

# City of Belleville

Report No: CRCS-2024-01

Meeting Date: November 13, 2024



**To:** Mayor and Members of Council  
**Department:** Finance  
**Staff Contact:** Jennifer Knight, Administrative Assistant

---

---

**Subject: City of Belleville Grant Committee**

---

---

## Recommendation:

“THAT Council approve the recommendations of the Grant Committee as outlined in the Coordinator of Revenue and Customer Service Report No. CRCS-2024-01, City of Belleville Grant Committee.”

## Strategic Plan Alignment:

The City of Belleville’s Strategic Plan identifies nine strategic themes. This report aligns with each of the City’s nine strategic themes and the City’s mission statement by providing innovative and efficient services in support of our community’s vision.

## Background:

At the December 10, 2012 Council meeting, Council approved the City of Belleville Grant Policy. This Policy was developed to provide an equitable process for the review and approval of requests for monetary grants, and grants of municipal resources.

The Grant Committee met on November 5, 2024 to review and make recommendations for updates to the overall grant applications, the Community Impact Grant guidelines and grant policy.

The following is a summary of some of the highlighted changes to the program;

- The maximum grant allocation for the Community Impact grant has been reviewed and updated to \$10,000 (Total between Financial assistance and Municipal resources);
- Tourism Impact - \$10,000 (Total between Financial assistance and Municipal resources)
- Updated application questions and evaluation criteria for the Community Impact and Tourism streams - the organization must provide details of how they have reached out

to form partnerships or sponsorship, and must include the number of expected attendees, volunteers, etc.

- Projects that will be the city's responsibility or become city assets will not be ineligible for funding from any of the four funding streams

## Financial/Analysis:

The following items were reviewed and recommendations made by the Grant Committee for approval by Council;

6.1 Grant Policy Update - Draft (attached)

***THAT the proposed changes to the Grant Policy be approved and referred to Council for final approval.***

6.2 Community Impact Grant - Draft Guidelines, Draft application (attached)

***THAT the proposed changes to the Community Impact Grant guidelines and application, be approved and sent to Council for final approval.***

6.3 Tourism Grant - Draft Guidelines, Draft application (attached)

***THAT the proposed changes to the Tourism Grant guidelines and application, be approved and sent to Council for final approval.***

6.4 Arts and Culture Grant - Draft Guidelines, Draft application (attached)

***THAT the proposed changes to the Arts and Culture Grant guidelines and application, be approved and sent to Council for final approval.***

6.5 Social Infrastructure Grant - Draft Guidelines, Draft application (attached)

***THAT the proposed changes to the Social Infrastructure Grant guidelines and application, be approved and sent to Council for final approval.***

6.6 Grant Committee Terms of Reference - 2024 Update (attached)

***THAT the proposed new Terms of Reference for the Grant Committee be approved and sent to Council for final approval.***

7.1 New Business

The Committee reviewed the recommended intake dates for the 2025 Grant applications.

FUNDING STREAM	FIRST INTAKE	SECOND INTAKE
Community Impact	November 15, 2024 at 12:00 am	May 1, 2025 at 12:00 am to

	to January 10, 2025 at 4:30 pm	June 15, 2025 at 4:30 pm
Tourism	November 15, 2024 at 12:00 am to January 31, 2025 at 4:30 pm	April 1, 2025 at 12:00 to May 16, 2025 at 4:30 pm
Social Infrastructure	January 2, 2025 at 12:00 am to March 31, 2025 at 4:30 pm	N/A
Arts & Culture	January 2, 2025 at 12:00 am to March 31, 2025 at 4:30 pm	N/A

***THAT the proposed intake dates be approved by Council.***

**Conclusion:**

Council approve the Grant Committee’s recommendations as outlined in the Coordinator of Revenue and Customer Service Report No. CRCS-2024-01, City of Belleville Grant Committee.”

