GRANTS SUB-COMMITTEE
REPORT 09-003
9:30 a.m.
Thursday, October 1, 2009
Room 207
Hamilton Convention Centre

Present: Councillors R. Powers (Chair), T. Jackson (Vice Chair), C. Collins, L. Ferguson, and D. Mitchell

Absent with Regrets: Councillor S. Merulla - Illness

Also Present: T. Tollis, City Treasurer
B. Wakeford, Cultural Initiatives Coordinator
S. Linfoot-Fusina, Acting Special Events Supervisor
C. Bian, Senior Policy Analyst, Social Development
G. Maychuk, Supervisor, Sport Development
I. Danesi, Senior Financial Analyst, Investments
M. Garwood, Business Administrator
S. Murphy, Sport Tourism Coordinator
S. Paparella, Legislative Assistant, City Clerk’s Division

THE GRANTS SUB-COMMITTEE PRESENTS REPORT 09-003 AND RESPECTFULLY RECOMMENDS:

1. Event Road Closure Services - Incomplete Applications (GRA09010) (City Wide) (Item 4.1)

   That Report GRA09010 - Event Road Closure Services - Incomplete Applications be received.

2. Community Partnership Program – Updated Grant Guidelines & Procedure Manual (GRA09013) (City Wide) (Item 4.2)

   That Report GRA09013 - Community Partnership Program – Updated Grant Guidelines & Procedure Manual, attached as Appendix A to Report 09-003, be received.

Audit & Administration Committee – October 21, 2009
3. **Approved Convention & Sport Tourism Grants January 2009 – June 2009 (GRA09004) (City Wide) (Item 4.3)**


4. **2009 Community Partnership Program Appeals – Culture (GRA09009) (City Wide) (Item 5.1)**

(a) That the appeal, made by The Factory: Hamilton Centre for Media Arts, requesting that their 2009 approved grant of $2,575 be increased by $2,575 for a total grant of $5,150, to be funded from the Community Partnership Program contingency budget, be approved.

(b) That the appeal, made by Dundas Pipes and Drums, requesting that their 2009 approved grant of $1,154 be increased by $1,154 for a total grant of $2,308, to be funded from the Community Partnership Program contingency budget, be approved.

(c) That the appeal, made by The Dundas Concert Band, requesting that their 2009 approved grant of $1,905 be increased by $1,905 for a total grant of $3,810, to be funded from the Community Partnership Program contingency budget, be approved.

5. **Community Partnership Program, Event Road Closure Services (ERCS) – Festival of the Holy Spirit (GRA09011) (Ward 2) (Item 5.2)**

(a) That the Event Road Closure Services request made by the Portuguese Association of St. Michael the Archangel for the Festival of the Holy Spirit parade, be approved.

(b) That funding for the Festival of the Holy Spirit parade, in the amount of $1690.96, to be funded from the 2009 Event Road Closure Services budget, be approved.

6. **Community Partnership Program, Event Road Closure Services (ERCS) – Dundas Cactus Festival 5K (GRA09012) (Ward 13) (Item 5.3)**

(a) That the Event Road Closure Services request made by VR Pro Inc. for the Dundas Cactus Festival 5K, be approved.

(b) That funding for the Dundas Cactus Festival 5K, in the amount of $2,861.19, to be funded from the 2009 Event Road Closure Services budget, be approved.
7. Community Child Abuse Council – Parent Group Program – 2008 Surplus Program Funds (GRA09014) (City Wide) (Item 5.4)

That the Community Child Abuse Council – Parent Group Program, be allowed to retain the $2,395 surplus from their approved 2008 Community Partnership Program allocation, and that these funds be used for the program in 2009.

FOR THE INFORMATION OF COMMITTEE:

(a) CHANGES TO THE AGENDA (Item 1)

The Committee Clerk advised of the following changes to the agenda:

(i) Added as Item 6.5 – Letter of Appreciation from the Afro-Canadian Caribbean Association of Hamilton & District, Inc.

