

City of Belleville

Report No: CRCS-2025-09

Meeting Date: November 24, 2025



To: Mayor and Members of Council

Department: Finance

Staff Contact: Jennifer Knight, Coordinator of Revenue and Customer Service

Subject: City of Belleville Grant Committee - Policy Updates

Recommendation:

That Council approve the recommendations of the Grant Committee as outlined in the Coordinator of Revenue and Customer Service Report No. CRCS-2025-09, City of Belleville Grant Committee - Policy Updates, being:

- **proposed changes to the Grant Policy**
- **proposed changes to the Community Impact Grant guidelines**
- **proposed changes to the Tourism Grant guidelines and application**
- **proposed changes to the Arts and Culture Grant guidelines**
- **proposed changes to the Social Infrastructure Grant guidelines**
- **proposed 2026 intake dates**

That Council approve the following recommendation of the Grant Committee:

That the Hastings and Prince Edward Learning Foundation - Feed the Meter Campaign be approved for December 2025, and

That commencing in 2026 the Hastings and Prince Edward Learning Foundation will need to apply to the Grant Committee for the Food for Learning program, and

That the Feed the Meter program be discontinued as of January 1, 2026.

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 Staff Review Committee met on September 25, 2025 to review and make recommendations for updates to the overall grant guidelines, applications, and policy.

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

- A one-time funding allocation of up to \$2,500 is available to help cover the fees associated with becoming a registered not-for-profit or charitable organization. This amount is included within the total funding of up to \$10,000 that may be requested. This is only available to organizations if their mandate is a Community Impact initiative, or Tourism initiative. The organization can only apply for this funding through one funding stream
- An information session will be held by staff for applicants. This session will outline the grant process and have a question and answer period.
- The initiative for each funding stream must be different
- Investigate the creation of a Destination Development Fund or Tourism Community Improvement Plan that would replace the city's Tourism Grant
- Discontinue the Grant Committee

Financial/Analysis:

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

Grant Policy Update - Draft (attached)

That the proposed changes to the Grant Policy be approved, and referred to Council for final approval.

Community Impact Grant - Draft Guidelines (attached)

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

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.

Arts and Culture Grant - Draft Guidelines (attached)

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

Social Infrastructure Grant - Draft Guidelines (attached)

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

The Staff Review Committee recommends the following intake dates for the 2026 Grant applications.

FUNDING STREAM	FIRST INTAKE	SECOND INTAKE
Community Impact	November 25, 2025 at 12:00 am to January 9, 2026 at 4:30 pm	May 1, 2026 at 12:00 am to June 15, 2026 at 4:30 pm
Tourism	December 1, 2025 at 12:00 am to January 30, 2026 at 4:30 pm	March 2, 2026 at 12:00 to April 30, 2026 at 4:30 pm
Social Infrastructure	February 2, 2026 at 12:00 am to March 31, 2026 at 4:30 pm	N/A
Arts & Culture	April 1, 2026 at 12:00 am to May 29, 2026 at 4:30 pm	N/A

That the proposed 2026 intake dates be approved, and sent to Council for approval.

Hastings and Prince Edward Learning Foundation - Feed the Meter Campaign

A subsequent Grant Committee meeting was held November 10, 2025 after the Council meeting, and the following motion was passed:

That the Motion with respect to the Hastings and Prince Edward Learning Foundation - Feed the Meter Campaign, be amended to read as follows:

That the Hastings and Prince Edward Learning Foundation - Feed the Meter Campaign be approved for December 2025, and

That commencing in 2026 the Hastings and Prince Edward Learning Foundation will need to apply to the Grant Committee for the Food for Learning program, and

That the Feed the Meter program be discontinued as of January 1, 2026.

Conclusion:

Council approve the Grant Committee’s recommendations as outlined in the Coordinator of Revenue and Customer Service Report No. CRCS-2025-09, City of Belleville Grant Committee.”

