

Bill No.
2015

By-law No.

A by-law to delete the current Grants and Capital Grants Policy 8(11) and replace it in its entirety with the City of London Community Grants Policy.

WHEREAS section 5(3) of the *Municipal Act, 2001* S.O. 2001, c.25, as amended, provides that a municipal power shall be exercised by by-law;

AND WHEREAS section 9 of the *Municipal Act, 2001* provides that a municipality has the capacity, rights, powers and privileges of a natural person for the purpose of exercising its authority under this or any other Act;

AND WHEREAS section 10 of the *Municipal Act, 2001* provides that the City may provide any service or thing that the City considers necessary or desirable for the public, and may pass by-laws respecting same, and respecting economic, social and environmental well-being of the City, and the health, safety and well-being of persons;

AND WHEREAS the Municipal Council of The Corporation of the City of London wishes to delete the current Grants and Capital Grants Policy 8(11) and replace it in its entirety with the City of London Community Grants Policy.

NOW THEREFORE the Municipal Council of The Corporation of the City of London enacts as follows:

1. Grants and Capital Grants Policy 8(11) is hereby deleted in its entirety and replaced with the new City of London Community Grants Policy attached as Schedule "A".
2. This by-law shall come into force and effect on July 1, 2016.

PASSED in Open Council on December 8, 2015.

Matt Brown
Mayor

Catharine Saunders
City Clerk

First reading -
Second reading -
Third reading -

SCHEDULE A
City of London Community Grants Policy

**The Corporation of the
City of London**

London Community Grants Policy
(to come into effect July 1, 2016)

Prepared by:

Community Development and Funding
Neighbourhood, Children & Fire
Services

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Revised: November 2015

1.0. DEFINITIONS

- 1.1. “**Not-for-profit**” refers to an organization incorporated without share capital, under Part III of the *Corporations Act* or under the *Not-for-Profit Corporations Act*.
- 1.2. “**Grant Application**” refers to the application associated with each granting program to be completed at the time of application.
- 1.3. “**Grant Agreement**” refers to the legal agreement that is signed after an application has been deemed successful under the City of London Community Grants program. The Grant Agreement defines the terms and conditions under which the City of London grant will be made and cannot be altered in any way.
- 1.4. “**Strategic Areas of Focus**” refer to the priorities of the City of London Strategic Plan. These guidelines will refer to the Strategic Areas of Focus as “strategic priorities.”
- 1.5. A “**Procedural Error**,” in reference to the Appeals Process (s. 4.5), refers to a mistake that has been made as a result of not following the proper process for the allocation of grants as outlined in the City of London Community Grants Policy and/or the Council endorsed evaluation criteria for the assessment of grant applications.

2.0. GENERAL POLICY AND PROCEDURE FOR GRANTS

2.1. Goal

Through community investment and planning, the City provides opportunities to build social and cultural infrastructure, and strengthen neighbourhoods as key strategic determinants for the health and well-being of our local communities. Through this type of upstream investment in our people, neighbourhoods and communities, it is possible to deter downstream costs and impacts such as reduced crime and violence, reduced reliance on the social safety net and a reduction in poverty. Upstream investment will also result in improved outcomes such as increased literacy rates and improved health and physical activity levels, improved quality of life, improved cultural programming, economic development and enhancement of London’s desirability as a community.

[Strategic Plan 2015-2019](#) “Strategic Areas of Focus” (herein referred to as “Strategic Priorities”):

- Strengthening our Community
- Building a Sustainable City
- Growing our Economy

2.2. Objectives

- (a) To ensure that an adequate administrative review of grant requests takes place;
- (b) To provide funding amounts to community groups or organizations that are eligible and approved under the grants criteria and according to their suitability in relation to the City’s goal and other submitting organizations;
- (c) To ensure that those applying for assistance are evaluated on an equitable basis, utilizing the same evaluation criteria;
- (d) To ensure that a system of accountability is developed and maintained between the organization requesting funds and the City of London; and,
- (e) To review the City of London Grants Policy with each new Strategic Plan.

The City of London retains the right to share funding information received on the "grant application" form with other relevant funding bodies. The City of London also retains the right to obtain information from other funders regarding grant requests. This is for the purpose of providing additional information so that a co-ordinated approach to the funding of organizations in London might be achieved.

Interviews between the City of London staff and the Board of Directors and senior staff of organizations applying may, in some cases, be requested for the purposes of reviewing grant requests and assessing service or program needs.

