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## 2012 COMMUNITY GRANT INFORMATION & GUIDELINES

The ways in which the City of Peterborough provides funding to external organizations were reviewed in Report CSD07-003 – City Financial Support to External Organizations Review, presented on April 2, 2007 to Committee of the Whole. Subsequently, Report CSD07-004 - Revised Recommendations: City Financial Support to External Organizations Review was presented to Committee of the Whole on April 23, 2007 and approved by City Council on April 30, 2007. The comprehensive review led to the revision of the Community Grants Program. The reports can be viewed on the City website: [www.peterborough.ca](http://www.peterborough.ca) Click on the blue City Hall tab at the top of the page, choose City Council, Agendas and Minutes from the dropdown arrow, and click in the appropriate date square on the calendar on the Committee of the Whole agenda link.

There are three different Community grant programs including:

- i) **Community Project Grants** (seed money or support for a specific project for which amount requested is \$250 - \$1000),
- ii) **Community Investment Grants** (project and special events, specific programs or operating budgets for which amount requested is \$1000 - \$15,000) and
- iii) **Community Service Grants** (for municipally mandated services, amounts greater than \$15,000. Not available through application process as agreements are initiated by the City of Peterborough. See Reports to Council for more information).

The purpose of the Community Grants program is to provide financial assistance to non-profit, community-based organizations that provide direct programs, services, or activities that enhance the quality of life for Peterborough residents in the areas of social services and health, arts, culture, heritage, recreation, or the environment.

These funding streams are further defined as projects/events, activities, or programs that support/sustain, promote, inform/educate, celebrate, preserve and/or provide access to:

**Arts:** creative activity by professionals or non-professionals in various fine and applied art forms including but not limited to: visual, performing and performance, literary, media, and decorative arts;

**Culture:** beliefs, customs and traditions of certain communities, societies, or cultural groups relating to language, ethnicity, race, gender, sexual identity, disability, religion, class, and diversity;

**Environment:** beautification, conservation, documentation, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape);

**Heritage:** identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums and galleries/collections), historic people and events, and traditions (customs and beliefs);

**Recreation:** activities contributing to physical health and well-being including: participation in sports leagues, instructional sports, fitness and wellness activities, leisure and hobby activities;

**Social Services & Health:** programs and services supportive to the social determinants of health (state of complete physical, mental and social well-being with a focus on prevention; access to housing, food and clothing, freedom from violence).

## COMMUNITY PROJECT GRANTS

### Eligibility Criteria

To be eligible for funding, applicants must:

- Be new or existing, incorporated or unincorporated not-for-profit organizations (NFPs), or Neighbourhood Associations, and
- Be located and conduct the majority of activities within the geographic boundaries of the City of Peterborough.

**N.B. First-time applicants must apply for and receive a grant in the Project Grant category for at least two consecutive years before they can apply for an Investment Grant.**

### The following are not eligible for a Community Project Grant:

- Organizations receiving a Community Investment Grants or Community Service Grant
- Individuals
- For-profit businesses
- Organizations with political affiliations
- Organizations serving as funding sources for others, e.g. Service Clubs
- Faith organizations where services/activities include the promotion and/or required adherence to a faith
- Hospitals, clinic-based services or medical treatment programs
- Fund-raising events
- School boards, primary and secondary schools, post secondary institutions
- Programs within legislated mandates of other government or city departments
- Provincial/national organizations, unless a local chapter exists to service the residents of Peterborough
- Organizations receiving 80% or more of funding from senior levels of government
- Organizations that conduct the majority of their activities outside of the City
- Costs for major capital equipment/renovations and minor renovations; and financing of deficits

### Assessment Process

Applications will be reviewed in detail and recommended by Senior City staff for Council approval. **There will be no appeal process.** As the requests for financial support may exceed the funds available, this is a competitive process. Applicants are not guaranteed funding.

## COMMUNITY INVESTMENT GRANTS

### Eligibility Criteria

To be eligible for funding, applicants must:

- be incorporated as a not-for-profit organization with a local Board of Directors;
- be NFPs that are located, and conduct the majority of their activities, within the geographic boundaries of the City;
- have sustained a history of activity over 2 years prior, normally achieved as past recipient of at least 2 Community Grants or 2 Community Project grants;
- have been in existence for **5 years** if requesting multi-year funding;
- have demonstrated sound financial management and good standing with the City;
- be able to demonstrate that they provide those services and programs in an effective, accessible, open, and inclusive manner.

### The following are not eligible for a Community Investment Grant:

- New unincorporated not-for-profit organizations or NFPs receiving a Community Project Grant or incorporated NFPs receiving a Community Service Grant
- Individuals
- For-profit businesses
- Organizations with political affiliations
- Organizations serving as funding sources for others, e.g. Service Clubs
- Faith organizations where services/activities include the promotion and/or required adherence to a faith
- Hospitals, clinic-based services or medical treatment programs
- Fund-raising events
- School boards, primary and secondary schools, post secondary institutions
- Programs within legislated mandates of other government or city departments
- Provincial/national organizations unless a local chapter exists to service the residents of Peterborough
- Organizations receiving 80% or more of funding from senior levels of government
- Organizations that conduct the majority of their activities outside of the City
- Costs for major capital equipment/renovations and minor renovations; and financing of deficits

### Assessment Process

Applications will be reviewed in detail by the Community Investment Grant Advisory Committee, chaired by a member of Council. Committee members include community members at large, sectoral representatives and a community member with financial background, appointed by Council. City staff will prepare final recommendations for Council consideration. As the requests for financial support each year far exceed the funds available, this is a competitive process. Applicants are not guaranteed funding.

