THE GRANTS SUB-COMMITTEE PRESENTS REPORT 08-001 AND RESPECTFULLY RECOMMENDS:

1. Community Partnership Program – Updated Grant Guidelines & Procedure Manual (GRA08012) (City Wide) (Item 4.3)

That Report GRA08012 – Community Partnership Program – Updated Grant Guidelines & Procedure Manual, be received.
2. **Update on Future Funding for Information and Referral Programs (GRA07004(a) (City Wide) (Item 4.4)**

That Report GRA07004(a) – Update on Future Funding for Information and Referral Programs, be received.

3. **Why Not Apply? Insert for Minor Sports Groups (Item 4.5)**

That the insert for the attention of minor sports groups be received.

4. **Fee Waiver Request for Glanbrook Minor Hockey Association (GRA08001) (Ward 11) (Item 5.1)**

That the fee waiver request, in the amount of $3,843.82, for the Glanbrook Minor Hockey Association to utilize the Glanbrook Arena Auditorium and Mezzanine to conduct their monthly executive meetings and various other activities relative to their association, for a period of January to December, 2008, for a total of 24 occasions, be approved.

5. **Fee Waiver Request for Glanbrook Figure Skating Club (GRA08002) (Ward 11) (Item 5.2)**

That the fee waiver request, in the amount of $1,078.13, for the Glanbrook Figure Skating Club to utilize the mezzanine at the Glanbrook Arena and Auditorium to conduct their executive meetings as well as their end of the year annual carnival, be approved.

6. **Fee Waiver Request for Dundas Rotary Club – Lobsterfest Dinner (GRA08003) (City Wide) (Item 5.3)**

That the fee waiver request, in the amount of $944.74, for Dundas Rotary Club for their Annual Lobsterfest Dinner on Saturday, June 7th, 2008, to use the facilities at the J. L. Grightmire Arena, be approved.

7. **Fee Waiver Request for Pugliese Association (GRA08004) (Ward 8) (Item 5.4)**

That the fee waiver request, in the amount of $454.50, for the Pugliese Association to utilize facility space 6 occasions in 2008 at the Chedoke Twin Pad Arena, Fish Bowl Room, three hours per occasions, be approved.
8. **Fee Waiver Request - Phoenix Place (GRA08006) (Ward 2) (Item 5.5)**

That the fee waiver request, in the amount of $657.00, for Phoenix Place to utilize the indoor pools at Bennetto and Central Memorial Recreation Centres once every two weeks for a total of nine occasions for the period of March 1 to June 30, 2008, be approved.

9. **Fee Waiver Request for St. Joseph’s Baby’s Best Start Program – Sir Wilfrid Laurier (GRA08009) (Ward 5) (Item 5.6)**

That the fee waiver request, in the amount of $351.00, for St. Joseph’s Baby’s Best Start Program, for the period of January to June and September to December 2008 to utilize the General Purpose Room, Craft Room and Kitchen at the Sir Wilfrid Laurier Recreation Centre, be approved.

10. **Waiver Request for Flamborough Minor Hockey Association (GRA08010) (Ward 15) (Item 5.7)**

That the fee waiver, in the amount of $780.00, for the Flamborough Minor Hockey Association to utilize the Community Room at the North Wentworth and Carlisle Community Centres to conduct their annual Coaching and Trainer Clinics, for the period of September 27 to November 27, 2007 for a total of 10 clinics, be approved.

11. **Fee Waiver Request for Settlement and Integration Services Organization (SISO) to Purchase Community Garden Plots at Churchill Park (GRA08011) (Ward 1) (Item 5.8)**

That the fee waiver request, in the amount of $398.76, for the Settlement and Integration Services Organization to rent 12 community garden plots at Churchill Park at a reduced rate for a Community Garden Program for newcomers, be approved.

12. **Request for Advance Community Partnership Program Payments (GRA08005) (City Wide) (Item 5.9)**

   (a) That staff be authorized and directed to provide advance monthly payments, to 2008 Community Partnership Program applicants, as shown in Appendix A to Report 08-001, based upon 2007 funding levels, prior to final approval of the 2008 Community Partnership Program budget.