3.0. CATEGORIES

Applications for Municipal Grants are considered under the following categories:

3.1. Community Grants

- These are up to four year agreements with the City of London for organizations in the community pursuing one or more of the strategic priorities in alignment with the City of London Strategic Plan.

3.2. Innovation

- These grants are provided to new, emerging organizations and/or initiatives that engage in dynamic community partnerships, innovative improvements to service delivery and system collaboration, and/or generate new ideas.

3.3. Capital

- These grants are provided for projects involving construction or purchase of physical assets, including but not limited to, land, building and equipment.

4.0. PROCEDURES

4.1. All agencies who meet the eligibility criteria for the grant applied for are given the opportunity of making an application for City of London grants, except those excluded by law. The City will annually contact agencies who have expressed interest, notifying them of the process. Availability of grants will be advertised.

4.2. The relevant Application is to be completed with all pertinent information and forwarded to the designated City Staff person within the time frame specified for that category. No applications will be accepted after the due date.

4.2.1 The application process includes a mandatory community information session for all interested organizations. It will be held at the beginning of the application process (see complete process as outlined in the attached flow chart for the London Community Grants program below).

4.2.2 Organizations may request an “application interview” meeting with Civic Administration (designated city staff) prior to the application deadline date to review their application and ask questions related to the application form itself and/or the granting process.

4.3. Grant applications will be assessed by the community review panel in accordance with the program’s respective guidelines:

4.3.1 A community review panel of up to 11 individuals will be convened to make decisions regarding the allocation of municipal grants. The community review panel will be comprised of community members and city staff as outlined below:

- Community member (2-3)
- Expert in subject matter (specific to each funding stream) (2-3)
- Funder (1)
- Outcomes measurement expert (1)
- Financial expert (1)
- City Staff (2-3)

4.3.2 Members of the community review panel will assess applications and make decisions based on the strategic areas of focus for the City of London Strategic Plan and the criteria laid out in the evaluation criteria document.

4.3.3 Role of Staff

- Staff will provide relevant contextual and historical information to support informed decision making;
- City of London staff will sit on the community review and will participate in the decision making process.

4.3.4 Selection of Committee

- Civic Administration will seek qualified London residents to be part of the community review panel based on the make-up of the panel outlined

above (relevant experience) and the requirements outlined under Confidentiality and Conflict of Interest below;

- Priority will be given to community members from diverse backgrounds, and staff will aim to have a cross representation of the community on the panel.

4.3.5 Confidentiality and Conflict of Interest

- Any community member directly or indirectly connected to organizations submitting an application to receive funding from the City of London will not be a member of the community review panel;
- Community review panel members will be required to sign a confidentiality and conflict of interest agreement prior to participation in a meeting and/or allocation of funding decisions;
- Members of the community review panel will remain anonymous until all funding decisions have been made. At this time, the committee membership will be released to the public;
- Members of the panel will be strictly required to adhere to the confidentiality and conflict of interest policies in order to uphold the values of integrity and fairness throughout the granting process. Adherence includes, but is not limited to the following:
 - Maintaining the confidentiality of information received, including the applicant's information, financials, etc.
 - Disclosing any potential or perceived conflict of interest at the time of their application to the committee, as well as throughout the duration of the funding deliberations
 - Keeping their involvement with the committee confidential until the funding decisions have been publicly released.

4.4. Applicants will be notified of the funding decision in a timely manner, dependent on the grant to which they have applied.

4.5. Appeal Process:

4.5.1. All decisions related to allocation, suspension, repayment and/or termination of funding in the London Community Grants Program will be communicated in writing and are open to appeal by the applicant/recipient.

4.5.2. Applicants to the London Community Grants Program may only appeal a procedural error or present new information that, for good reason, could not be submitted at the time of application.

4.5.3. Organizations may be notified that their appeal will not proceed if there has been no procedural error and/or no new information is available.

4.5.3.1. The appeal must be received in writing no sooner than 48 hours after the funding decision is released and no later than 10 business days after having been notified of the decision.

4.5.3.2. The appeal must be signed by the Board Chair/Treasurer of the appellant organization.

4.5.3.3. The Manager of Community Development and Funding will review all appeals and determine which appeals will be referred to the City's Managing Director/Director.

4.5.3.4. Managing Directors/Directors will review applications that relate to their priority area as follows:

4.5.3.4.1. Strengthening our Community: Managing Director, Neighbourhood, Children & Fire Services

4.5.3.4.2. Building a Sustainable City: Managing Director, Planning

4.5.3.4.3. Growing our Economy: Director, Community and Economic Development

4.5.3.5. The review will include the initial funding decision, funding submissions, contribution agreements/letters of agreement, procedural guidelines, letters, emails, payment histories, community need as well as the capacity of the organization.

