

**The Corporation Of The City Of Quinte West
By-Law Number 15-136**

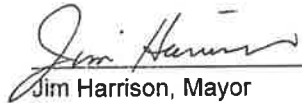
Being A By-Law To Adopt A Small Project Fund Policy for the City of Quinte West.

Whereas it is deemed necessary and appropriate to establish a Small Project Fund Policy for the City of Quinte West;

Now Therefore The Council Of The Corporation Of The City Of Quinte West Hereby Enacts As Follows:

1. That this By-law shall be entitled the **"Small Project Fund Policy By-law"**.
2. That a Small Project Fund Policy is hereby adopted for the City of Quinte West.
3. The said policy shall be as set out in Schedule "A" attached hereto and shall be deemed to form part of this by-law.
4. The Small Project Fund Policy as set out in Schedule "A" may be amended from time to time by resolution of Council in its sole discretion.
5. This By-law shall take effect upon the final date of passing.

Read A First, Second And A Third Time And Finally Passed This 2nd Day Of November, 2015.



Jim Harrison, Mayor



Kevin Heath, City Clerk



A Natural Attraction

City of Quinte West Small Project Fund Policy

1. PURPOSE

It is the purpose of the Small Project Fund Policy to assist in the provision of grants to organizations and non-profit associations in a consistent manner across the City of Quinte West.

This fund was created through an allocation of \$500,000 from the Sidney Reserve Fund to create a sustainable grant program. The Interest earned on these funds will be disbursed to successful applicants in the next year (i.e. if the funds earned \$5,000 of interest in the first year, then the \$5,000 would be available for disbursement the next year).

The following list outlines the main purposes of the Small Project Fund:

- Maintain and enhance the quality of life for residents of Quinte West
- Develop a healthy and sustainable community
- Promote citizen participation and volunteerism
- Respond to community needs and interests

2. ADMINISTRATION

This fund will be administered by the Corporate and Financial Services Committee who will review the applications and make recommendations to Council for final approval.

3. LEGISLATIVE AUTHORITY

Section 107 (1) of the Municipal Act states:

“Despite any provision in this Act relating to the giving of grants or aid by a municipality, subject to section 106 a municipality may make grants, on such terms and conditions 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 the Council considers to be in the interests of the municipality.”

4. OBJECTIVES

The main objectives of the fund are to promote:

- Recreation and Tourism
- Agriculture
- Health and Wellness of the local community
- Arts and Culture
- Youth Initiatives
- Seniors Initiatives
- Safety
- Economic Growth and stimulus within the local economy
- Community Development and Special Events

However, the Committee and Council may provide assistance to other objectives from time to time as they see fit.

5. CRITERIA

The following criteria will be considered by The Corporate and Financial Services Committee (“the Committee”) when evaluating requests for funds; however, it is for assistance only and is not intended to be limiting or the only criteria Council may use for its determinations:

- Each organization can only make one application per year
- The funds are only to be used for one time capital projects - funds are not to be used for ongoing operational costs
- The requesting organization must contribute a minimum of 50% of the required funds for the project
- The Project must provide a benefit to community such as, but limited to the following:

- Economic Growth
 - Tourism
 - Recreation
 - Agriculture
 - Social Wellbeing of the Community
- Statistics of participation (area, target group served, number of local clients)
 - Evidence of service need or uniqueness of service provided (responsiveness to community)
 - Area of interest or promotion (i.e. Arts & Culture, Sports & Recreation, Youth etc.)
 - Continued sustainability of program or service (legacy)
 - Accountability and history of the group or organization requesting assistance (financial, effectiveness, quality of management)
 - Financial resources, evidence of need, other funders involved, stakeholders in the community
 - Testimonials of clients and/or participants as to value or need for program or service
 - Equity and accessibility to participants
 - Innovation, community pride, enhanced community profile as anticipated results of providing the assistance
 - That the funds are not used for ongoing operational costs
 - Applications can only be made by organizations, no applications made by individuals will be accepted
 - The applicant must provide a listing of the officers of the organization

Granting of financial assistance in any one year by Council and the Committee is not to be regarded as a commitment of the City of Quinte West to continue such financial assistance in future years.

Council is not obligated to allocate funds to any organization, group or event, regardless of the fact that they satisfy the eligibility criteria and meet all of the objectives of this policy.

6. PROCEDURES

Community groups and organizations requesting grant funding from the City of Quinte West must complete the attached application. The applicant may also request, or be asked to appear before the Corporate and Financial Services Committee to speak to the application when consideration is scheduled.

The Corporate and Financial Services Committee will consider applications received for the Small Project Fund anytime throughout the year at any of their regularly scheduled meetings. The Corporate and Financial Services Committee may or may not fund to the limit of the budget allocation at its discretion. The budget allocation is an estimate of the earnings from the original endowed \$500,000 at the inception of the program and does not require the Committee to fund up to the amount.

7. MAXIMUM GRANT AMOUNTS

- The total gross amount of grants available in any one year shall not exceed the interest earned on the funds from the preceding year
- The maximum amount available through any one application is \$2,000
- Only one application per organization can be submitted per year
- The Committee and Council has the sole discretion to increase or reduce the amount of funds available for Grants under the Small Project Fund

8. GRANT CONDITIONS

- Recognition on the City's grant must be given on promotional materials or at the event
- The City's logo must be placed on all promotional materials
- Cheques can only be made out to organizations. No cheques will be made payable to individuals
- Any unspent funds at the end of the project must be returned to the City of Quinte West
- Within one year of the receipt of funds from the City, the successful applicant must comply with the following:

- Provide the Director of Corporate & Financial Services with an unaudited financial statement showing all revenues and expenditures for the related project
 - In addition, a written report outlining the following:
 - Project Title
 - Total number of participants
 - Total number of Quinte West resident participants
 - How the objectives outlined in the original application were achieved
 - Any photos or testimonials would be an asset to the report
 - If your application is successful you cannot make an application to the City of Quinte West's Community Fund for the same project.
 - Failure to submit the report, and or meet any of the Grant conditions outlined above will result in the organization being ineligible to apply for funding in future years until such time the above conditions are met.
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