**Attachments:**

- [Grant Policy - Draft 2025](#)
- [Community Impact Grant - Application - Draft 2025](#)
- [Tourism Grant - Application - Draft 2025](#)
- [Arts and Culture Grant - Application - Draft 2025](#)
- [Social Infrastructure Grant - Application - Draft 2025](#)
- [Terms of Reference - Draft 2025](#)

**Approved by:**

Brandon Ferguson, Director of Finance, Treasurer  
 Katy Macpherson, Deputy City Clerk  
 Matt MacDonald, Chief Administrative Officer

**Status:**

Approved - 06 Nov 2024  
 Approved - 06 Nov 2024  
 Approved - 06 Nov 2024

**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**

**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 ~~(if applicable)~~ 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.
- ~~Applicants and/or~~ 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.
- 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 ~~(applies to Community Impact Grant only)~~
- School Boards



# Community Impact Grant Application

## City of Belleville Community Impact Grant Application Guidelines

**Goal:** To provide funding in a fair and equitable manner to organizations, groups and events that promote the well-being and growth of the community.

**Available Funding:** ~~Single grants of up to \$5,000 each for financial assistance and municipal resources for a total of \$10,000.~~ Single grants up to \$10,000 maximum between financial assistance and/or municipal resources. Please note that municipal resources will be covered prior to financial assistance, based on final contract costs.

Municipal resources eligible for a grant include:

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

### Evaluation Criteria:

Staff will review applications and make recommendations to the committee based on set criteria as outlined in appendix. This includes the demonstrated need for the specific grant and overall impact on the community. All grant decisions are subject to the approval of Mayor and Council in the form of a resolution of support. Council's decisions are final.

### Funding Intake:

Twice per year; ~~January and July intake~~ with the application period and due dates approved by the Grant Committee

### Funding Conditions

#### Applicants:

##### Eligible:

~~Applicants must be located in the City of Belleville.~~ The event or service delivery must take place within the City. Applicants must demonstrate the need for the specific grant request. All requests must be directed to the Grant Committee using the Community Impact Grant Application. Applications must demonstrate that the activity for which funds are sought will help to achieve one of the city's nine strategic themes.

##### Ineligible:

Organizations whose primary focus is not with the City of Belleville. Applicants who have failed to comply with any reporting requirements from previous grants or have failed to demonstrate favorable outcomes from previous grants. Organizations with past due balances owing to the City of Belleville, political parties, school boards, individuals, for-profit businesses, organizations serving as funding sources for others (example: service clubs), will not be eligible for grants.

Only applications submitted on time will be considered. ~~The city reserves the right to limit the number of applications an organization submits.~~

Only one application per organization can be submitted per year, per funding stream.

Event must take place on the proposed date. Any changes to the event must be approved by the Grant Committee. Page 9 of 55

Applicants must demonstrate the need for the specific request.

Requests for Community Impact Grants will be assessed by the Staff Review Committee and recommendations brought to the Grant Committee.

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 period will be required to re-apply on an annual basis.

In executing grants, the municipality may impose specific contractual conditions and/or restrictions as it deems it.

### **Use of Funds**

#### **Eligible Use of Funds:**

- event expenses, venue rental, supplies, etc.
- **one time salary for event or service delivery organizer**

#### **Ineligible Use of Funds:**

- salaries of event organizers
- security expenses
- prize money
- S.O.C.A.N fees
- electrical hook-up fees
- development related waiver of fees
- building permit fees
- **annual operating salaries**
- **projects that will be the city's responsibility or become city assets**

Applicants must demonstrate it does not have the resources or ability to raise the resources to undertake the activity for which funds are sought.

Applicant must have a bank account in the organization's name.

A follow-up report must be submitted within three (3) months to the Grant Committee detailing the outcome and how the funds were spent, including measurable, tangible results and outcomes of the grant.

Funds must be spent within one year of grant approval.

