



## MUNICIPAL GRANTS

The City of Cambridge annually accepts applications for funding from non-profit organizations. The following are eligible for consideration for the Municipal Grant Program.

Social Service Agencies  
Sports/Athletics Groups  
Culture/Arts Groups  
Civic and Leisure Interest Groups  
New Neighbourhood Associations

Organizations must be located in Cambridge or must demonstrate evidence of a specific Cambridge project. **Only volunteer groups and/or non-profit organizations are eligible to be considered for financial assistance, and requests will not be considered from individuals.**

Please refer to the Grants to Group Policy for complete details on eligibility.

Applications are available mid-September of each year with the deadline for applications mid-November.

To request an application or for further information please contact:

Parks Recreation and Culture Department  
50 Dickson Street, P.O. Box 669  
Cambridge, ONT N1R 5W8  
519-740-4681 extension 4531  
TTY: 519.623.6691  
or e-mail Zita Tavares [tavaresz@cambridge.ca](mailto:tavaresz@cambridge.ca)

# **CITY OF CAMBRIDGE - GRANTS TO GROUPS POLICY**

## **A. GENERAL PHILOSOPHY**

The prime goal of the Corporation of the City of Cambridge's Grant request programme is to enable and encourage effective citizen involvement in community groups and in civic events related to the self-fulfillment of individuals, and to attempt to provide an excellent quality of life in the community.

There is a desire to see funds administered by well organized, competent, and properly structured groups.

## **B. OBJECTIVES**

1. To provide municipal funds or other forms of financial assistance, in limited amounts to community groups and/or organizations that warrant City support, and show a desire to help themselves.
2. To consider each grant on its own merit and to deal with it in as equitable and objective a manner as possible. To ensure that an adequate administrative system of review and counseling takes place with the groups or organizations making requests. This should include reviewing the groups' future plans and the management of their respective funds.
3. To ensure that a proper system of accountability is developed and maintained by the community groups and /or organizations requesting and receiving approval for assistance from the City.

## **C. ELIGIBILITY CRITERIA**

1. Only volunteer groups and/or non-profit organizations are eligible to be considered for financial assistance, and requests will not be considered from individuals.
2. The organization must extend its services to the general public in Cambridge, as described in the Ontario Human Rights Code.
3. All grant applicants must have a distinct line of separation within its programme and budgets between strictly religious activities (the parent body) and its community service programme.
4. An organization receiving financial assistance from the City should not act in the capacity of a funding body for, or make grants to any other organization or group.
5. Organizations which operate in Cambridge and one or more area municipalities in the Region of Waterloo or social service organizations which meet the Regional Grant criteria will be expected to apply to Region Council for consideration prior to any consideration by Cambridge City Council.
6. The organization must be located in Cambridge or must demonstrate evidence of a specific Cambridge project as the majority of participants must be residents of the City of Cambridge.

7. Applications should only be considered from the Board of Directors or the Executive Committee of an organization and not from a “part group” of the organization.
8. Requests from organizations that provide similar services as provided by the municipality and/or another local organization/group must be assessed as to whether or not there is a duplication of services.

**D. CATEGORIES OF ORGANIZATIONS TO BE CONSIDERED**

Organizations seeking grants will be grouped in the following categories so that similar organizations can be compared more easily:

1. Social Services
2. Sports/Athletics
3. Culture Groups/Events
4. Civic & Leisure Interests
5. New Neighbourhood Associations
6. Cost Sharing Grants/Taxed Based
7. Non-Recurring Grants

**E. FORMS OF ASSISTANCE TO BE CONSIDERED**

In general, financial assistance will be considered for the following types of activities:

1. Partial financial assistance towards operations, if it can be established that municipal financial assistance is required for this purpose.
2. To provide partial financial assistance for the implementation of special projects which occur on a nonrecurring basis.
3. To provide partial financial assistance for instances which are external to normal operating functions, and not likely to occur on an annual basis (e.g. equipment purchases).
4. To assist a new group in its startup costs.
5. To consider subsidized use of facilities for a special purpose on a non-recurring basis (also please refer to the Policy on Subsidized Use of Facilities).

**F. FINANCIAL CRITERIA**

1. If a group has a financial surplus or reserve from the previous year of operation, and it is not designated for a specific purpose, the amount of the surplus or reserve will be deducted from any grant considered for the organization.

2. Only one request per organization is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated in the one request.
3. The Grants to Groups programme is designed to supplement the operation of any eligible community groups, and the Grants to Groups programme will not provide the major portion of funds needed by any group to operate. To that end, a minimum of 70% of the applicant's funds must be generated from revenue sources other than the City. Any organization applying for a grant shall show evidence that it has explored fully all sources of financial support, including all levels of government, private industry, churches, participant fees, United Way and so on. Of paramount importance is the fact that the group has examined and weighed the financial ability of the people served or to be served to support its programme.
4. All other forms of assistance provided by the City to groups will be considered when grant applications are reviewed. Such support includes free or subsidized use of City facilities, programmes, discount hours, promotional support, or budgeted funds provided to the group. Such forms of support may result in an additional cash grant being denied, or a lower cash grant in lieu of these forms of support. The approximate cash value of the service in kind grants or cash grants are to be added by staff on the application form. Usual staff support and other services normally available to all groups will not be included.
5. Once a group has received funding on a one time grant status, it is ineligible for consideration for additional funding by Council for a three year period.
6. All sports groups serving children and youth up to and including the age of 18 may receive a grant based upon a justifiable need. Note: The per capita grants formula to sports groups will no longer be used. Please identify a specific dollar value for any grant being requested.