Audit & Administration Committee – May 7, 2008
(b) That staff be authorized to advance $1,250 to the Caribbean Potpourri Youth Support Program, from their 2008 grant request, due to a temporary cash flow circumstances.

(c) That any outstanding arrears due to the City of Hamilton, by any of the organizations, listed in Appendix A to Report 08-001, be paid in full utilizing the approved advance funding, prior to the organization receiving any Community Partnership Program funding.

13. **Funding Request from Ottawa Street Farmers’ Market (GRA08008) (Ward 4) (Item 5.10)**

That the 2008 Community Partnership Program grant request, made by the Ottawa Street Farmers’ Market, in the amount of $40,000, be approved and funded from the Community Partnership Program Reserve Fund on a one-time basis only.

14. **Agricultural and Rural Affairs Committee Funding (Item 6.1)**

That the Community Partnership Program funding request, made by the Agricultural and Rural Affairs Advisory Committee, currently in the amount of $11,565, be increased in 2008 to $15,000.

**FOR THE INFORMATION OF COMMITTEE:**

(a) **CHANGES TO THE AGENDA (Item 1)**

There were no changes to the agenda.

(b) **DECLARATIONS OF INTEREST (Item 2)**

There were none declared.

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

3.1 **December 13, 2007**

The Minutes of the December 13, 2007 meeting of the Grants Sub-Committee were approved, as presented.
3.2 February 14, 2008

That the Minutes of the February 14, 2008 meeting of the Grants Sub-Committee were received.

(d) Correspondence from David Duff, Chair, Bach Elgar Choir Board of Directors (Item 4.1)

The Correspondence from David Duff, Chair, Bach Elgar Choir Board of Directors, dated January 21, 2008, was received.

(e) Correspondence from Hamilton Literacy Council: Hamilton Reads, dated November 8, 2007 (Item 4.2)

The Correspondence from the Hamilton Literacy Council: Hamilton Reads, dated November 8, 2007, was received.

(f) Request for Advance Community Partnership Program Payments (GRA08005) (City Wide) (Item 5.9)

Councillor T. Jackson asked staff to confirm that none of three organizations referenced in Appendix A to Report 08-001 (Community Information Services, the Salvation Army and the Caribbean Potpourri) were in financial or operating difficulty. Councillor Jackson wanted to ensure that the City would not be losing money by providing a grant to an organization that was approaching bankruptcy and, in turn, would not be able to provide the funded services to the community.

Staff confirmed that to the best of their knowledge all three organizations were stable, both financially and operationally, and had already provided the services to the community for the first quarter, subsequently advising that the prepayment of funds being requested in Report GRA08005 are to cover that quarter.

(g) Outstanding Business List Items to Be Removed (Item 5.11)

The following items were considered complete and removed from the Grants Sub-Committee’s outstanding business list:

(i) Item “B” – Request for Advance Community Partnership Program Payments
(ii) Item “C” – Administration and Monitoring of Community Partnership Program Recipients Who Receive Assistance with Transfer Station Fees

(iii) Item “F” – Revenue Not Realized – Information for the 2008 Budget Deliberations

(iv) Item “G” – Salvation Army Recycling Centre – History of Actual Tonnage and Transfer Fee Pending Grant

(v) Item “H” – Various Agricultural Groups

The due dates on the following outstanding business list items were amended, as follows:

(i) Item “A” – Revised Grant Categories and Priorities – Social and Community Services:
New Due Date: May 15, 2008

(ii) Item “D” – (i) Alternatives for Youth – 36% ($21,404), (ii) Community Info Services – 32% ($75,800), (iii) Ancaster Heritage Days – 62% ($14,461) and (iv) Hamilton Santa Claus Parade – 42% ($12,051)
New Due Date: May 15, 2008

(iii) Item “E” – Fee Waiver Standardization Policy
New Due Date: June 2008 (meeting date to be determined)

(iv) Item “I” – Hamilton Mardi Gras – Possible Alternative Funding
New Due Date: May 15, 2008

(v) Item “J” – Applicants with Higher Debt than Assets
New Due Date: May 15, 2008

(h) ADJOURNMENT (Item 7)

There being no further business of the Grants Sub-Committee, the meeting adjourned at 10:05 a.m.