**PLEASE NOTE: THIS APPLICATION WILL BE PART OF A PUBLIC AGENDA**

Name of Applicant/ Organization \*

Address \*

Contact Person \*

Telephone Number \*

Email Address \*

Business or Registered Charity Number

Does the proposed project address the initiative(s) of the City's Strategic Plan \*

- |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Infrastructure           | Industrial               | Growth                   | Transportation Centre    | City                     | Arts,                    | Destination              | Community                | Enviro                   |
|                          | and                      | &                        | and                      | Sustainability           | Culture,                 | City                     | Health,                  |                          |
|                          | Commercial               | Housing                  | Mobility                 |                          | and                      |                          | Safety                   |                          |
|                          | Development              |                          |                          |                          | Recreation               |                          | and                      |                          |
|                          |                          |                          |                          |                          |                          |                          | Security                 |                          |

For more information on the [City's Strategic Plan](#) please click on link provided.

Describe how your event/ initiative aligns with the specific objective under the strategic theme you selected. \*

What services or activities does your organization provide for 55 of Belleville Residents? \*

What is the mission and primary objective of your organization \*

Please describe how your initiative or event will benefit the community \* Page 12 of 55

How have you considered diversity, inclusion and accessibility in planning your event \*

Describe how your organization has successfully delivered safe, inclusive and successful events in the past \*

Has your organization received funding through the City of Belleville grant program in previous years \*

Yes

No

Check what other sources of funding has been received for \* Page 13 of 55

- Donations
- Fundraising
- Federal government funding
- Provincial government funding
- None

Please demonstrate the need for this event and who will directly benefit from this grant (estimate number of beneficiaries) \*

What methods will be used to communicate the event to the intended beneficiaries \*

What are the targets and expected outcomes of this event \*\* Include the number of expected attendees, volunteers, etc.

How will you measure these targets and outcomes \*

- |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Participant survey       | Reviews from local media | Social media feedback    | Track participation      | Analyze budget           |

Page 4 of 55  
Has your organization reached out to others to form partnerships or sponsorship for your event \*

Yes

No

If yes, please provide details

How will your organization be affected if the grant is not approved or if a reduced amount is approved \*

Please provide details describing how grant funds will be spent \*

Event Name \*

Event date or dates \*

Event time or times

**Financial Assistance (please specify)**

**Initiative: Please provide the purpose of the financial assistance request \***

**Municipal Resources:**

Use of a municipal facility (rental fee waived/reduced)

Municipal Staff support required for an event (wages waived/reduced)

Use of municipal equipment (rental fee waived/reduced)

Use of municipal materials

**Please provide details on all municipal resources requested**

**Please outline project budget \***

**Please attach a copy of your budget for this project \***

**How will your organization acknowledge the City of Belleville Grant? \***

**Upload any attachments you feel are required/ related to your application**

**Date \***

Authorized Official Confirmation

I have reviewed the entire application submission, Page 17 of 55 and the information provided is true and accurate to the best of my knowledge and understanding \*

Yes

I am authorized to sign on behalf of this organization \*

Yes

Print Name of Signing Officer \*

# Thank You

Thank you for your application. It will be reviewed by the Grant Committee at the next scheduled meeting.

You will receive notification by email or mail regarding the decision soon.

If you have any questions please call 613-967-3213 or email [jknight@belleville.ca](mailto:jknight@belleville.ca)



# City of Belleville Tourism Grant Application

**Goals:** Annual, one-time funding to support events that draw visitors from outside the City to Belleville, provide local entertainment, promote new spending and overnight stays in the City. Tourism events will fill a void in the City's event calendar and will provide activities that meet current tourism market demand. The grants will support the realization of the City's strategic goals by supporting community-based partners on a priority basis and in a fair and equitable manner.

**Available Funding:** ~~single grants of up to \$10,000.~~

Single grants up to \$10,000 maximum between financial assistance and/or municipal resources. Please note that municipal resources will be covered prior to financial assistance, based on final contract costs.

~~Funding requested may be in the form of cash or City in-kind resources.~~ A list of estimated City in-kind requests must be provided with the application. Municipal resources eligible for grants include:

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

## **Evaluation Criteria:**

Staff will review applications and make recommendations to the committee based on set criteria as outlined in appendix. Not all eligible applications will receive funding. All grant decisions are subject to the approval of Mayor and Council in the form of a resolution of support. Council's decisions are final.