4.5.4. Following the 10th business day after funding decisions have been released, a meeting may be requested by the Manager of Community

Development and Funding if additional information is required to determine the viability of the appellant organization's appeal.

- 4.5.4.1. After this meeting, viable appeals will be referred to the corresponding Managing Director/Director under which the appeal has been filed.
- 4.5.5. Organizations will be advised of the result of the appeal in writing within 30 business days of having received the appeal.
- 4.5.6. An appeal does not delay or suspend the city's disbursement of allocated funds to approved organizations.
- 4.5.7. Decisions of all appeals will be final.

5.0. POLICY

5.1. The Application:

- 5.1.1. Each applicant is required to complete (where applicable) an appropriate "Grant Application Form" within the specified time frame. Late or incomplete applications will not be accepted.
- 5.1.2. Grant Applications must be accompanied by financial statements for the previous year (preferably the audited statements), budgets or forecasts as well as evidence of adequate effort to secure financial support from the public or other levels of government, if applicable.
 - 5.1.2.1. The City has the right to request additional financial information to determine the viability of an organization.
- 5.1.3. All applicants receiving funding from the Municipality in order to provide a service to the citizens shall produce on request, adequate information which may be required. This is to ensure that the service being provided is in the best interest of the people served and that the City funds are being used in an effective and efficient manner.
- 5.1.4. In most cases, only one request per organization is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated in the one request.
 - 5.1.4.1. An additional application may be made in the same fiscal year to the Capital and/or Innovation grants.
- 5.1.5. All grant applications must meet all of the required criteria in order to be considered for a City grant. All grants will be assessed in terms of their alignment with the Strategic Plan; need for the project; cost/effectiveness; financial viability; contribution to the quality of life in the community; community response and apparent quality.

5.2. The Organization

- 5.2.1. Organizations must be located in London and intending to use grant funds for services to the London community.
- 5.2.2. The organization must demonstrate strong managerial responsibility, capability, program planning and organization.
- 5.2.3. Only community groups and/or organizations are eligible to be considered for funding.
- 5.2.4. Organizations applying should have an active Board of Directors that is independent of senior staff of the organization.
- 5.2.5. The organization applying for a City of London grant shall be incorporated as a not-for-profit corporation. Proof of incorporation must be submitted with the application, if not already on file with the City. Notwithstanding that proof of incorporation may be on file, the City reserves the right to require proof that such incorporation has not been revoked.
 - 5.2.5.1. An organization may submit an application to the Community Grants Program or Innovation Grants if not yet incorporated, but must be officially incorporated before any funding decision is made. The City of London cannot provide funding to an organization that is not incorporated.
- 5.2.6. All organizations applying for capital grants must be incorporated.

5.2.7. In general, organizations from which the City of London purchases services or with which it has contracts, will not be eligible. Priority will be given to organizations to which the City has not already contributed through other means.

5.3. **The Grant**

- 5.3.1. The length of the grant will be defined in the signed grant agreement.
- 5.3.2. A City of London grant should not be considered as the sole source of funding for the organization. City of London grants are intended to be supplementary to other sources of funding. Organizations will be expected to leverage opportunities for funding from other funders and to provide information about other sources of funding, both received and applied to, to the City of London.
- 5.3.3. A grant made to an organization in any year is not to be regarded as a commitment by the City to continue the grant in future years.
- 5.3.4. The City of London, through its grants process will not contribute to outstanding deficits.
- 5.3.5. In making grants, the City may impose such conditions as it deems fit.

5.4. **Financial:**

- 5.4.1. The organization must demonstrate strong financial responsibility and capability in carrying out its service to this community.
- 5.4.2. The organization must show that it has thoroughly explored all other available sources of funding.
- 5.4.3. The organization must demonstrate fund-raising capabilities and illustrate a future plan for the project.
- 5.4.4. The organization must indicate a clear financial plan and demonstrate efficient use of City funds in the project.
- 5.4.5. The organization must indicate other City contributions that are made to the organization (purchase of service, tax exemptions, etc.).

GRANT PROGRAMS

6.0. LONDON COMMUNITY GRANTS PROGRAM

6.1. **Purpose:**

The multi-year granting streams will provide funding to programs and initiatives that advance the strategic areas of focus for the City of London Strategic Plan. Applications for the multi-year streams will be assessed on their ability to achieve outcomes that will support the Strategic Plan.