Attachments:

[Grant Policy - Draft 2026](#)

[Community Impact Grant - Application - Draft 2026](#)
[Tourism Grant - Application - Draft 2026](#)
[Arts and Culture Grant - Draft 2026](#)
[Social Infrastructure Grant - Application - Draft 2026](#)

Reviewed by:

Brandon Ferguson, Director of Finance/Treasurer
Doug Irwin, City Clerk
Matt MacDonald, Chief Administrative Officer

Status:

Approved - 12 Nov 2025
Approved - 12 Nov 2025
Approved - 13 Nov 2025



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

Revised: October 2025

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, **or designate**
 - 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

4.7. Coordinator of Revenue and Customer Service

- Prepare agenda for Staff Review Committee and Grant Committee
- Prepare report to Grant Committee and Council

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 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, **some pre-approvals for the following year may be granted at the discretion of the Grant committee and Council.** 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 No deputation to Council will be received from applicant organizations regarding requests for funding while applications are being considered.
- 7.8 Grants will not be available to assist with annual operating expenses of an organization, except Social Infrastructure Funding and Belleville Arts & Culture Fund Applications.
- 7.9 Grants will not be available to assist with annual salaries of event organizers, prize money, development related waiver of fees, building permit fees, development related charges, **S.O.C.A.N. costs**, electrical hook-up fees, security expenses, projects that will be the city's responsibility or become city assets.
- 7.10 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~~ MAT Tax

- 7.11 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

7.12 Only one application per organization can be submitted per year, per funding stream. **The initiatives for each funding stream must be different.**

7.13 The city reserves the right to limit the number of applications an organization submits.

7.14 Staff will review grant applications and make recommendations to the committee based on set criteria.

7.15 Organizations with past due amounts owing to the City of Belleville will not be eligible for grants.

7.16 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

- Applicant must be a registered not-for-profit or charitable organization
- **One time funding for registration fees to become a not-for-profit or charity (up to \$2,500). This amount is included within the \$10,000 maximum grant request. This is only available through the Community Impact and Tourism funding streams. Applicant can only apply for this through one funding stream. This is only available to an organization if their mandate involves a Community Impact or Tourism initiative. If the applicant is not successful in becoming a registered not-for-profit or charitable organization this one-time funding must be paid back to the City.**
- 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 should not rely on this funding as a recurring source of support. Applicant must also demonstrate a plan for sustainability beyond the grant period
- 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

- Individuals
- Political parties
- For-profit businesses
- School boards
- Organizations whose primary focus is not within the City of Belleville.
- Applicants who have failed to comply with any reporting requirements from previous grants or have failed to demonstrate favourable outcomes from previous grants.
- **Cannot obtain \$5M liability insurance**
- **Do not have bank account in organization's name.**
- Organizations with past due balances owing to the City of Belleville.
- Organizations serving as funding sources for others example: service clubs



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 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.

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**. This includes the demonstrated need for the specific grant and overall impact on the community. **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 Intake:

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

Funding Conditions

Applicants:

Eligible:

- Registered not-for-profit and registered charities.
- The event or service delivery must take place within the City of Belleville..
- Applicants must demonstrate the need for the specific grant request.
- All requests must be made 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:

- Individuals
- Political parties
- For-profit businesses
- School boards
- Organizations whose primary focus is not within the City of Belleville.
- Applicants who have failed to comply with any reporting requirements from previous grants or have failed to demonstrate favourable outcomes from previous grants.
- **Cannot obtain \$5M liability insurance**
- **Do not have bank account in organization's name.**
- Organizations with past due balances owing to the City of Belleville.
- Organizations serving as funding sources for others example: service clubs

Use of Funds

Eligible Use of Funds:

- Event expenses: Insurance, talent, equipment rental, marketing, venue rental, supplies, etc.
- One time salary for event or service delivery organizer **specific to this event only**
- **S.O.C.A.N fees**
 - **One time funding for registration fees to become a not-for-profit or charity (up to \$2,500). This amount is included within the \$10,000 maximum grant request. This is only available to an organization if their mandate involves a Community Impact initiative. Applicant can only apply for this through one funding stream. . If the applicant is not successful in becoming a registered not-for-profit or charitable organization this one-time funding must be paid back to the City.**

Ineligible Use of:

- Annual Salary 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 costs
- Projects that will be the city's responsibility or become city assets