## **Funding Intakes:**

Twice per year, ~~January and June intakes~~ with the application period and due date approved by the Grant Committee

## **Funding Conditions**

### **Applicants:**

**Eligible:** ~~Belleville-based organizations, who can provide previous 2 years' financial statements.~~ The event or service delivery must take place within the City. Applicants must demonstrate the need for the specific grant request and who can provide previous 2 years' financial statements. All requests must be directed to the Grant Committee using the Tourism Grant Application. Applications must demonstrate that the activity for which funds are sought will help achieve one of the city's strategic themes.

**Ineligible:** Individuals, political parties, organizations whose primary focus is not within the City of Belleville. Applicants who have previously failed to meet the conditions of their City grant including submitting a final report within 3 months of the event, or who have failed to demonstrate favorable outcomes from previous grants.

## Use of Funds

### Eligible Use of Funds:

- Support cultural and multi-cultural
- Event expenses: Insurance, talent, equipment rental, marketing, venue rental, supplies, etc
- **one time salary for event or service delivery organizer**

### Ineligible Use of Funds:

- Applicant operating expenses
- Salaries of event organizers
- Waiver of City fees (e.g. building permit)
- S.O.C.A.N. costs
- Electrical hookup fees
- Security expenses
- Event previously funded by a City of Belleville grant
- Support single, faith-based events
- Prize money
- **annual operating salaries**
- **projects that will be the city's responsibility or become city assets**

Event must take place on the proposed date. Any changes to the date must be approved by the Grant Committee.

Application must demonstrate the need for this tourism offering within the City of Belleville, and the demand for such an event.

Only applications submitted on time will be considered.

Applications must be submitted at least ~~6 months~~ **90 days** prior to the proposed event date.

All successful applicants must consult with the City's Business Continuity and Emergency Management Coordinator to develop an Emergency Management Plan. All event volunteers must be trained on the deployment of that Emergency Management Plan.

**It is recommended that organizers contact the City's Community Services Department and Parks Department prior to submitting their application to discuss what is required for the event.**

All successful applicants must work with the City's Community Services Department and Parks Department to coordinate City in-kind services and event logistics where required.

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.**

The municipality may impose specific contractual conditions and/or restrictions as it deems fit.

No deputation to Council will be received from applicant organizations regarding requests for funding while applications are being considered.

A follow up report must be submitted to the Grant Committee within three (3) months of the event detailing the outcome and how the funds were spent.

PLEASE NOTE: THIS APPLICATION WILL BE PART OF A PUBLIC AGENDA

Name of Applicant/ Organization \*

Address \*

Contact Person \*

Telephone Number \*

Email Address \*

Business or Registered Charity Number

Does the proposed project address the initiative(s) of the City's Strategic Plan \*

- |                          |                                  |                          |                          |                          |                               |                          |                                      |                          |
|--------------------------|----------------------------------|--------------------------|--------------------------|--------------------------|-------------------------------|--------------------------|--------------------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>         | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/>      | <input type="checkbox"/> | <input type="checkbox"/>             | <input type="checkbox"/> |
| Infrastructure           | Industrial                       | Growth                   | Transportation Centre    | City                     | Arts,                         | Destination              | Community                            | Enviro                   |
|                          | and<br>Commercial<br>Development | &<br>Housing             | and<br>Mobility          | Sustainability           | Culture,<br>and<br>Recreation | City                     | Health,<br>Safety<br>and<br>Security |                          |

For more information on the [City's Strategic Plan](#) please click on link provided.

**Describe how your event/ initiative aligns with the specific objective under the strategic theme you selected. \***

**What services or activities does your organization provide to City of Belleville Residents? \***

**What is the mission and primary objective of your organization \***

Please describe how your initiative or event will benefit the community \*

How does your event encourage or promote Belleville as a destination?