(ii) Added as Item 6.6 – Letter of Appreciation from the Hamilton Fringe Festival

(iii) Community Partnership Program Financial Update (T. Tollis – Verbal)

The October 1, 2009 agenda for the Grants Sub-Committee was approved, as amended.

(b) DECLARATIONS OF INTEREST (Item 2)

There were no declarations of interest.

(c) APPROVAL OF MINUTES OF PREVIOUS MEETINGS (Item 3)

3.1 June 18, 2009

The Minutes of the June 18, 2009 meeting of the Grants Sub-Committee were approved, as presented.
(d) **GENERAL INFORMATION/OTHER BUSINESS**

(i) The following letters of appreciation were received:

(a) Friends of the H.M.C.S. HAIDA (Item 6.1)
(b) St. Matthews House and Roxborough Centre (Item 6.2)
(c) Hamilton-Wentworth Catholic District School Board (Item 6.3)
(d) Hindu Samaj Temple of Hamilton and Region (Item 6.4)
(e) Afro-Canadian Caribbean Association of Hamilton & District, Inc. (Item 6.5)
(f) Hamilton Fringe Festival (Item 6.6)

(e) **Community Partnership Program Financial Update (Item 6.7)**

Tony Tollis, City Treasurer, provided the Committee with the updated financial status of the 2009 Community Partnership Program, as follows:

<table>
<thead>
<tr>
<th></th>
<th>Remaining Unallocated Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community Services</td>
<td>$0</td>
</tr>
<tr>
<td>Special Events</td>
<td>$8181.00</td>
</tr>
<tr>
<td>Sports</td>
<td>$4375.00</td>
</tr>
<tr>
<td>Culture</td>
<td>$20.00</td>
</tr>
<tr>
<td><strong>Committed - Unallocated</strong></td>
<td><strong>$45,553.54</strong></td>
</tr>
<tr>
<td>Additional Event Road Closure Services</td>
<td>($7021.94)</td>
</tr>
<tr>
<td>Event Road Closure Services – Carnival</td>
<td>$5,329.05</td>
</tr>
<tr>
<td>Other Contingency – Culture Appeals</td>
<td>$33,492.00</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$89,928.65</strong></td>
</tr>
<tr>
<td>Balance in Reserves</td>
<td>$116,865.00</td>
</tr>
<tr>
<td><strong>TOTAL AVAILABLE BALANCE</strong></td>
<td><strong>$206,793.65</strong></td>
</tr>
</tbody>
</table>
(f) Boards and Agencies versus Grant Recipient

Staff was directed to determine whether funding requests from the following parties should be considered under the Boards and Agencies or through the Community Partnership Program for 2010 and beyond:

(i) Theatre Aquarius
(ii) Hamilton Military Tattoo

(g) DELEGATION REQUESTS (Item 7)

The Delegation request, made by Maria Wang, on behalf of the Falun Dafa Association of Hamilton respecting the Shen Yun Performing Arts Performance, was declined.

(h) ADJOURNMENT (Item 8)

There being no further business the meeting adjourned at 10:15 a.m.

Respectfully submitted,

Councillor R. Powers
Chair, Grants Sub-Committee

Stephanie Paparella
Legislative Assistant
October 1, 2009
2010
COMMUNITY PARTNERSHIP
PROGRAM

GRANT GUIDELINES &
PROCEDURES MANUAL

Funding Streams:
Recreation & Sports
Culture
Special Events / Event Road Closure
Social & Community Services
SECTION I: INTRODUCTION

A. LEGISLATIVE AUTHORITY

The information requested in this application is collected under the legal authority of the Section 107 of the Municipal Act, 2001, S. 107, and will be used for the purpose of processing this application with the City of Hamilton. If you have any questions regarding this collection, please contact:

Community Partnership Program Co-ordinator
Rosanna Melatti at 905-546-2424 x4524
Mailing Address: Hamilton City Centre, 77 James St. N. Suite 400, Hamilton ON L8R 2K3

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

B. PURPOSE OF THE COMMUNITY PARTNERSHIP PROGRAM

To provide limited financial assistance to community groups and organizations who are engaged in programs and activities within the City of Hamilton designed to achieve the self-fulfilment of individuals and the general well-being of the community.

