



Township of Severn

POLICY: Grant Requests

Created By:	Clerk	Approval Date:	06/24/2021
Policy No.:	A-6	Last Revised	06/28/2023

PURPOSE

- 1.1 The purpose of the Grant Requests policy is to establish a grants program for the Township for festivals/events, general programs, and capital improvements.

SCOPE

- 2.1 This policy shall apply to any groups, not-for-profit & charity organizations providing services in the Township of Severn who are applying to receive a grant.

POLICY

- 3.1 General Program Grant
- Maximum annual grant of \$1,500
 - Grant funds must be used towards a program that has community benefit. This community benefit must be detailed in the application.
 - Applications must demonstrate how the funds will be used.
 - If a prior grant (more than \$1,000) has been received, on the new grant application the requestor has to provide information as to how the prior year's grant funds were spent. The Township retains the right to ask for additional information if required.
- 3.2 Festival/Event Grant
- Maximum first time grant \$5,000. Funding will decline by 25% every year following the initial grant with the intent of making the festival/event self-sustaining.
 - Festival/event must have a defined budget and will not be provided for for-profit or fundraising events.
 - Recognition of funding received shall be done on any promotional materials or advertising related to the event.
 - Requests for 'in-kind' services shall be considered with the grant application.
 - Funded festivals/grants must be available to all residents.
 - At the conclusion of the festival, a report must be submitted providing a detailed accounting as to how the grant funds were spent. The Township retains the right to ask for additional information if required.
- 3.3 Capital Improvement & Beautification Grant
- 50% funding for a capital improvement project to a maximum of \$10,000, remaining 50% expected to come from groups, not-for-profit & charity organizations.
 - Recognition of funding received shall be provided at the location of the project and on any promotional materials or advertising for the project.
 - A minimum of three quotations are required for any capital funding and is to be provided with the grant application.

d) At the conclusion of the project, a report must be submitted providing a detailed accounting as to how the grant funds were spent. The Township retains the right to ask for additional information if required.

3.4 General Requirements – All Grants

a) Grant amounts awarded will be based on available funding, which may change from year to year.

b) Subsequent grant renewals by Council shall not be automatic.

c) All grant requests shall be submitted by September 30th annually on the required form and will be considered by Council during the annual budget process.

d) Any funding that is not spent in the year shall be returned to the Township.

e) The following are ineligible uses or groups/organizations:

- School, athletic or private group trips, expenses or endeavours (i.e. tournaments or regular season activities)
- Team uniforms, apparel
- Memorials
- Fundraising events
- Political, religious or faith organizations
- Local ratepayer organizations if the grant is to be used for the sole benefit of the organizations private members.

DEFINITIONS

4.1 Appointed boards and committees: governance bodies established and appointed by Council by-law to make decisions and/or recommendations in accordance with their prescribed legislative mandate determined by Council or Provincial statute.

4.2 Council: Council for the Corporation of the Township of Severn.

4.3 Groups: Two or more individuals working together or an organization servicing the Township who have a mandate to provide direct benefits, programs and services primarily to Township residents. This may be extended to organizations based in neighbouring municipalities if the majority of their funding is used to provide direct benefits, programs and services to Township residents.

4.4 Township: The Township of Severn.