	THE CORPORATION OF THE COUNTY OF BRANT	POLICY # GRNTS-2019-01
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Purpose of the Policy

Pursuant to Section 107 of the *Municipal Act, 2001*, Council has the legislative authority to provide grants for any purpose it considers to be in the interests of the municipality. The purpose of this policy is to establish a consistent method to process and approve grants, by the County of Brant Council. The goal is to achieve consistency, fairness and demonstrate due diligence.

Scope or Applicability

This policy governs the processing of requests for community grants as submitted by various community groups or individuals, as applicable to the categories described herein.

Categories of Grants

1. Operating and Event Grants

Criteria

- Must be a non-profit group or charity
- Must complete the Grant Application Form identifying financial need
- To be used for operating expenses as identified in the Grant Application Form
- Must submit the grant application before the deadline, established annually

2. Capital Grants


Criteria

- Must be a non-profit group or charity
- Must complete the Grant Application Form identifying financial need
- To be used for start-up funding for new organizations or new or replacement capital items for existing organizations
- Must submit the grant application before the deadline, established annually

3. Emergency Funding Grants

Criteria

- Must be a non-profit group or charity
- One-time funding required for emergency assistance related to unplanned needs requiring funding

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- Must complete a Grant Application Form identifying financial need
- Preference will be given to grant applications received within the grant application deadlines

4. Travel Grants Criteria

- County of Brant resident(s)
- Used to defray travel costs when attending an event as a result of success at the municipal, provincial or federal level
- Can be used for teams, groups and individuals representing the County of Brant
- Preference will be given to grant applications received within the grant application deadlines

5. On-going Pre-Approved Grants

- The applicant has an agreement with the County of Brant Council for an on-going grant
- The applicant must be a non-profit organization or charity
- The group must provide a benefit to the municipality
- The initial grant request must be in the form of a Grant Application Form outlining financial need, and explain why the grant should be on-going, and for how long
- Initial grant requests must be received before the deadline, established annually

Council, at its sole discretion, can override the amounts as it sees fit.


Examples of non-profit groups would be 4-H, Girl Guides, Minor Soccer Association etc.

Policy Authority

The Policy authority is the Council of the Corporation of the County of Brant.

References and Related Policies

1. Municipal Act, S.O., 2001, section 107.


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Review Cycle

This policy will be reviewed by Council as required.

Policy

1. County Council shall approve, as part of the annual operating budget, an amount designated for Community Grants. The recommended allocation of the approved total grants amount, will take place at an Advisory Committee meeting, and approved at a subsequent meeting of Council. Council may override the budgeted amount at its discretion.
2. The Treasurer will set the annual deadline to receive Community Grants from the applicants.
3. A County of Brant “Community Grant Request Form”, completed by the non-profit organization, charity, individual or group, must be filed with the County Treasurer or designate to initiate consideration for their grant application. The form at a minimum will:
 - 1.1 include a detailed description of what the funding is required for
 - 1.2 identify whether it is a capital, operating, emergency, travel or new on-going request
 - 1.3 identify the amount being requested and if an amount has been provided by Council in the past
 - 1.4 Identify the applicant contact information, including name, phone number and email address
 - 1.5 identify the names of the board of directors, if applicable
 - 1.6 provide information on the budget for the organization if applicable
 - 1.7 provide the most recent audited financial statements, if applicable
 - 1.8 depending on the type of grant applied for, the applicant will complete the required sections of the grant application
4. The Treasurer will coordinate the information received by the due date, established annually, and prepare a Grants Package. The intent is to have grants processed and approved by the end of February, noting that there may be delays in some years.

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5. The Grants Advisory Committee will review each grant application, and vote on whether to recommend the grant for approval as submitted, or recommend an alternate amount, or not recommend at all. The final approval will be at a subsequent meeting of Council.
6. The Treasurer will contact each grant applicant after Council has approved the grant requests, and arrange for payment to each applicant.
7. Any grant applications received throughout the year will be dealt with by Council on an individual basis, taking into consideration how much, if any, grants budget is still available.
8. Grant applicants can appear as a delegate at the Grants Advisory Committee if they so choose.