C. OBJECTIVES OF THE COMMUNITY PARTNERSHIP PROGRAM

♦ To encourage growth and assist in the development of programs that can demonstrate how they will benefit an individual, group or the community;

♦ To ensure that any funds received from the Community Partnership Program are administered by a competent, accountable and responsible body;

♦ To monitor the activities of programs with respect to the issue of equal access by individuals of diverse cultural groups and persons with disabilities; and,

♦ To promote the self-sufficiency of community groups and programs by encouraging those in receipt of funding from the City to become self-supporting.
D.  ELIGIBILITY CRITERIA FOR THE COMMUNITY PARTNERSHIP PROGRAM

Organizational Criteria:

Applications will only be considered eligible for funding under the Community Partnership Program if:

1. The application is submitted using the most current funding application form for the appropriate funding stream. This ensures that all submitted applications can be equally assessed using the same evaluation criteria, same evaluation process and based upon similar submitted information.

2. The application is duly signed by the appropriate signing authority for the organization submitting the application. Applications signed by any City of Hamilton employees will **not** be considered.

3. The applicant is a registered charitable or non-profit organization. Applications will **not** be considered from profit-oriented organizations for profit-oriented activities or from individuals.

4. The funding requested will **not** be used to sponsor an individual athlete or team for a competition or to subsidize participation in any sports or special events.

5. All tournament or convention requests will be forwarded to Tourism & Convention Services.

6. The funding requested will **not** be used to fund an event or exchange program that takes place outside of the City of Hamilton.

7. The funding requested will **not** be used for fundraising events.

8. The organization demonstrates that it is making efforts to provide equal access to services for individuals of diverse cultures and disabilities, where appropriate and feasible.

9. The applicant demonstrates clear boundaries, within both its program and budget, between religious activities and the program requesting a cash grant for those applicants operating under the guidance of any religious group.

10. The funds requested are clearly to be used for a program or event offered by the organization. Applications will **not** be considered for organizations that act in the capacity of a funding agency that makes financial allocations or contributions to other groups.
11. The service is one, which by its nature, could not be adequately performed and funded by the private sector, other City departments, or falls under the mandate of the Provincial or Federal governments.

12. The applicant demonstrates that they have attempted to explore community partnerships, where feasible and possible. The City reserves the right to reject independent applications and to direct those applicants to prepare a joint proposal for submission to the City.

13. Applications will **not** be accepted by the City if funding has been granted from other City programs.

Financial Criteria:

*Please note that approval of an application in one year or several consecutive years does not commit the City to future funding.*

An application for funding **might not** be considered if the applicant has any monies outstanding (in excess of 60 days) to any City of Hamilton departments. In the event that a recommendation is made to provide funding for a program from which the City is owed outstanding monies, the City reserves the right to reduce the recommended amount by the amount of monies outstanding.

An application for funding will **not** be considered if the following financial conditions are identified:

1. The funding request is clearly for deficit funding or to make up funding shortfalls resulting from programs of any kind unless undertaken without prior consultation with the City;

2. The funding requested will be used to replace subsidies, other continuing sources of funding or revenues including use of reserves or accumulated equity, nor will it replace payments, which could be made under Purchase of Service Agreements;

3. All requests specifically for property taxes will **not** be funded as a separate program. Taxes are to form part of the operating costs when calculating the budget and required funding;

4. Requests for funding of Special Events that charge admission will be considered. However, these events may be subject to a decrease in funding levels compared to Special Events that do not charge admission;

5. Requests for development or feasibility studies;
6. Requests for moving costs in regards to relocation, storage of equipment or memorabilia will **not** be funded;

7. With the exception of Social & Community Services, the CPP does not fund transportation requests such as: bus tickets, taxi script or bus services;

   The Social & Community Services Category does not fund Transportation Requests as a stand alone item. Transportation expenses can be considered only when directly related to a program for, which funding is being requested.

8. Requests for limousine, taxi, train services or air services will **not** be funded.

9. All requests for capital expenditures (such as the purchase of land, buildings, building renovations, machinery and vehicles).