Terms and Conditions

- 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 Community Impact offering within the City of Belleville, and the demand for such an event.
- Only applications submitted on time will be considered.
- Applicants must have a bank account in **applicant's name**.
- **Applicants must be able to get insurance in applicant's name.**
- 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 in 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.**
- **Events with attendance greater than 100 must fill out the Special Events form and follow the Special Event Guidelines.** <https://www.belleville.ca/en/learn-and-play/special-events-application-and-planning-guide.aspx>
- 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 initiative for each funding stream must be different.**
- **In executing grants**, the municipality may impose specific contractual conditions and/or restrictions as it deems fit.
- No deputation to Council will be received from ~~the applicant~~ **organizations** regarding requests for funding while applications ~~are~~ **is** being considered.
- **Applicants should not rely on this funding as a recurring source of support.**
- **Applicants must also demonstrate a plan for sustainability beyond the grant period**
- A follow-up report must be submitted to the **Staff Review Grant Committee** within three (3) months of the event detailing the outcome and how the funds were spent, including measurable, tangible results and outcomes of the grant.
- The City reserves the right to limit the number of applications an organization submits.
- 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, **some pre-approvals for the following year may be granted at the discretion of the Committee and Council.** 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.
- Applicants must demonstrate it does not have the resources or ability to raise the resources to undertake the activity for which funds are sought.
- Funds must be spent within one year of grant approval.

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 | 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 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 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 or applied for *

- 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 |

Has your organization reached out to others to form a partnership 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, 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



City of Belleville Tourism Grant Application

Goals: Annual 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 and **promote the city as an attractive destination for visitors**. 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**. This includes the demonstrated need for the specific grant and overall impact on the community. 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

- 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 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)

Applicants:

Eligible:

- Registered not-for-profit and registered charities.
- ~~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
- Applicants who can provide previous **2-years'** financial statements **upon request**.
- All requests must be directed to the Grant Committee using the **online** 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
- For-profit Businesses
- School boards
- 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.
- Organizations with past due balances owing to the City
- Organizations serving as funding sources for others example: service clubs
- **Cannot obtain \$5M liability insurance**
- **Do not have bank account in organization's name.**

Use of Funds

Eligible Use of Funds:

- Support cultural and multi-cultural, **conferences, sports events, festivals, tournaments conventions.**
- Event expenses: Insurance, talent, equipment rental, marketing, venue rental, supplies, etc
- One time salary for event or service delivery organizer **specific to this event only.**
- **SOCAN Fees**
- **One time funding for registration fees to become a not-for-profit or charity (up to \$2,500). This amount is included within the \$10,000 maximum grant request. This is only available to an organization if their mandate involves a Tourism initiative. Applicant can only apply for this through one funding stream. . If the applicant is not successful in becoming a registered not-for-profit or charitable organization this one-time funding must be paid back to the City.**

Ineligible Use of Funds:

- Annual operating expenses
- Annual salary 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**

Terms and Conditions

- 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.
- Applicants must have a bank account in **applicant's name.**
- **Applicants must be able to get insurance in applicant's name.**
- 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 in 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.**
- **Events with attendance greater than 100 must fill out the Special Events form and follow the Special Event Guidelines.** <https://www.belleville.ca/en/learn-and-play/special-events-application-and-planning-guide.aspx>
- 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 initiative for each funding stream must be different.**
- **In executing grants,** the municipality may impose specific contractual conditions and/or restrictions as it deems fit.
- No deputation to Council will be received from **the applicant organizations** regarding requests for funding while applications **are is** being considered.
- **Applicants should not rely on this funding as a recurring source of support.**
- **Applicants must also demonstrate a plan for sustainability beyond the grant period**
- 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, including measurable, tangible results and outcomes of the grant.
- The City reserves the right to limit the number of applications an organization submits.
- 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, **some pre-approvals for the following year may be granted at the discretion of the Committee and Council.** 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.
- Applicants must demonstrate it does not have the resources or ability to raise the resources to undertake the activity for which funds are sought.
- Funds must be spent within one year of grant approval.

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

Attached Supporting Documentation for proof of organization registration.

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
Commercial
Development | &
Housing | and
Mobility | Sustainability | Culture,
and
Recreation | City | Health,
Safety
and
Security | |

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

Event Name *

Event date or dates *

Event time or times

Financial Assistance (please specify)

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? ***~~ **Please provide a description of your event.**

Project Category

- Festival
- Tournament
- Other _____

- Sports Event
- Conference

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

Describe how your event promotes Belleville as a destination?

Please outline event budget – Include sources of revenue and expenses totals and add a copy of the budget

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

Describe the partnerships/sponsorships that are part of your event

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 *

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, **including marketing plan.**

What are the targets and expected outcomes of this event * **Please include the expected number of attendees, volunteers, etc. What are the projected overnight stays your event will bring?**

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 |

Please outline how grant funds will be spent for this event *

Will you be able to secure \$5 million in liability insurance?