6.2. **Principles of Funding:**

The following are overriding principles of funding and must be addressed in each application:

- the project/program responds to a community need and aligns with at least one of the Strategic Areas of Focus from the City of London Strategic Plan;
- support for innovation and collaboration among community organizations, funders and the City;
- encouragement of diversity, equity, accessibility and environmental friendliness;
- recognition of community support for the proposed activity;
- demonstration of community outreach, neighbourhood accessibility and value to the community;
- accountability of outcomes and benefits related to the proposed activity;
- demonstrated financial viability, no deficits or loans will be considered for assistance;
- commitment to multi-year funding;
- increased accountability and commitment;

- simple, clear, fair and transparent process; and,
- strong/responsible financial management and stewardship.

The Corporation of the City of London will ensure fairness in allocation based upon the merits and type of a proposed project/program and will encourage organizations to achieve self-sufficiency.

6.3. **Methods of Funding:**

Community Grants align with the strategic priorities of the City of London Strategic Plan. Applications for Community Grants will be considered for their ability to advance the following strategic priorities:

- Strengthening our Community
- Building a Sustainable City
- Growing our Economy

6.4. **Eligibility Criteria:**

The amount of funding allocated to the municipal granting program will be confirmed each year as part of the annual budget process.

Eligibility Criteria is based on the purpose and principles as reflected above and will consider the following criteria:

- applicants must demonstrate the need for the specific project/program
- applicants will demonstrate their ability to leverage funding for their program from other funders;
- applicants are not-for-profit community groups and organizations - individuals are not eligible;
- applicants must demonstrate how their proposal complies with the purpose and principles as reflected above;
- applicants may only submit one application to the multi-year funding streams, and may indicate more than one Strategic Area of Focus in the application;
- applicants must be located within the City of London;
- applicants will support a community/neighbourhood based activity;
- each proposal must specifically identify the defined impacts and outcomes;
- organizations must be governed by a community based volunteer board of directors;
- applicants must provide a letter of confirmation from the board of directors showing board approval of the proposal;
- applicants must provide the latest financial statement, audited or approved by the board of directors; and
- applicants must provide an organizational budget and a proposed project budget.

6.5. **Evaluation Criteria:**

Applications for the Community Grants Program will be assessed by a Community Review Panel for each round of applications. Grants will be awarded in accordance with this policy and will be considered in relation to the evaluation criteria for the Community Grants Program. These criteria will be made public once applications for this program have been opened.

6.6. **Progress Reports:**

Organizations must adhere to the reporting timelines laid out in the signed Grant Agreement. Organizations will be required to submit their reports by the specified time on the Agreement or the City will reserve the right to withhold further payments and/or request repayment of previous advances related to the funded project.

7.0. INNOVATION GRANTS

7.1. Purpose:

Innovation grants will be provided to projects or organizations that can demonstrate:

- Proven or promising early stage innovations that need additional support to create the capacity and conditions to be effectively sustained
- Creative new approaches to social innovation that engage multiple stakeholders in creative collaboration to improve system delivery, coordination, and/or generate new ideas.

7.2. The Project:

- 7.2.1. Organizations seeking a grant from the City must demonstrate a need for the proposed project and must indicate how the particular organization is best suited to meet this need.
- 7.2.2. Organizations must present an idea that is innovative and meet at least one of the purposes of the fund.
- 7.2.3. Organizations requesting grants will not be eligible if, in the opinion of the City of London, the project for which funds are requested is superfluous to the requirements of the Community.
- 7.2.4. Projects for which grant funds are requested should be available to a broad cross-section of the London Community.
- 7.2.5. Priority will be given to projects that make a unique contribution to or are of special significance to the City.
- 7.2.6. All projects must conform to all relevant legal standards and requirements and should be physically accessible to all persons.
- 7.2.7. Preference will be given to organizations that are willing to create dynamic partnerships and share learned experiences with the community.

