



## Policy Development and Strategic Direction

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**To:** To the Chair and Members of the Policy Development and Strategic Direction Committee  
**From:** Robin Hewitt, Strategic Projects Manager  
**Date:** July 13, 2021  
**Subject:** RPT-21-186 – 2022 Community Grants Process  
**Purpose:** For Approval

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### Recommendation

Whereas a new Community Grants process was developed for 2020, and council feedback included some requested process changes for 2021;

And whereas, through an additional year of experience, further changes would enhance the process;

That the changes proposed in this report be approved.

### Strategic Priority

3. Economic Resilience

### Financial Considerations

None.

### Background

In September 2019, Council approved a new Community Grants Application, with a submission deadline of January 17, 2020.

In November 2019, Council approved a new Community Grants Policy and Procedure and Community Grants Allocation Criteria. As part of this approval, Council struck a subcommittee which would review grant applications and make a recommendation to Council on how funds would be allocated to applicants.

In January 2020, Council approved 'OPTION 2 – Community Grants Committee Completes the Scoring Ahead of the Meeting' to process and approve the Community Grants applications, to then be forwarded to Council for final approval.

In November 2020, Council approved the 2021 Grants process with changes that included all of Council to be included in the Grants Committee, and that staff undertake the qualifications / eligibility portion of the scoring, and Council undertake the applicability and benefit to the community portion of the scoring.

## Report

The 2021 Grants process went very well, with staff analyzing the applications to ensure they met the eligibility requirements before going to Council. Council adopted a process of allocating the grants based on their eligibility score, which went over very well. Council may, at its discretion, use this process again, or use a different methodology of their choice.

For the 2022 budget year, \$360,000 has been proposed for Community Grants. Staff is proposing additional changes that will provide more structure and aid in making the eligibility scoring more straightforward.

### Proposed Changes

1. Some applicants have a pattern of inflating their request assuming they will get a portion of the request. Staff suggest limits be placed on each grant type, which council would still have the option to override at its discretion. The limits could be as following:
  - a. Emergency Grant - \$5,000
  - b. Operations or Event Grant - \$5,000
  - c. Capital Grant - \$10,000
  - d. Travel Grant - \$1,000
  - e. Ongoing Preapproved - \$5,000 (similar to the Operating grants).
2. Applicants provide the Registered Charity Number or Non-Profit Number.
3. Eliminate the Previous Grants received amount in the scoring, however, still include it for Council's reference.
4. Include a new section for applicants to verify how they used the previous year's grant. This will allow the County to confirm that the funds were used for the purpose that was described in their application.
5. More specific Budget questions so they are less subjective. This would include:
  - a. Most current year vs. previous year's budget
  - b. Details for the purpose or event.
6. More specific Financial Statement questions that would include:
  - a. Professionally audited
  - b. Professionally prepared, but not audited
  - c. Organization's version
  - d. None.
7. Breakdown the funding sources questions to include:
  - a. Provincial
  - b. Federal
  - c. Other
  - d. Also include a reference for assistance in identifying other grant / funding opportunities to please contact [russell.press@brant.ca](mailto:russell.press@brant.ca)

Similar to the 2021 Grant process, a staff committee of 4 to 5 people will evaluate and score the criteria related to qualification / eligibility, and Council will make the final decision on which applicant receives a grant, and for how much. Council will be provided a list of applicants by Grant type, in order of their average scores.

Staff propose a February 4, 2022 deadline for grant applications to be submitted to the County. The staff committee will compile and evaluate the applications in February, and a Grants Allocation meeting will be targeted for March 2022.

Once the grants have been approved and allocated, an Emergency Grant Application will be posted to the County's website. Grant requests received outside of the formal Grant's process should be referred to the Emergency Grants process.

### **Interdepartmental Considerations**

Not Applicable.

### **Attachments**

Attachment A - Staff Committee Scoring Sheet

Attachment B - 2022 Grant Application

### **Copy to**

Michael Bradley, CAO

Heather Mifflin, Director of Finance, Treasurer

Alison Newton, General Manager of Strategic Initiatives

### **File**

In adopting this report, is a bylaw or agreement required?

By-law required (No)

Agreement(s) or other documents to be signed by Mayor and /or Clerk ( No)

Is the necessary by-law or agreement being sent concurrently to Council? (No)