Yes No

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

Please provide details on all municipal resources requested

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. *

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 *

Date *

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



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.

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. This includes the demonstrated need for the specific Arts & Culture grant and overall impact on the community. **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 Intake:

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

Funding Condition

Applicants:

Eligible:

- Registered not-for-profit and registered charities.
- The event or service delivery must take place within the City of Belleville..
- Applicants must demonstrate the need for the specific grant request.
- All requests must be made to the Grant Committee using the 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 collaboration]s that create new relationships, opportunities and visibility for Indigenous and other divers 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

Ineligible:

- Individuals
- Political parties
- For-profit businesses
- Organizations whose primary focus is not within the City of Belleville.
- Applicants who have failed to comply with any reporting requirements from previous grants or have failed to demonstrate favourable outcomes from previous grants.
- **Cannot obtain \$5M liability insurance**

- Do not have bank account in organization's name.
- Organizations with past due balances owing to the City of Belleville.

Use of Funds

Eligible use of Funds:

- Event expenses: Insurance, talent, equipment rental, marketing, venue rental, supplies, etc.
- One time salary for event or service delivery organizer **specific to this event only**
- **S.O.C.A.N fees**

Ineligible Use of Funds:

- Annual salary of event organizers
- Prize money
- **S.O.C.A.N. fees**
- Building permit fees
- Security expenses
- Development related waiver of fees
- Electrical hook-ups
- Projects that will be the city's responsibility or become city assets

Terms and Conditions

- 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 Arts and Culture offering within the City of Belleville, and the demand for such an event.
- Only applications submitted on time will be considered.
- Applicants must have a bank account in **applicant's** name.
- **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, if in-kind services are requested.**
- 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 initiative for each funding stream must be different.**
- **In executing grants**, the municipality may impose specific contractual conditions and/or restrictions as it deems fit.
- No deputation to Council will be received from **the applicant organizations** regarding requests for funding while applications **are is** being considered.
- **Applicants should not rely on this funding as a recurring source of support.**
- **Applicants must also demonstrate a plan for sustainability beyond the grant period**
- 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, including measurable, tangible results and outcomes of the grant.
- The City reserves the right to limit the number of applications an organization submits.
- Requests for Arts and 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, **some pre-approvals for the following year may be granted at the discretion of the Committee and Council.** Applicants requiring funding beyond the current period will be required to re-apply on an annual basis.
- Applicants must demonstrate it does not have the resources or ability to raise the resources to undertake the activity for which funds are sought.
- 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