Has your organization received funding through the City of Belleville grant program in previous years \*

Yes

No

Check what other sources of funding has been received or applied for \*

Donations

Fundraising

Federal government funding

Provincial government funding

None

Has your organization reached out to others to form a partnership or sponsorship for your event \*

Yes

No

If yes, please provide details



Describe how your organization has successfully Page 25 of 55 inclusive and successful events in the past \*

Is there potential for this event to become an annual event supported independently by the applicant \*

Demonstrate the need for this event and who will directly benefit from this grant \*

What methods will be used to communicate the event to city residents \*

**What forms of marketing will you use to reach visitors outside of Belleville?**

**What are the targets and expected outcomes of this event \* Please include the expected number of attendees, volunteers, etc.**

**How will you measure these targets and outcomes \***

- |                          |                                   |                             |                          |                          |
|--------------------------|-----------------------------------|-----------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> |
| Participant<br>survey    | Reviews<br>from<br>local<br>media | Social<br>media<br>feedback | Track<br>participation   | Analyze<br>budget        |

How will your **organization event** be affected if the grant is not approved or if a reduced amount is approved \*

Please provide details describing how grant funds will be spent \*

Event Name \*

Event date or dates \*

Event time or times

Financial Assistance (please specify)

Initiative: Please provide the purpose of the financial assistance request \*

**Municipal Resources:** Please contact the City's Community Services Department at 613-966-4632 to discuss any municipal resources required.

**Municipal Resources:**

Use of a municipal facility (rental fee waived/reduced)

Municipal Staff support required for an event (wages waived/reduced)

Use of municipal equipment (rental fee waived/reduced)

Use of municipal materials

[Empty box for providing details on all municipal resources]

**Please outline project budget \***

[Empty box for outlining project budget]

**Please attach a copy of your budget for this project \***

How will your organization acknowledge the City of Page 30 of 35? \*

Upload any attachments you feel are required/ related to your application

Date \*

Authorized Official Confirmation

I have reviewed the entire application submission, and all information provided is true and accurate to the best of my knowledge and understanding \*

Yes

I am authorized to sign on behalf of this organization \*

Yes

Print Name of Signing Officer \*

# Thank You

Thank you for your application. It will be reviewed by the Grant Committee at the next scheduled meeting.

You will receive notification by email or mail regarding the decision soon.

If you have any questions please call 613-967-3213 or email [jknight@belleville.ca](mailto:jknight@belleville.ca)



# City of Belleville Arts & Culture Grant

**Goal:** To provide funding to bolster the local arts and culture sector's impact on the quality of life of local residents and the economic vitality of the community. The grants will support the realization of the City's strategic theme of Arts, Culture and Recreation.

**Available Funding:** Single grants of up to \$5,000 maximum **between financial assistance and municipal resources. Please note that municipal resources will be covered prior to financial assistance, based on final contract costs.**

## **Evaluation Criteria:**

Staff will review applications and make recommendations to the committee based on set criteria. This includes the contribution to the arts and culture environment and overall impact on the community. All grant decisions are subject to the approval of Mayor and Council in the form of a resolution of support. Council's decisions are final.

## **Funding Intake:**

Once per year; with the application period and due date approved by the Grant Committee.

## **Funding Condition**

### **Applicants:**

**Eligible:** ~~Applicants must be located in the City of Belleville.~~ **The event or service must take place within the City of Belleville.** Applicants must demonstrate the need for the specific grant request. All requests must be directed to the Grant Committee using the Community Arts & Culture Grant Application.

Applications must demonstrate that the activity for which funds are sought will help to achieve the city's strategic theme of Arts, Culture and Recreation by:

- creating hubs for community arts and culture programs, services and engagement.
- supporting artists and cultural organizations create learning, professional development, exhibition, performance opportunities
- promoting partnerships and collaborations that create new relationships, opportunities and visibility for Indigenous and other diverse artists, arts and culture leaders and professionals
- improving public spaces and replacing graffiti vandalism with colourful and attractive street art
- promoting the City's unique history and heritage
- fostering innovation, collaboration and excellence across a spectrum of artistic and cultural disciplines and modes of expression

Organizations whose primary focus is not with the City of Belleville. Applicants who have failed to comply with any reporting requirements from previous Arts & Culture grants or have failed to demonstrate favorable outcomes from previous grants. Organizations with past due balances owing to the City of Belleville.

