



Hamilton

COMMUNITY PARTNERSHIP PROGRAM

GRANT GUIDELINES & PROCEDURES MANUAL

Funding Streams:

Recreation & Sports

Culture

Special Events / Event Road Closure

Social & Community Services

SECTION I: INTRODUCTION

A. LEGISLATIVE AUTHORITY

The information requested in this application is collected under the legal authority of the Section 107 of the *Municipal Act, 2001*, S. 107, and will be used for the purpose of processing this application with the City of Hamilton. If you have any questions regarding this collection, please contact:

**Community Partnership Program Co-ordinator
Rosanna Melatti at 905-546-2424 x4524**

Mailing Address: Hamilton City Centre, 77 James St. N. Suite 400, Hamilton ON
L8R 2K3

“Despite any provision of this or any other Act relating to the giving of grants or aid by a municipality, subject to section 106, a municipality may make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.”

B. PURPOSE OF THE COMMUNITY PARTNERSHIP PROGRAM

To provide limited financial assistance to community groups and organizations who are engaged in programs and activities within the City of Hamilton designed to achieve the self-fulfilment of individuals and the general well-being of the community.

C. OBJECTIVES OF THE COMMUNITY PARTNERSHIP PROGRAM

- ◆ To encourage growth and assist in the development of programs that can demonstrate how they will benefit a group or the community;
- ◆ To ensure that any funds received from the Community Partnership Program are administered by a competent, accountable and responsible body;
- ◆ To monitor the activities of programs with respect to the issue of equal access by individuals of diverse cultural groups and persons with disabilities; and,
- ◆ To promote the self-sufficiency of community groups and programs by encouraging those in receipt of funding from the City to become self-supporting.

D. ELIGIBILITY CRITERIA FOR THE COMMUNITY PARTNERSHIP PROGRAM

Organizational Criteria:

Applications will only be considered eligible for funding under the Community Partnership Program if:

1. The application is submitted using the most current funding application form for the appropriate funding stream. This ensures that all submitted applications can be equally assessed using the same evaluation criteria, same evaluation process and based upon similar submitted information.
2. The application is duly signed by the appropriate signing authority for the organization submitting the application. Applications signed by any City of Hamilton employees will **not** be considered.
3. The applicant is a registered charitable or non-profit organization. Applications will **not** be considered from profit-oriented organizations for profit-oriented activities or from individuals.
4. The funding requested will **not** be used to sponsor an individual athlete or team for a competition or to subsidize participation in any sports or special events.
5. All tournament or convention requests will be forwarded to Tourism & Convention Services.
6. The funding requested will **not** be used to fund an event or exchange program that takes place outside of the City of Hamilton.
7. The funding requested will **not** be used for fundraising events.
8. The organization demonstrates that it is making efforts to provide equal access to services for individuals of diverse cultures and disabilities, where appropriate and feasible.
9. The applicant demonstrates clear boundaries, within both its program and budget, between religious activities and the program requesting a cash grant for those applicants operating under the guidance of any religious group.
10. The funds requested are clearly to be used for a program or event offered by the organization. Applications will **not** be considered for organizations that act in the capacity of a funding agency that makes financial allocations or contributions to other groups.

11. The service is one, which by its nature, could not be adequately performed and funded by the private sector, other City departments, or falls under the mandate of the Provincial or Federal governments.
12. The applicant demonstrates that they have attempted to explore community partnerships, where feasible and possible. The City reserves the right to reject independent applications and to direct those applicants to prepare a joint proposal for submission to the City.
13. Applications will **not** be accepted by the City if funding has been granted from other City programs.

Financial Criteria:

Please note that approval of an application in one year or several consecutive years does not commit the City to future funding.

An application for funding **might not** be considered if the applicant has any monies outstanding (in arrears) to any City of Hamilton departments. In the event that a recommendation is made to provide funding for a program from which the City is owed outstanding monies, the City reserves the right to reduce the recommended amount by the amount of monies outstanding.

An application for funding will **not** be considered if the following financial conditions are identified:

1. The funding request is clearly for deficit funding or to make up funding shortfalls resulting from programs of any kind unless undertaken without prior consultation with the City;
2. The funding requested will be used to replace subsidies, other continuing sources of funding or revenues including use of reserves or accumulated equity, nor will it replace payments, which could be made under purchase of service agreements;
3. All requests specifically for property taxes will **not** be funded as a separate program. Taxes are to form part of the operating costs when calculating the budget and required funding;
4. Requests for funding of Special Events that charge admission will be considered. However, these events may be subject to a decrease in funding levels compared to Special Events that do not charge admission;
5. All requests for capital expenditures (such as the purchase of land, buildings, building renovations, machinery and vehicles); and,

6. It is understood and agreed that the obligation of the undersigned is to return the Letter of Agreement within 90 days of receipt in order for funds to be released and, if requested, to provide financial support.