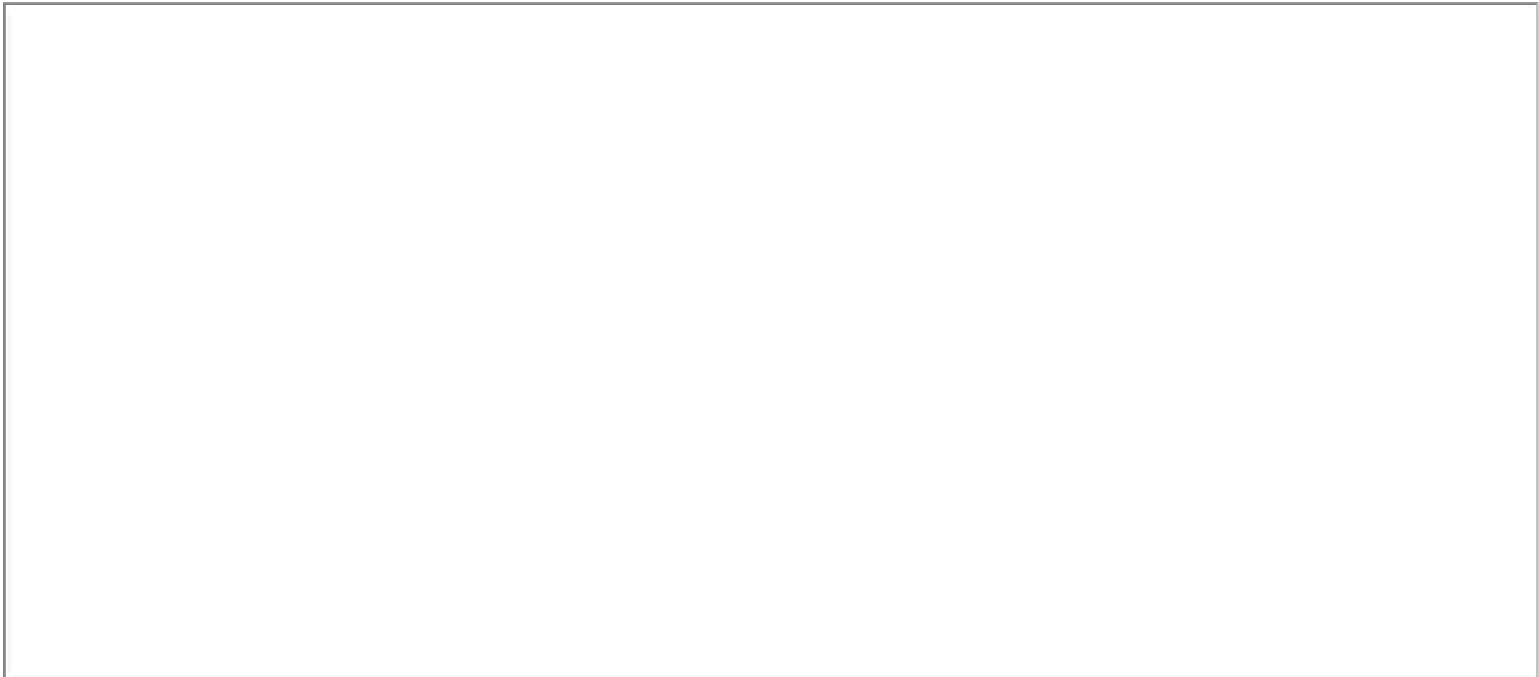
Contact Person

Telephone Number

Email Address *

Business or Registered Charity Number

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 how your arts and culture initiative or event will benefit the community *

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:

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Please describe how your arts and culture initiative or event will benefit the community *

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 |

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 *

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 spent

Please outline project budget *

Please attach a copy of your budget for this project

How will your Organization acknowledge the City of Belleville Arts and Culture Fund Grant

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 *

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



City of Belleville Social Infrastructure Grant

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. **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 Intake:

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

Funding Conditions

Applicants:

Eligible:

- Registered not-for-profit and registered charities.
- The event or service delivery must take place within the City of Belleville..
- Applicants must demonstrate the need for the specific grant request.
- All requests must be made 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.

Ineligible:

- Individuals
- Political parties
- School boards
- For-profit businesses
- Organizations whose primary focus is not within the City of Belleville.
- Applicants who have failed to comply with any reporting requirements from previous grants or have failed to demonstrate favourable outcomes from previous grants.
- **Do not have bank account in organization's name.**
- Organizations with past due balances owing to the City of Belleville.

Use of Funds

Eligible use of Funds:

- **one time salary for event or service delivery organizer**
- **S.O.C.A.N fees**
- Event expenses: Insurance, talent, equipment rental, marketing, venue rental, supplies, etc.

Ineligible Use of Funds:

- Annual Salary 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
- Projects that will be the city's responsibility or become city assets

Terms and Conditions

- 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 Arts and Culture offering within the City of Belleville, and the demand for such an event.
- Only applications submitted on time will be considered.
- Applicants must have a bank account in **applicant's** name.
- Only one application per organization can be submitted per year, per funding stream. **The initiative for each funding stream must be different.**
- **In executing grants**, the municipality may impose specific contractual conditions and/or restrictions as it deems fit.
- No deputation to Council will be received from **the** applicant **organizations** regarding requests for funding while applications **are is** being considered.
- **Applicants should not rely on this funding as a recurring source of support.**
- 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, including measurable, tangible results and outcomes of the grant.
- The City reserves the right to limit the number of applications an organization submits.
- 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, **some pre-approvals for the following year may be granted at the discretion of the Committee and Council.** Applicants requiring funding beyond the current period will be required to re-apply on an annual basis.
- Applicants must demonstrate it does not have the resources or ability to raise the resources to undertake the activity for which funds are sought.
- 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

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
and
Commercial
Development | Growth
&
Housing | Transportation
Centre
and
Mobility | City
Sustainability | Arts,
and
Recreation | Destination
City | Community
Health,
Safety
and
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 who will directly benefit from this grant *

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 *

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