



POLICY TITLE	Community Grant		
CATEGORY	Financial		
POLICY NUMBER	A09 FIN 004 CS		
DEPARTMENT	Community Services		
POLICY AUTHOR	Director of Community Services		
POLICY TYPE	Corporate Policy		
APPROVED BY	Council		
EFFECTIVE DATE	JAN. 01, 2023	REVIEW DATE	JAN. 01., 2027

POLICY STATEMENT

The Community Grant Policy provides a framework to evaluate and consider applications to community grants against the goals and objectives of the municipality. With limited financial resources available to support community organizations, the policy establishes eligibility requirements and outlines application and reporting requirements.

POLICY PURPOSE

The purpose of the Community Grant Policy is to assist the Town of Lincoln in continuing to raise the quality of life afforded to its residents by supporting community organizations who contribute to building an engaged, inclusive, and vibrant community. By assisting community organizations in meeting their program mandates as well as the objectives of Council to support the greatest needs in our community, the policy ensures that municipal funds are disbursed in meaningful, equitable and measurable ways.

LEGISLATIVE AUTHORITY

There are no related authorities.

POLICY SCOPE & EXEMPTIONS

The policy applies to all community grant applicants and the application review team to ensure all community organizations are assessed with fairness and consistency. The intent is to share available resources throughout the municipality

POLICY ADMINISTRATION

An applicant organization must meet the following criteria in order to be considered to receive funds:

- Not-for-profit, community organizations



- Be located and conduct the majority of activities within geographic boundaries of the Town of Lincoln.
- Only one application per organization is permitted.
- Demonstrated sound financial management and good standing with the Town.
- Funding requests can be defined as events/projects/programs that support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, social, heritage, recreation and/or health activities.
- Demonstrate provision of services and programs in an effective, accessible, equitable and inclusive manner.
- Demonstrate active sustainability efforts to support the continuation of an event/project/program.
- Municipal funding should not be considered as the primary source of funding.
- Demonstrate need for financial assistance.
- Must spend funding on the sole purpose for which it was awarded within the current fiscal year.

Preference will be given to community organizations that demonstrate positive impact to residents, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

Ineligibility

The Town **WILL NOT** fund:

- For-profit organizations/businesses or individuals;
- Organizations and/or activities of a political nature;
- Organizations where the service component is conditional upon participation in the religious activities or the organization;
- Regional, provincial and national events outside of Lincoln;
- Hospitals, clinic-based services or medical treatment programs;
- Events where the proceeds do not benefit Lincoln residents.
- Organizations that conduct the majority of their activities outside of Lincoln;
- Costs for renovations and/or capital equipment not directly related to the project, program or event;
- Financing of annual operating deficits;
- Direct remuneration of employees or honorariums for volunteers.
- Funding will not be provided for accumulated deficits.
- Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
- Fee waivers and registration fees, travel or accommodation, uniforms, personal equipment, consultant costs, food, beverage or alcohol, and borrowing costs.
- Organizations who have failed to provide satisfactory reports, including financial receipts and supporting documentation and specifically with respect to the allocation of funds.



Maximum Contribution

No community organization shall receive more than 25% of the Town's overall annual approved grant funding.

Grant Funding Stream

Grow Prosper Belong Community Fund

This fund provides financial assistance for events, projects and/or programs with an identified start-up and completion date. The event/project/program must be held in the year the grant is awarded.

Project funding would allow community groups to be eligible for up to a maximum of 50% of the eligible costs of the event/project/program.

Application Review Process

- Late or incomplete applications will not be considered.
- Completed applications which are received by the application deadline will be forwarded to the review and evaluation committee with final recommendations based on the total grant allocation amount in the Town's annual operating budget.
- Applications determined to be ineligible for funding shall be notified in writing.

