



## **The Corporation of the Township of Clearview Community Assistance Grant Program Policy**

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### **Purpose of the Policy**

This policy outlines the intent of the Township to support, through direct financial assistance, those community groups that provide a recognized contribution to the well being of the residents of Clearview. These grants must be applied for through the prescribed application process below, and are provided for in the current municipal budget period. Future year grants must be re-applied for and will be considered on their merit in the budget year for which the application is made. These grants are intended to provide the Township's shared support of community projects and as such those seeking assistance should treat the availability of these limited funds as partial funding for their projects. Requests for multi-year and/or significant monetary requests are outside the support limits of this policy and should be directed to the appropriate Township departments through the Office of the Clerk via a specific and separate request for funding as part of the Township's annual review budget.

### **Community Initiatives Supported by This Policy**

The Township of Clearview has provided support to a broad number and type of community activities through our past grant programs. Such not-for-profit initiatives as housing and shelter assistance, local cultural events, youth organizations, health and safety educational programs, sporting events, family support services, agricultural and heritage events and environmental awareness programs are examples of the services supported through this policy.

To be eligible for funding, the initiatives must satisfy the following general criteria:

- Applicants must be volunteer-driven, not-for-profit organizations providing service to Clearview residents.
- There must be a demonstrable or potential social, economic or environmental benefit to the residents of the Township of Clearview.
- Eligible initiatives should provide programs and services that are available and accessible to all Township residents on an equal basis.
- Assistance will be granted to those initiatives that are generally in support of the strategic and operational goals and objectives of Clearview Township and its residents.

Assistance grants generally fall within the \$100 to \$1000 amount limits for a particular initiative and within any one year. Requests for assistance should not exceed 50% of the total annual budget of the initiative. Assistance applications exceeding the \$1000 limit may be given consideration after more detailed evaluations of their merit and contribution to the overall community.

### **Assistance Not Supported by This Policy**

Generally, requests received to further the internal objectives of well supported, self reliant, for-profit organizations and private clubs, and associations promoting a specific political, religious or socio-economic ideology will not be considered for assistance under this policy.

Also, otherwise eligible groups requesting large, multi-year assistance will not be considered under this policy. Applications of this nature will be directed to the appropriate municipal department through the Office of the Clerk as a specific and separate funding request. The applicant will be consulted and advised directly of this referral.

Requests to waive or reduce user fees and rental rates for the use of Township services and facilities will not be considered. Applicants are advised to seek other forms of Community Assistance funding.

Municipal Community Assistance Grants will not be allocated to support fundraising events nor to relieve deficits.

### **Community Assistance Application Process**

Upon commencement of the annual budget process in the fall, the Township will provide notification to the public through the normal use of local media and electronic media such as its website. As well, the Township will endeavor to provide direct notice to past recipients of assistance grants.

The notification process will indicate the deadline by which all applications must be received by the Treasurer to be considered for assistance.

- Applications forms are available at the Clearview Administration Centre and at [www.clearview.ca](http://www.clearview.ca)
- Only complete applications received on or before the deadline will be considered for assistance.
- One application per organization, per year will be accepted for review.
- Applications will be reviewed by members of staff and Council through the budget process and recommendations for assistance will be prepared and submitted for Council approval.

- Successful applicants will be forwarded a cheque, once the budget has been approved by Council.
- **Final Reports** are required from those who are successful in receiving grants. The final report needs to state how funds were used, overview of event/program and a rating of success.
- The final deadline to submit a report is **September 30<sup>th</sup>**.