It is also understood that failure to sign and return this Letter of Agreement by December 31st of the year of the approval of the Grant, will result in the Grant being revoked.

SECTION II: COMMUNITY PARTNERSHIP PROGRAM POLICIES:

1. **Multi-Year Funding:** On a four year cycle, coinciding with the new term of City Council, applicants will be considered for multi-year funding. To be eligible for multi-year funding, applicants must in Year 1 complete a full application package and:
 - a. Have at least a three year history of consecutive Community Partnership Program funding;
 - b. Meet a priority need as identified by one of the funding streams or funding priorities as approved by the Grants Sub-Committee;
 - c. Score 80 points or more when assessed against the criteria of merit, organizational capacity, and community impact; and,
 - d. Not be in the midst of addressing either an organization capacity issue, program delivery issue, or any other significant issue identified by staff.

Once eligibility for multi-year funding has been approved, organizations must submit an Accountability Form in Years Two and Three, as part of their multi-year funding requirements. Programs whose accountability forms indicate on-going compliance with overall eligibility criteria and for which no new organizational capacity, program delivery, or other significant issue has been identified by City staff, will be recommended for continuation of multi-year funding. Staff reserves the right to request a full application package from a multi-year funded program if the information on the submitted accountability form is insufficient.

2. **Event Road Closure:** Organizational requests for Event Road Closure for services provided by the City must fill out the application provided in the 2008 Community Partnership Program application package to be eligible for funding.
3. **Phase Out Policy:** Programs that score “60” or below out of a potential score of “100” in either funding stream, in the Community Partnership Program, will be “phased-out”. Applicants who are subject to the phase-out policy will be recommended for 50% of its previous year’s allocation and then

be advised that they should not submit an application for this program in subsequent funding years. The application of any “phase out” policy is “program specific” and does not preclude an organization from receiving funding for other programs or applying for funding for a new program in the Community Partnership Program.

4. **Seed Funding for Arts and Special Events:** Requests received for the Community Partnership Program, from first time applicants, within the Arts and Special Events funding streams will be funded to a maximum of \$5,000 per project.
5. **Levels of Funding:** The Community Partnership Program will not ordinarily fund in excess of 30% of the operating budget of any program, unless this causes undue financial hardship for a particular program. Council may reduce its level of funding over time to encourage new organizations to seek alternative sources of funding.
6. **Service Coordination:** In order to prompt service coordination and recognize the potential benefits and synergies of “community partnerships”, the City reserves the right to reject independent applications and to direct those applicants to prepare a joint proposal for submission to the City.
7. **City’s Mission, Vision, and Values:** Applicants must illustrate how their activity or program is consistent with the City of Hamilton’s Mission, Vision, and Values, etc., which can be found at www.hamilton.ca or contact Rosanna Melatti (at rmelatti@hamilton.ca or 905-546-2424 ext. 4524) for a copy.
8. **Vision 2020:** Applicants must illustrate how their activity or program is consistent with Vision 2020. To obtain a copy of the Vision 2020 document, you may visit the web site at <http://www.myhamilton.ca/myhamilton/CityandGovernment/ProjectsInitiatives/V2020/>.
9. **Financial Statements:** The preceding and current year’s annual financial statements (audited, if available) and operating budgets must accompany the Community Partnership Program application and, if necessary, capital budgets.
10. **Late Applications:** Applications must be received by the advertised due date to be considered for approval. Applications submitted after the deadline will be considered only after all applications received, on or before the due date, have been assessed. If funding is available, the applicant will incur an automatic 10% penalty, which will be deducted from the recommended funding amount. Late applications will be considered during the appeal process.

Applications received up to and including March 31 of any funding year are subject to the conditions as specified in above. Any applications received on or after April 1 in any funding year (with the exceptions of emergency requests) but prior to the due date for the next granting cycle submission date will not be considered for funding within the year submitted. These applications could be considered as part of the next year's grant cycle.

11. **APPEALS:** are to be funded out of the category envelope, if the appeal is funded from contingency it is one time unless otherwise stated by Grants Sub-Committee.

SECTION III: EVALUATION CRITERIA:

All applications received as part of the Community Partnership process will be reviewed and the following evaluation criteria applied: merit (30%), organizational capacity (40%), and community impact (30%); for a total numeric maximum score of 100 points.