   It is understood and agreed that the obligation of the undersigned is to return the Letter of Agreement within 90 days of receipt in order for funds to be released and, if requested, to provide financial support.

   It is also understood that failure to sign and return this Letter of Agreement by December 31st of the year of the approval of the Grant, will result in the Grant being revoked.

**SECTION II: COMMUNITY PARTNERSHIP PROGRAM POLICIES:**

1. **Multi-Year Funding:** On a four year cycle, coinciding with the new term of City Council, applicants will be considered for multi-year funding. To be eligible for multi-year funding, applicants must in Year 1 complete a full application package and:

   a. Have at least a three year history of consecutive Community Partnership Program funding;

   b. Meet a priority need as identified by one of the funding streams or funding priorities, as approved by the Grants Sub-Committee;

   c. Score 80 points or more when assessed against the criteria of merit, organizational capacity, and community impact; and,

   d. Not be in the midst of addressing either an organization capacity issue, program delivery issue, or any other significant issue identified by staff.
Once eligibility for multi-year funding has been approved, organizations must submit an Accountability Form in Years Two and Three, as part of their multi-year funding requirements. Programs for which the accountability forms indicate on-going compliance with overall eligibility criteria and for which no new organizational capacity, program delivery, or other significant issue has been identified by City staff, will be recommended for continuation of multi-year funding. Staff reserves the right to request a full application package from a multi-year funded program if the information on the submitted Accountability Form is insufficient.

2. **Event Road Closure**: Organizational requests for Event Road Closure for services provided by the City must fill out the application provided in the 2010 Community Partnership Program application package to be eligible for funding.

3. **Phase Out Policy**: Programs that score “60” or below out of a potential score of “100” in either funding stream, in the Community Partnership Program, will be “phased-out”. Applicants who are subject to the phase-out policy will be recommended for 50% of its previous year’s allocation and then be advised that they should not submit an application for this program in subsequent funding years. The application of any “phase out” policy is “program specific” and does not preclude an organization from receiving funding for other programs or applying for funding for a new program in the Community Partnership Program.

4. **Seed Funding for Culture and Special Events**: Requests received for the Community Partnership Program, from first time applicants, within the Culture and Special Events funding streams will be funded to a maximum of $5,000 per project.

5. **Levels of Funding**: The Community Partnership Program will not ordinarily fund in excess of 30% of the operating budget of any program, unless this causes undue financial hardship for a particular program. Council may reduce its level of funding over time to encourage new organizations to seek alternative sources of funding.

6. **Service Coordination**: In order to prompt service coordination and recognize the potential benefits and synergies of “community partnerships”, the City reserves the right to reject independent applications and to direct those applicants to prepare a joint proposal for submission to the City.

7. **City’s Mission, Vision, and Values**: Applicants must illustrate how their activity or program is consistent with the City of Hamilton’s Strategic Plan, which can be found at -

   [http://www.myhamilton.ca/myhamilton/CityandGovernment/CityDepartments/CityManager/PerformanceMeasurementandReporting/](http://www.myhamilton.ca/myhamilton/CityandGovernment/CityDepartments/CityManager/PerformanceMeasurementandReporting/) or contact Rosanna Melatti (at rosanna.melatti@hamilton.ca or 905-546-2424 ext. 4524) for a copy.
8. **Vision 2020**: Applicants must illustrate how their activity or program is consistent with Vision 2020. To obtain a copy of the Vision 2020 document, you may visit the web site at http://www.myhamilton.ca/myhamilton/CityandGovernment/ProjectsInitiatives/V2020/.

9. **Financial Statements**: The preceding and current year's annual financial statements (audited, if available) and operating budgets must accompany the Community Partnership Program application and, if necessary, capital budgets.

10. **Late Applications**: Applications must be received by the advertised due date to be considered for approval. Applications submitted after the deadline will be considered only after all applications received on or before the due date have been assessed. If funding is available, the applicant will incur an automatic 10% penalty, which will be deducted from the recommended funding amount.

