
Title: Grants Policy

Department/Division: Clerks

Purpose:

1. To provide direction respecting City grants and requests for grants.

Scope:

2. This policy applies to all City Grant requests except Grants or funding programs under a separate City policy.

Policy:

3. Council, in the course of annual budget deliberations and subject to budget constraints, may approve Grants to support such organizations, groups or events that provide a direct or indirect benefit to the City.
4. Where a Person applies for a grant for which they are eligible and where grant funds are available, staff shall:
 - a. assist the Person in completing the grant application as required; and
 - b. ensure the grant application is reviewed by the Director of Financial Services and forwarded to Council for consideration.
5. Where a Person applies for or requests a grant which they are not eligible for or where the grant has not received budget approval, grant funds have been depleted, or the grant does not exist, staff shall:
 - a. inform the applicant that the request is ineligible for funding;
 - b. where possible, recommend alternative grant opportunities (i.e. community foundations, Trillium Foundation or other initiatives); and
 - c. list ineligible requests in the Council agenda information package.
6. Any Person who receives a Grant from the City in excess of \$3,000 shall submit a yearly report showing:
 - a. a detailed balance sheet and income statement; and
 - b. audited financial statements, if applicable.

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- 7. Council may require that Grant funds be returned to the City where:
 - a. a condition of the grant has not been complied with;
 - b. the project or program has not started or has been completed without requiring the full use of the municipal grant funds; or:
 - c. for other circumstances as directed by Council.

- 8. Receipt of a grant from the City shall not be construed as :
 - a. a commitment for the City to provide grant funding in the future or financial or other assistance beyond what is described in the grant; or
 - b. transferring any responsibility or liability to the City.

Definitions:

- 9. For the purposes of this policy:
 - “City” means the Corporation of the City of Owen Sound;
 - “Council” means the Council of the City;
 - “Grant” means discretionary financial or other assistance which, in Council’s opinion, provides a direct or indirect benefit to the City including donations, staff support or equipment but not including municipal tax adjustments, tax relief programs or reduced, waived or subsidized fees or charges; and
 - “Person” includes an individual, partnership, organization, firm or corporation and any legal representatives to whom the context can apply.

Related Policies & Legislation

- Council Operating Budget – Grants
- Policy CS77 - Waiving of Rental Fees for Provincial, National & International Events
- Policy CS79 - Minor Sports Subsidy
- Policy CS37 - Waiving of Rental Fees

Revision History	Date
Resolution R-150720-011	July 20, 2015