

The Township of Huron-Kinloss

# **Community Well-Being Program Guidelines**



Passed by By-Law No. 2018-57  
May 23, 2018

Contents

<b>3. General Terms:</b>	<b>3</b>
<b>4. Municipal Review:</b>	<b>4</b>
<b>5. Project Costs</b>	<b>4</b>
<b>6. Eligibility Criteria</b>	<b>5</b>
<b>6. Ineligible Activities</b>	<b>5</b>
<b>7. Accountability</b>	<b>6</b>
<b>8. Municipal Recognition</b>	<b>6</b>

## Community Well-Being Program Guidelines

**1. Policy Statement:** The Township of Huron-Kinloss wishes to provide financial assistance to local organizations which will have a positive impact on the community. The funds will be distributed through an open, fair and accountable process that ensures the best benefit to the community through programs and services to residents.

**2. Funding:** The funding will be directed toward five specific streams:

- Arts, Culture & Heritage
- Sports & Recreation
- Social & Health
- Environmental
- Other

Funding will be available for projects that support, sustain, promote, inform, educate, celebrate, preserve and/or provide access to these areas. The five streams include, but are not limited to:

**Arts:** creative activity by professionals or non-professionals in various forms including; visual, performing, literary, media and decorative arts.

**Culture:** beliefs, customs, traditions, societies, or cultural groups relating to language, ethnicity, race, gender, sexual identity, disability, religion, class and diversity.

**Heritage:** identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums, galleries and collections), historic people or events and traditions.

**Sports & Recreation:** activities contributing to physical health and well-being including; participation in sports leagues, instructional sports, fitness, wellness activities, leisure and hobby activities.

**Social & Health:** programs and services supportive to the social determinants of health with a focus on prevention, access to housing, food, clothing and freedom from violence.

**Environment:** beautification, conservation, documentation, interpretation, preservation, restoration and research of the environment or natural heritage (air, water, flora, fauna and natural landscape).

**Other:** projects outside these streams that contribute to the community well-being in the Township.

**3. General Terms:**

A Community Well-Being Program Committee comprised of Municipal staff and Council will distribute the funds allocated to the Community Well-Being Program, not to exceed allotted amount by Council of \$100,000.

It is intended that the Community Well-Being Program funds are for the benefit of the residents of the Township of Huron-Kinloss. Projects where funds go outside the Township are not eligible.

The program shall provide a modest level of assistance to local organizations in a fair and equitable manner. It is not the intent of this program to provide sustainable funding or to create long-term financial dependency. **The maximum funding request is \$10,000.** exceptions may be considered if the project demonstrates significantly augmented community well-being for the Township of Huron-Kinloss.

Funds are intended to be supplementary to main sources of funding for organizations. The organization must show exploration of other financial support and options (i.e. fundraising and volunteer support). A budget template is provided that must be completed in full and attached to the application.

Providing financial assistance in any year is not to be regarded as a commitment by the Township to continue such assistance in future years. In addition, the Township will not provide guaranteed funding beyond the current fiscal year. Only one application per year will be permitted per organization. Consideration will be given for projects that have not received other financial support from the Township of Huron-Kinloss.

#### **4. Municipal Review:**

Applications will be reviewed by the Community Well-Being Program Committee who will make the final decision regarding the approval for funding. The Committee is comprised of the Clerk, Treasurer, CAO and 2 members of Council.

Applications will be assessed using a weighted matrix that determines: the need for the project, alignment with the Township's Strategic Plan and at least one of the five funding streams, financial viability, contribution to the well-being and sustainability in the community, partnerships and ability to successfully complete the project.

#### **5. Project Costs**

Applications will be reviewed after the intake deadline by the Community Well-Being Program Committee. There is a possibility that a project will be approved for a lesser amount than requested, if this is the case, the Community Development Officer will contact the applicant to ensure the project can proceed with the lesser amount.

Upon approval and acceptance of the funds, applicants will be required to sign a contract accepting the funds and advising the Township they understand the follow up reports and payment schedule of the program. Contracts must be signed and returned to the Township office within 60 days of receiving the contract of the funds will be forfeited.

The Treasurer will issue the first cheque, 80% of the approved amount, upon receipt of the signed contract by the applicant. The additional 20% of the approved amount will be awarded upon completion of the final report, budget receipt and photo submission. Some exceptions may apply.

Please note that organizations that failed to complete their final reports by the required deadline from previous Community Well-Being Program intakes are not eligible to apply for future Community Well-Being Program intakes.

### **6. Eligibility Criteria**

To be eligible for a grant, the applicant must:

- Be a community group;
- Be based in the Township of Huron-Kinloss or provides programs or services for the residents of the Township of Huron-Kinloss;
- Demonstrate active fund-raising efforts and/or volunteer support for the project – the Community Well-Being Program is not to be considered sustainable funding for the organization or program/service;
- Have a proven positive track record of program or service offerings;
- Comply with the reporting requirements from any previous township programs or agreements.

### **6. Ineligible Criteria**

The following conditions render the applicant ineligible for funding

- Flow through funding (where the intent is to directly re-distribute the funds to others);
- Deficit funding or retroactive funding (for past shortfalls);
- Debt retirement or depreciation costs;
- Duplication of funding received from another source where total funding would exceed costs;
- Programs or services political in nature;
- Programs or services provided by private businesses;
- Programs or services provided for members only or private events.
- Committees of Council are not eligible to apply for funding
- Organizations that have not completed previous Community Well-Being Projects

- Organizations that have not completed final reports for previous Community Well-Being Program intakes

### **7. Accountability**

Applications must:

- Be submitted using the attached form;
- Include a project budget, the attached template must be filled out in full
- Provide complete information concerning the project's objectives, services provided, operating costs, financing details and an explanation of reasons for the funding need.

### **8. Municipal Recognition**

Recipients of the Community Well-Being Program, including in-kind support, shall acknowledge municipal support in media coverage and printed material.

### **9. Final Reporting**

By accepting the Community Well-Being Program funds, recipients agree to complete a final report that includes:

- a demonstration of how the municipality was recognized for its contribution to the project;
- photographs that exhibit the completed project or event that the Municipality has permission to use to advertise the Community Well-Being Program;
- a completed final budget using the budget template provide
- a completed final report form

The final report must be sent to the Community Development Officer in order to receive the final 20% installment of the funding. Failure to provide the final report in full with render the recipient (community group or individual) ineligible to apply for future Community Well-Being Program funding.