Only applications submitted on time will be considered. **The city reserves the right to limit the number of applications an organization submits.**

Requests for Community Arts & Culture Grants will be assessed by the Staff Review Committee and recommendations brought to the Grant Committee.

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 period will be required to re-apply on an annual basis.

In executing grants, the municipality may impose such conditions and/or restrictions as it deems it.

### **Use of Funds**

#### **Eligible use of Funds:**

- event expenses: talent, equipment rental, marketing, venue rental, supplies, etc.
- **one time salary for event or service delivery organizer**

#### **Ineligible Use of Funds:**

- annual salaries of event organizers
- waiver of City fees (e.g. building permits)
- prize money
- S.O.C.A.N. fees
- building permit fees
- security expenses
- electrical hook-ups
- **annual operating salaries**
- **projects that will be the city's responsibility or become city assets**

Applicant must demonstrate it does not have the resources or ability to raise the resources to undertake the activity for which funds are sought.

Event must take place on the proposed date. Any changes must be approved by the Grant Committee.

Only one application per organization can be submitted per year, per funding stream.

Must have a bank account in the organization's name.

A follow up report must be submitted to the Grant Committee within 3 months of the event detailing the outcome and how the funds were spent.

Funds must be spent within one year.

**PLEASE NOTE: THIS APPLICATION WILL BE PART OF A PUBLIC AGENDA**

**Name of Applicant/ Organization**

**Address**

**Contact Person**

**Telephone Number**

**Email Address \***

**Business or Registered Charity Number**

**What is the mission and primary objective of your organization?**

What services or activities related to promoting arts and culture does your organization provide to City of Belleville residents?

Does the proposed project address the initiative of the City's Strategic Plan theme of Arts, Culture and Recreation \*

- Yes       No

For more information on the [City's Strategic Plan](#) please click on link provided.

Describe how your event/ initiative aligns with the specific objective under the strategic theme you selected. \*

For more information on the [City's Strategic Plan](#) please click on link provided.

Please describe your experience in the Arts & Culture field. Include items such as a brief description of your portfolio, designs, organizing events, etc.

**Has your organization received funding through the City of Belleville grant program in previous years \***

- Yes  No

**Check what other sources of funding has been received or applied for \***

- Donations
- Fundraising
- Federal government funding
- Provincial government funding
- None

**Has your organization reached out to others to form a partnership or sponsorship for your event \***

- Yes  No

If yes, please provide details:

Please describe how your arts and culture initiative will benefit the community \* Page 37 of 55

Please demonstrate the need for this event and who will directly benefit from this grant (estimate number of beneficiaries) \*

What methods will be used to communicate the event to the intended beneficiaries \* Page 38 of 55

What are the targets and expected outcomes of this event \* **Include the number of expected attendees, volunteers, etc.**

How will you measure these targets and outcomes \*

- |                          |                                   |                             |                          |                          |
|--------------------------|-----------------------------------|-----------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>    | <input type="checkbox"/> | <input type="checkbox"/> |
| Participant<br>survey    | Reviews<br>from<br>local<br>media | Social<br>media<br>feedback | Track<br>participation   | Analyze<br>budget        |

How have you considered diversity, inclusion and accessibility in planning your event \*

Describe how your organization has successfully Page 9 of 56, inclusive and successful events in the past \*

How will your organization event be affected if the grant is not approved or if a reduced amount is approved \*

Amount of Grant Request (maximum \$5,000)

Please provide details describing how grant funds will be used **Page 40 of 55**

Please outline project budget \*

Please attach a copy of your budget for this project

Please provide any additional information which you consider necessary

Upload any attachments you feel are required/ related to your application

Authorized Official Confirmation

I have reviewed the entire application submission, and all information provided is true and accurate to the best of my knowledge and understanding \*

Yes

I am authorized to sign on behalf of this organization Page 42 of 55

Yes

**Print Name of Signing Officer \***

**Date**

The City of Belleville assumes no liability for the activities of the organization as outlined in this application.

Thank you for your application. It will be reviewed by the Grant Committee at the next scheduled meeting.

You will receive notification by email or mail regarding the decision soon.