**G. GENERAL CRITERIA**

1. All organizations making grant requests from the City of Cambridge must provide detailed information on the appropriate grant forms available on the city web site or from Parks Recreation and Culture Department, 50 Dickson Street, 519-740-4681 Extension 4531. Complete financial information is required, including audited financial statements where possible and/or requested. Allowance will be made for groups with different fiscal year endings.
2. The organization must have a clearly stated purpose and function in the areas detailed in the City policy, and must be responsible for planning and provision of these services.
3. The applicant must present adequate documentation demonstrating the need for the proposed service and the funding required.
4. Consideration is given to the number of people being serviced by the group, and the per capita operating costs where applicable.

5. Each organization shall hold an annual meeting at which time their accounts and proposed budget will be presented to the membership for approval, and any financial assistance or service from the City of Cambridge would be recognized at that time. Further, organizations receiving funding are asked to notify the Director of Parks Recreation and Culture as to the time and location of their annual meeting, and submit a copy of the annual report for City purposes.
6. Organizations receiving financial assistance should be advised that the allocated grants should not be regarded as a commitment for future assistance.

#### **H. GRANTS TO GROUPS REVIEW PROCESS/TIME TABLE**

1. An overall appropriation will be recommended by the Grants Review Committee for the annual operating budget, through the normal budgeting process followed by staff. However, Council will be apprised of the total amount of grants actually awarded the previous year and the total amount requested to date, prior to voting on the budget allotment. Any expenditure beyond the budgeted figure must be approved by Council, the source of such funding to be determined by the City Treasurer.
2. Not later than September 30th of each year, an information package, including grant request forms and information sheets, will be forwarded to all organizations or groups that have requested financial assistance as a result of the news release distributed by the Community Services Department.
3. The deadline for the receipt of applications by the Community Services Department is to be noted as not later than the end of **November** of each year.
4. Interviews will be conducted by the Grants Review Committee with the groups involved, where necessary, to obtain pertinent information which will assist with the review process. Also, it is the intention of the Grants Review Committee to interview all groups on a three year cycle. The Social Planning Council is invited to have an observer during any social service grant discussions and a representative from the Cultural Advisory Committee of Cambridge will be invited to have an observer during the cultural grant discussions.
5. Appeal Process - If any applicant is not satisfied with the recommendation of the Grants Review Committee, the following process may be used:
  - a) The applicant contacts the Director of Parks Recreation and Culture to arrange for an appearance before Council as a delegation to lodge an appeal.
  - b) These appeals will be heard at the beginning of the meeting dealing with the grant request recommendations.
  - c) Council will then consider the recommendation and make their final decision.
6. All applicants will be written immediately following the Council meeting at which the recommendations are reviewed, advising the applicants of Council's decision.

**I. ELECTED/APPOINTED OFFICIALS' RESPONSIBILITIES - GRANTS TO GROUPS PROCESS**

1. Grants Review Committee

- a) Consists of the following:
  - Current Mayor, two elected officials appointed by Council, and one member of the General Committee
  - Director of Parks Recreation and Culture (non-voting)
  - Other staff liaisons as required (non-voting)
- b) After the submission deadline, reviews each application to ensure the requests meets the criteria of the policy.
- c) Representatives of the Committee will set up open public meetings with the groups or organizations to clarify any omissions or problems with the applicant's submission if necessary.
- d) The Committee will make funding recommendations, advise the groups, and explain the appeal process to each group.
- e) The Grants Review Committee then forwards the funding information and recommendations to Council for consideration.

2. Cambridge City Council

- a) Receives delegations wishing to appeal a recommendation of the Grants Review Committee providing they are introducing new information not previously presented.
- b) Assess and approves the amount of municipal financial assistance to each group or organization making application.

3. Organizations

Shall provide additional information as required:

- a) An annual report and latest audited financial statement and proposed current budget details, where possible. It is understood that some groups do not operate on a calendar year.
- b) Document their efforts to obtain funds elsewhere.
- c) A detailed explanation as to what effect there would be on the service offered through City financial assistance not being granted.

4. Community Services Department

- a) Ensure that applicants are made aware of all deadlines and if they are not adhered to, to assess the validity of the reasons for not being able to meet them.
- b) Receive all requests for financial assistance.
- c) Decide whether additional information must be supplied by applicants.
- d) Notify applicants of City Council's decisions and the appropriate appeal channels, if necessary.