Evaluation Committee

Ultimately, Council will have full and sole discretion on the approval of any funding requests. The Evaluation Committee will perform a detailed review and provide Council with recommendations. The Evaluation Committee will be composed of the following:

- 1) Five (5) Town staff from each of the following departments
 - Two (2) from Community Services,
 - One (1) from the CAO's Office
 - One (1) from Finance & Administration
 - One (1) from Legislative Services

Assessment & Selection Process

It is understood that there are limited funds that Council allocates and not every project can be funded. During the assessment and selection process, the committee will consider, but is not limited to, the following assessment criteria in evaluating the grants to be awarded for the upcoming year:



- Demonstrated need for the project within the town of Lincoln
- Alignment of the event/project/program with the Town's strategic priorities and community vision statement
- Positive outcomes of the event/project/program, community impact and volunteer involvement.
- Financial feasibility of the event/project/program
- Organizational effectiveness and long-term sustainability of the event/project/program

Council will approve the release of funding up to the amount included annual operating budget. Funding award decisions of Council are final and not subject to appeal.

Appeals

Every organization shall be notified as to their eligibility for funding. If an organization is dissatisfied with the decision of the committee and informed that they are not eligible for funding, the organization may appeal to the Committee of the Whole, whose decision is final, subject to the approval of Council.

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Payment of Funds

Release of grant funds approved by the Council of the Town of Lincoln will only be made upon final approval of the Council of the Town of Lincoln.

Funding Conditions

- Recipients will publicly acknowledge funding support from the Town of Lincoln and include a current Town logo on all forms of communication related to the project. Where the Town logo is present, documents must be reviewed by the Town's communications team to ensure the integrity of the Town's brand.
- Funding is not to be regarded as a commitment by the Town to continue assistance in the future.
- Funding will only be used for the purpose approved by Council. The recipient must request approval for any proposed material changes to the project prior to implementation. If the changes result in cancellation or significant delay, the recipient will, after consultation with staff, be required to return the grant funds received that year.
- Funding that is not spend within the year for which it was awarded must be returned to the Town of Lincoln.



Reporting Requirements

Successful applicants who receive funding must report on how the funding was spent and the benefits and overall impact.

Any organization receiving funds from the Town **MUST** submit a final report for return:

- The final report form **must** be accompanied by copies of receipts within 60 days of the activity or the end of the event/project/program.
- Only community organizations that have fulfilled all requirements, completed and submitted the final report shall be eligible for future funding.

POLICY COMMUNICATION

The policy is made available on the Town website.

The grant application period is January – February annually. The policy is clearly linked to any promotion of the grant application process.

RELATED PROCEDURES

There are no related procedures.

REVISION HISTORY

Historical Policy Actions	
Timeline	Action(s)
1991	In 1991, Council approved amendments to its corporate Grant Policy via RP 91-381. The updated policy addressed the need to financially assist volunteer organizations that: <ol style="list-style-type: none">1) Promote the town of Lincoln2) Establish and develop programs of recreation3) Enhance and develop the arts and cultural aspects of the Town of Lincoln;4) Supplement education, training and knowledge in recreation and cultural fields.
2018	In May 2018, staff committed via report CM 18-09 to review the application process for the existing municipal grant program including clarifying and redefining the funding criteria, enhancing the application and review/evaluation process and adding additional reporting requirements.



2019	Community Grant Policy and Grow Prosper Belong Fund was approved by Council (CS-15-19 Community Grant Policy and Grow Prosper Belong Fund Report)
2021	<p>Council approved Policy A09 ADM 001 LS: Administration of Policies and Procedures which formalizes and defines a transparent process for the creation, management, retention and review of the Town's policies and procedures.</p> <p>Council directed Legislative Services staff to undergo a corporate-wide review of the Town's policies for accuracy and relevancy.</p>
2022	<p>Community Services staff recommend policy revisions after internal review.</p> <p>This policy number was previously numbered CS-2019-03 but was revised in accordance with Policy A09 ADM 001 LS upon approval to Policy Number A09 FIN 004 CS.</p>