Each funding stream (Recreation and Sports, Culture Arts/Heritage, Special Events/Event Road Closures, and Social and Community Services) will apply the same criteria weighting, as listed above, however each stream will develop an evaluation tool that is specific to their areas.

SECTION IV: COMMUNITY PARTNERSHIP PROCESS

The table below describes the applicant process for the Program:

Announcement 'At Your Service'	
<p>Applications Available For:</p> <p>Recreation & Sports Culture Arts/Heritage Special Events/Event Road Closures Social & Community Services</p>	
<p>Open House Sessions (Must register for session, as sessions with less than 5 participants will be cancelled)</p> <p>Recreation & Sports Culture Arts/Heritage Special Events/Event Road Closures</p>	<p>GROUP INFORMATION SESSIONS will be arranged, based on requests of 5 or more agencies. Date, time and location will be arranged, based on requests received per category.</p> <p>If you are interested please contact Rosanna Melatti by e-mail</p>

Social & Community Services	<p>rmelatti@hamilton.ca or by phone at 905-546-2424 x4524</p> <p>Sessions are geared to NEW APPLICANTS or APPLICANTS WHO HAVE NOT COMPLETED A CITY OF HAMILTON FORM</p>
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<p>Applications Due For:</p> <p>Recreation & Sports Culture Special Events/Event Road Closures Community Services</p>	
Grants Sub-Committee Review Staff Recommendations	
Corporate Administration Review Grants Sub-Committee Recommendations	
City Council Reviews Tentative Recommendation	
Decision Letters/Contracts	
First Payment	
Application Release of upcoming year	June of the upcoming calendar year.

SECTION V: APPLICANT RESPONSIBILITIES

Those applying for a City Community Partnership Program grant agree:

- ◆ To submit the Community Partnership Program application, budget, financial statements and all required attachments by the due date; and,
- ◆ To identify a contact person who can answer questions regarding information submitted on the application.

Applicants who are approved for funding agree:

- ◆ To meet any monitoring or other reporting requirements identified by staff or approved by Council. This could include, but not be limited to, the submission of a brief report identifying how the program/activity met its goals (including budget), the submission of quarterly reports, participation in an on-site interview with staff or any other measures identified, as required, to ensure the applicants compliance with the policies and procedures of the Community Partnership Program;
- ◆ That the Budgets and Finance Division review financial statements for all grant recipients recommended for funding in excess of \$50,000;
- ◆ To make available, for audit by the City, in a reasonable time the organization's books of accounts and supporting documentation for at least three years to show the receipt and disbursement of funds;
- ◆ To acknowledge receipt of Community Partnership Program funding from the City of Hamilton on all promotional material. Contact Rosanna Melatti at (905) 546-2424 ext. 4524 for greater detail;
- ◆ To notify the City of any conflict of interest situations or other contentious situations that may require the organization to seek legal counsel or may be the subject of media attention;
- ◆ To neither dispose of any surplus Community Partnership Program funds without prior approval of the City nor direct funding towards other programs without prior approval from the City; and,
- ◆ To return to the City any Community Partnership Program funds upon the termination of all or part of the program/activity for which City funding has been approved.

Applicants who chose not to re-apply, are not granted funding, or are phased out agree:

- ◆ To submit the financial statements (audited, if available) for the year (or part thereof) for which Community Partnership Program funds were originally approved; and,
- ◆ To provide any outstanding reports or other items that were identified as required for the year (in whole or part) for which Community Partnership Program funds were originally approved.

SECTION VI: PAYMENT OF COMMUNITY PARTNERSHIP PROGRAM FUNDING:

Advance requests will be reviewed, based on the following criteria:

- Requests must be in writing;
- Advances only apply to applicants who received \$60,000 or more in the previous year; or
- Emergency situations, which will be reviewed by staff,

Payment of a Community Partnership Program grant will be made upon approval of the City budget and receipt of a completed and signed Undertaking Agreement from the successful applicant.

Payment Schedule:

- Grants under \$10,000 will be paid upon approval of Council and upon receipt of a signed contract/agreement, as follows:
 - ⇒ 1st payment upon Council approval
 - ⇒ 2nd payment in June
 - ⇒ 3rd payment in September
- Grants over \$60,000 will be paid monthly.

Availability of Information to the Public

Information in your grant application is collected under the authority of the Municipal Act, 2001, S.O. 2001 and will be used to determine eligibility for municipal grants by the City, and as such may be subject to the public disclosure, as governed by the Municipal Freedom of Information and Protection of Privacy Act

Please contact the Community Partnership Program Administrator, Rosanna Melatti at rmelatti@hamilton.ca, if you require additional information.