11. **Appeal Process**:

    Appeals regarding final funding recommendations under the Community Partnership Program will be considered only if all of the following conditions are met:

    - If new information is brought forward;
    - If the appeal is received within 30 days of written notification; and,
    - If there are excess funds available, within the Community Partnership Program budget, to be allocated.

Please note that any funds awarded as a result of a successful appeal – will be for one-time funding only. The program will need to sustain scores over 60% in future applications in order to rebuild its funding level to prior years.

**SECTION III: EVALUATION CRITERIA:**

- Applications will be released on June 15 of each calendar year.

- Open House Sessions will be arranged, based on requests of 5 or more agencies. Date, time and location will be arranged, based on requests received per category. If you are interested please contact Rosanna Melatti by e-mail rosanna.melatti@hamilton.ca or by phone at 905-546-2424 x4524.
Sessions are geared to NEW APPLICANTS or APPLICANTS WHO HAVE NOT COMPLETED A CITY OF HAMILTON FORM.

- Applications are considered by the Grants Sub-Committee who forwards its recommendations to the Audit & Administration Committee for consideration, who subsequently provides its recommendations to Council for final approval.

SECTION IV: APPLICANT RESPONSIBILITIES

Those applying for a City Community Partnership Program grant agree:

- To submit the Community Partnership Program application, budget, financial statements and all required attachments by the due date; and,
- To identify a contact person who can answer questions regarding information submitted on the application.

Applicants who are approved for funding agree:

- To meet any monitoring or other reporting requirements identified by staff or approved by Council. This could include, but not be limited to, the submission of a brief report identifying how the program/activity met its goals (including budget), the submission of quarterly reports, participation in an on-site interview with staff or any other measures identified, as required, to ensure the applicants compliance with the policies and procedures of the Community Partnership Program;
- That the Treasury Services Division review financial statements for all grant recipients recommended for funding in excess of $50,000;
- To make available, for audit by the City, in a reasonable time the organization’s books of accounts and supporting documentation for at least three years to show the receipt and disbursement of funds;
- To acknowledge receipt of Community Partnership Program funding from the City of Hamilton on all promotional material. Contact Rosanna Melatti at (905) 546-2424 ext. 4524 for greater detail;
- To notify the City of any conflict of interest situations or other contentious situations that may require the organization to seek legal counsel or may be the subject of media attention;
To neither dispose of any surplus Community Partnership Program funds without prior approval of the City nor direct funding towards other programs without prior approval from the City; and,

To return to the City any Community Partnership Program funds upon the termination of all or part of the program/activity for which City funding has been approved.

Applicants who chose not to re-apply, are not granted funding, or are phased out agree:

эм to submit the financial statements (audited, if available), for the year or part thereof, for which Community Partnership Program funds were originally approved; and,

эм to provide any outstanding reports or other items that were identified as required for the year (in whole or part) for which Community Partnership Program funds were originally approved.

SECTION V: PAYMENT OF COMMUNITY PARTNERSHIP PROGRAM FUNDING:

Advance requests will be reviewed, based on the following criteria:

- Requests must be in writing;
- Advances only apply to applicants who received $60,000 or more in the previous year; or
- Emergency situations, which will be reviewed by staff.

Payment of a Council approved Community Partnership Program grant will be made upon approval of the City budget and receipt of a completed and signed Undertaking Agreement from the successful applicant.

Payment Schedule:

- Grants under $10,000 will be paid upon approval of Council and upon receipt of a signed contract/agreement, as follows:
  - 1st payment upon Council approval
  - 2nd payment in June
  - 3rd payment in September

- Grants over $60,000 will be paid monthly.
Availability of Information to the Public

Information in your grant application is collected under the authority of the *Municipal Act*, 2001, S.O. 2001 and will be used to determine eligibility for municipal grants by the City, and as such may be subject to the public disclosure, as governed by the *Municipal Freedom of Information and Protection of Privacy Act*

Please contact the Community Partnership Program Administrator, Rosanna Melatti at rosanna.melatti@hamilton.ca, if you require additional information.