### Applicants for EITHER funding program should demonstrate:

- one or more City priorities and participant priorities within target sectors (as outlined on the application forms);
- Community need for proposed activity or service;
- Community support (funding support or sponsorship from other organizations, local

- businesses, industry, service clubs);
- Community benefit/impact;
- financial need (operating surpluses or reserve accounts should not exceed 25% of total operating without acceptable explanation, e.g., capital campaign);
- sound financial management and revenue generation (accurate records, responsible budget, various sources of income; if deficit, then reduction plan);
- accountability/mechanism for evaluation (identification of key performance measures and outcomes);
- feasibility (organization's ability to complete the proposed activity or service);
- evidence of community collaboration, partnerships;
- impact of previous year's funding support.

### **APPLICATION PROCESS**

The electronic version of the application has been designed to ensure all required information has been submitted. The **original printed off and signed**, and **eight (8)** photocopies of your application for funding must also be mailed or dropped off to City Hall, at 500 George St. N., Peterborough by **Friday, February 10, 2012 at 3 pm.**

**No exceptions** will be made. Late or incomplete applications will not be considered. Applicants will be notified of the results of the competition by email and Council report on the website and cheques will be issued in May 2012. Cheques will be made payable to the organization; not to individuals.

**NOTE: THERE WILL BE AN INFORMATION SESSION TO ASSIST WITH COMPLETION OF THE APPLICATION FORMS AND TO ANSWER ANY QUESTIONS.**

**DATE: Wednesday, January 25, 2012**  
**TIME: 6:30 PM**  
**LOCATION: SUTHERLAND ROOM,  
CARNEGIE BUILDING  
(CITY HALL ANNEX)  
500 GEORGE ST. N., PETERBOROUGH, ON**

### **COMMUNITY SERVICES GRANT**

This grant program is intended for:

- NFP organizations currently receiving transfers, operating grant from the City or managing Municipal Capital Facilities for the City
- organizations identified by City that provide a specific service that the City should be providing but the NFP's can do so more effectively and efficiently
- transfer of funds from senior government through the municipality to a community agency to achieve very specific outcomes/ deliverables
- funding the core program of an agency or service that is supportive to the attainment of municipal or community objectives that are not within the parameters of the municipal corporate mandate

There is no application process for this grant. Eligible organizations will be identified by City staff and approved by Council. They will be required to enter into a Service Contract with the City in order to receive the funding.

## GRANTS AT A GLANCE

	<b>Community Project Grants</b>	<b>Community Investment Grants</b>	<b>Community Service Grants (NOT AVAILABLE THROUGH APPLICATION PROCESS)</b>
Intent	-Seed money for project or special event -can be matched to Gift-In Kind support	-City investment in support of larger projects/ special events, specific programs of large organizations, or operating budgets	City recognition and support of community service provided by local NFP's
Amount	\$250 to \$1,000; up to 50% of direct project costs	\$1,000 to \$15,000; generally up to 33% of project, program or total operating budget; exceptions approved by Council	\$15,000 and up; generally not to exceed 25% of organization's total operating budget; excluding flow through transfers; exceptions approved by Council
Frequency	Once a year	Once a year; may apply for 3-year funding with no additional annual increases (must be 5 years operating)	Annual or multi-year Community Service Agreement
Eligible	- first time grant applicants -new or existing, incorporated or unincorporated NFP's -Neighbourhood Associations	-incorporated NFP's with local board -past recipient of at least 2 Project or Investment Grants -in existence more than 5 years (for multi year funding) -demonstrate financial stability; in good standing with City -cannot apply through sponsoring agency	-incorporated NFP's with local board -past recipient of at least 3 Investment Grants -in existence more than 8 years (for multi year) -NFP's currently receiving transfers, operating, or managing Municipal Capital Facilities -NFP's providing a service on City's behalf -transfer of funds from senior level through City
Ineligible	-current recipient of Community Investment or Service Grants -proscribed list of ineligible applicants	-current recipient of Community Project or Service Grants -proscribed list of ineligible applicants	-current recipient of Community Project or Investment Grant -proscribed list of ineligible applicants
Application	-completed application form including: project proposal and project budget	-completed application form including: project proposal, budget, latest audited statement, report on previous year's results, appropriate support material	-identified by City staff -ideally through formal Request for Proposals -may be approached by potential service providers
Assessment	City Staff in department responsible	-rated by Community Investment Grant Advisory Committee -City Staff recommendation Report	City Staff Recommendation Report
Approval	Council	Council	Council
Recognition	Formal recognition required	Formal recognition of City support required	Formal recognition of City support required