Respectfully submitted,

Councillor R. Powers
Chair, Grants Sub-Committee

Stephanie Paparella
Legislative Assistant
April 22, 2008
2008 COMMUNITY PARTNERSHIP PROGRAM

GRANT GUIDELINES & PROCEDURES MANUAL

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

A. LEGISLATIVE AUTHORITY:

The information in this application is collected under the legal authority of the 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

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

6. 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 III: COMMUNITY PARTNERSHIP PROGRAM POLICIES:

1. **Multi-Year Funding:** On a three 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
   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 whose 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 reserve 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 2008 Community Partnership Program application package to be eligible for funding.

3. **Phase Out Policy:** Programs that score “60” or below out of potential score of “100” in either funding stream in the Community Partnership Program 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 Arts and Special Events:** Requests received by the Community Partnership Program from 1st time applicants, within the Arts 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 Mission, Vision, Values etc. which can be found at www.city.hamilton.ca or contact Rosanna Melatti 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 contact Linda Harvey at (905) 546-2424 ext 1276 or visit the web site at www.vision2020.hamilton-went.ca.

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. Late applications will only be considered after all applications received by the deadline date have been assessed and if funding is available.
SECTION III: EVALUATION CRITERIA:

All applications received as part of the Community Partnership process will be reviewed and the following evaluation criteria applied: merit (30%), organizational capacity (40%), and community impact (30%) for a total numeric maximum score of 100 points.

Each funding stream (social and public health, arts and culture, special events, and sports) will apply the same criteria weighting as listed above with the same weighting, although each stream will develop an evaluation tool that is specific to their areas.

SECTION IV: COMMUNITY PARTNERSHIP PROCESS

The table below describes the process for the Community Partnership program for an applicant’s perspective:

<table>
<thead>
<tr>
<th>Announcement ‘At Your Service’</th>
<th>June 2007</th>
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<tbody>
<tr>
<td>Applications Available For:</td>
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<tr>
<td>Sports</td>
<td>July 10, 2007</td>
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<tr>
<td>Social &amp; Public Health</td>
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<tr>
<td>Special Events</td>
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<tr>
<td>Culture</td>
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<td>Open House Sessions</td>
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<td>(must register for session – sessions with less than 5 participants will be cancelled)</td>
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<tr>
<td>Social &amp; Health Services</td>
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<td>Sports &amp; Rec</td>
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<tr>
<td>Special Events</td>
<td></td>
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<tr>
<td>Arts &amp; Culture</td>
<td></td>
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<tr>
<td>GROUP INFORMATION SESSIONS</td>
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<td>will be arranged based on requests of 5 or more agencies. Date, time and location will be arranged based on requests received per category.</td>
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<tr>
<td>If you are interested please contact Rosanna Melatti by e-mail <a href="mailto:rmelatti@hamilton.ca">rmelatti@hamilton.ca</a> or phone 905-546-2424 x4524.</td>
<td></td>
</tr>
<tr>
<td>Sessions are geared to NEW APPLICANTS or APPLICANTS WHO HAVE NOT COMPLETED A CITY OF HAMILTON FORM.</td>
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<tr>
<td>Applications Due For:</td>
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<tr>
<td>Recreation &amp; Sports</td>
<td>September 10, 2007</td>
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SECTION V: APPLICANT RESPONSIBILITIES

Those applying for a City Community Partnership Program application agree to the following:

♦ To submit the Community Partnership Program application, budget, financial statements and all required attachments by the due date

♦ 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 Budgets & Finance 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

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

For Programs that either chose not to re-apply, are not granted funding, or are phased out agree to:

♦ To submit the financial statements (audited if available) for the year (or part) for which Community Partnership Program funds were originally approved

♦ 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 VI: 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 Community Partnership Program application 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;
  - 1\textsuperscript{st} payment upon Council approval
  - 2\textsuperscript{nd} payment in June
  - 3\textsuperscript{rd} payment in September

- Grants over $60,000 will be paid monthly.

<table>
<thead>
<tr>
<th>Availability of Information to the Public</th>
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<tbody>
<tr>
<td>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 is accessible to the public as governed by the Municipal Freedom of Information and Protection of Privacy Act.</td>
</tr>
<tr>
<td>Please contact the Community Partnership Program Administrator if you require additional information.</td>
</tr>
</tbody>
</table>