a particular organization in any given year.
- The event or service delivery must be located in the City of Belleville and promote the well-being of Belleville residents.
- The City Council's decisions regarding eligibility are final.
- Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal grant.
- Applicants must not have any outstanding grant reports or past due balances owing.
- Applicant must have a bank account in the organization's name.
- Applicants for a grant of municipally owned resources will be required to hold sufficient commercial general liability insurance as determined by the City of Belleville. At a minimum commercial general liability coverage \$5,000,000 will be required, but increased coverage may be necessary based on assessment of the application/applicant during the grant review process.

THE INSURANCE CERTIFICATE MUST BE SUBMITTED WITH THE APPLICATION OR THE APPLICATION WILL BE CONSIDERED INCOMPLETE AND WILL BE DENIED

Applicants for a grant of municipally owned resources are required to provide an insurance certificate outlining the insurance coverage and listing the *Corporation of the City of Belleville* as an additional insured.

Ineligible Applicants for Community Impact Grant, Tourism Grant and Social Infrastructure Grant only

- Political parties
- Individuals
- For-profit businesses
- Organizations serving as funding sources for others example: service clubs
- School Boards