8.0. CAPITAL GRANTS

8.1. Purpose:

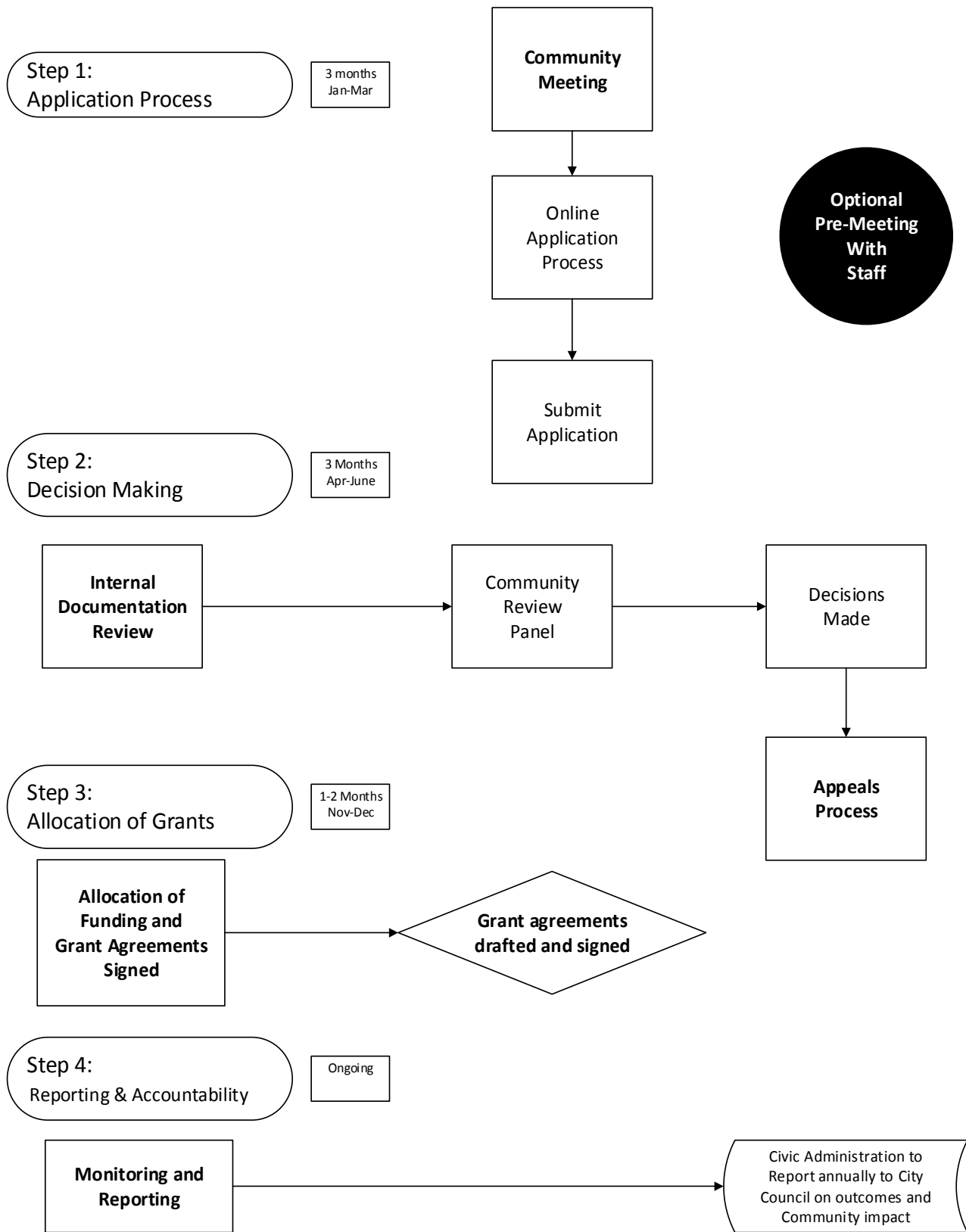
Capital Grants will be considered for the following purposes:

- Purchase of Land and Buildings: Grants are made in this category only when the purchase is required for the immediate capital project.
- Construction Costs: Grants in this category will be for costs associated with new facilities or renovation costs associated with the provision of additional program/service space.

8.2. The Project:

- 8.2.1. Organizations seeking a grant from the City must demonstrate a need for the proposed project and must indicate how the particular organization is best suited to meet this need.
- 8.2.2. The organizations requesting grants will not be eligible if, in the opinion of the City of London, the project for which funds are requested is unnecessary for the requirements of the community.
- 8.2.3. Projects for which grant funds are requested should be available to a broad cross-section of the London community.
- 8.2.4. Priority will be given to projects that make a unique contribution to or are of special significance to the City.
- 8.2.5. All projects must conform to all relevant legal standards and requirements and should be physically accessible to all persons.
- 8.2.6. All projects must be either tendered or open to competitive bidding by two or more parties.
- 8.2.7. Rehabilitation and replacement of existing facilities will be preferred as opposed to projects involving the construction of new facilities.
- 8.2.8. Preference will be given to organizations that demonstrate a willingness to co-operate in the sharing of their facilities with other organizations.

City of London Community Grants Program “Granting Process”



City of London Community Grants Program: Structure of Community Review Panel