If you have any questions please call 613-967-3213 or email [jknight@belleville.ca](mailto:jknight@belleville.ca)



# City of Belleville Social Infrastructure Grant

## Social Infrastructure Fund

**Goal:** To provide funding to non-profit organizations that primarily provide services to individuals who are experiencing adverse social impacts due to the economy, housing, physical, family, cultural, social exclusion, disabilities, and ethnic/ racial/ religious factors.

**Available Funding:** Single grants of up to \$20,000

### Evaluation Criteria:

Staff will review applications and make recommendations to the committee based on set criteria as outlined in appendix. This includes the demonstrated need for the specific grant and overall impact on the community. All grant decisions are subject to the approval of Mayor and Council in the form of a resolution of support. Council's decisions are final.

### Funding Intake:

Once per year; with the application period and due date approved by the Grant Committee

### Funding Conditions

Applicants:

**Eligible:**  
**Applicants Event or service delivery** must be located in the City of Belleville. Applicants must demonstrate the need for the specific grant request. All requests must be directed to the Grant Committee using the Social Infrastructure Grant Application. Applications must demonstrate that the activity for which funds are sought will help to achieve the city's strategic theme of Community Health, and Security.

Only applications submitted on time will be considered.

**Ineligible:**  
Organizations whose primary focus is not within the City of Belleville. Applicants who have failed to comply with any reporting requirements from previous Social Infrastructure grants or have failed to demonstrate favorable outcomes from previous grants. Organizations with past due balances owing to the City of Belleville.

- Political parties
- Individuals
- For-profit businesses
- Organizations serving as funding sources for others example: service clubs
- School Boards
- **Projects that will be the city's responsibility or become city assets**

Requests for Social Infrastructure Grants will be assessed by the Staff Review Committee and recommendations brought to the Grant Committee.

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

In executing grants, the municipality may impose specific contractual conditions and/or restrictions as it deems fit.

### **Use of Funds**

#### **Eligible use of Funds:**

- one time salary for event or service delivery organizer
- event expenses, venue rental, supplies, etc.

#### **Ineligible Use of Funds:**

- security expenses
- Salaries of event organizers
- annual operating salaries
- projects that will be the city's responsibility or become city assets

Applicant must demonstrate it does not have the resources or ability to raise the resources to undertake the activity for which funds are sought.

Only one application per organization can be submitted per year, per funding stream. Only applications submitted on time will be considered. **The city reserves the right to limit the number of applications an organization submits.**

Must have a bank account in the organization's name.

A follow up report must be submitted to the Grant Committee within 3 months of the event/activities detailing the outcome and how the funds were spent, including measurable, tangible results.

Funds must be spent within one year of the grant approval.

**PLEASE NOTE: THIS APPLICATION WILL BE PART OF A PUBLIC AGENDA**

**Name of Applicant/ Organization \***

**Address \***

**Contact Person \***

**Telephone Number \***

**Email Address \***

**Business or Registered Charity Number**

**What services or activities does your organization provide to City of Belleville residents?**

What is the mission and primary objective of your organization?

Does the proposed project address the initiative(s) of the City's Community Strategic Plan \*

- |                          |  |                          |                                   |                                  |  |                          |   |                          |
|--------------------------|--|--------------------------|-----------------------------------|----------------------------------|--|--------------------------|---|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/>                       | <input type="checkbox"/> | <input type="checkbox"/>          | <input type="checkbox"/>         | <input type="checkbox"/>               | <input type="checkbox"/> | <input type="checkbox"/>                          | <input type="checkbox"/> |
| Infrastructure           | Industrial<br>and<br>Commercial<br>Development | Growth<br>&<br>Housing   | Transportation<br>and<br>Mobility | City<br>Centre<br>Sustainability | Arts,<br>Culture,<br>and<br>Recreation | Destination<br>City      | Community<br>Health,<br>Safety<br>and<br>Security | Enviro                   |

For more information on the [City's Strategic Plan](#) please click on link provided.

**Describe how your event/ initiative aligns with the specific objective under the strategic theme you selected. \***

**Does your organization provide one of the primary services outlined in the Social Infrastructure criteria such as experiencing adverse social impacts due to the following \***

- |                          |                          |                          |                          |                          |                          |                          |                          |                          |                          |
|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Economy                  | Housing                  | Physical                 | Family                   | Cultural                 | Social Exclusion         | Disabled                 | Ethnic                   | Racial                   | Religi Facto             |

**Has your organization received funding through the City of Belleville grant program in previous years \***

- Yes  No

**Check what other sources of funding has been received or applied for \***

- Donations
- Fundraising
- Federal government funding
- Provincial government funding
- None

**Has your organization reached out to others to form a partnership or sponsorship for your event \***

- Yes  No

**If yes, please provide details**

**How have you considered diversity, inclusion and accessibility in planning your event \***

Describe how your initiative will benefit/ impact the community

What are the targets and expected outcomes of this event \* **Please include expected number of attendees, volunteers, etc.**

Describe how your organization has successfully delivered safe, inclusive and successful events in the past \*

How will your ~~organization~~ **event** be affected if the grant is not approved or if a reduced amount is approved \*

Please outline project budget \*

Please attach a copy of your budget for this project

Amount of Grant Request

Please provide details describing how grant funds will be spent

How will your organization acknowledge the City of Belleville Grant?

Please provide any additional information which you consider necessary

Upload any attachments you feel are required/ related to your application

Date

Authorized Official Confirmation

I have reviewed the entire application submission and all information provided is true and accurate to the best of my knowledge and understanding \*

Yes

I am authorized to sign on behalf of this organization Page 52 of 55

Yes

**Print Name of Signing Officer \***

**The City of Belleville assumes no liability for the activities of the organization as outlined in this application.**

# Thank You

Thank you for your application. It will be reviewed by the Grant Committee at the next scheduled meeting.

You will receive notification by email or mail regarding the decision soon.

If you have any questions please call 613-967-3213 or email [jknight@belleville.ca](mailto:jknight@belleville.ca)



**CITY OF BELLEVILLE GRANT COMMITTEE**

**TERMS OF REFERENCE**

**Approved by Council- January 14, 2013**

**Revised – April 23, 2018**

**Revised – February 4, 2019**

**Revised – January 13, 2020**

**Revised – November 27, 2023**

**Revised - November 2024**

**Mandate:**

The mandate of the Grant Committee is to:

- Recommend an annual budget allocation for grant requests
- Provide fair and equitable assessment of all grant requests:
  - Evaluate **General, Community Impact**, Social Infrastructure, Community Arts & Culture Fund, **and Tourism** grant applications in accordance with the Grant Policy
  - Provide recommendations to Council for approval of grants
- Provide the maximum level of community benefit given the approved community grant budget

**Committee Structure:**

Four (3) voting members consisting of:

- Three (3) City Councillors
- Quorum consists of 2 members

Staff Assigned

- Director of Finance/Treasurer
- Director of Recreation, Culture and Community Services, or designate
- Director of Environmental and Operational Services, or designate
- Other staff as necessary

**Staff Support:**

- **Staff will grade all grant applications using the scoring matrix for each funding stream, and provide recommendations to the Committee**
- Staff will provide procedural, technical and financial advice and support to the Grant Committee throughout the review and assessment of all grant application forms.
- Staff will liase with the individual organizations and groups to ensure a clear understanding of the request and the corresponding financial commitment.

**Meeting Schedule:**

Community Impact Grant Applications: twice per year, announced by the Chair upon resolution by the Grant Committee

Social Infrastructure Fund Applications: annually announced by the Chair upon resolution by the Grant Committee

Community Arts & Culture Fund Applications: annually announced by the Chair upon resolution by the Grant Committee

Tourism Grant: twice per year, announced by the Chair upon resolution by the Grant Committee

Other:

Page 55 of 55

The budget for monetary grants and grants of municipal resources will be established annually at the Operating Budget deliberations.

The budget for monetary grants for Social Infrastructure will be established based on prior calendar year Social Infrastructure allocation from Casino Revenue.