

The Corporation of the City of Sault Ste. Marie
99 Foster Drive, Sault Ste. Marie, Ontario P6A 5X6
saultstemarie.ca | 705.759.2500 | csd@cityssm.on.ca

Financial Assistance Policy for Sustaining and Other Grants

Guidelines do not cover the following types of financial assistance which are delegated to the following Committees:

Parks and Recreation Advisory Committee:

- National/International Sports Competitions

Cultural Vitality Committee:

- Provincial/National/International Cultural Competitions

Municipal Heritage Committee:

- Historic Monument Grant Program
- Heritage Properties Designated Property Grant

Community Development Fund (CDF) grants are not included in this policy.

Policy is for assistance to non-profit organizations only.

Funding Objectives

The program has the following objectives:

- to enhance the financial decision-making through effective and responsible fiscal management by Council and the Departments (City of Sault Ste. Marie Strategic Plan);
- to provide City funds, or other forms of financial assistance (in-kind services), in limited amounts, to eligible organizations that warrant City support;
- to evaluate all applications equitably and consistently;
- to ensure an adequate administrative system of review for each organization making a request, and a follow up review for organizations receiving funding;

- to ensure that full value is obtained for financial assistance provided by the City;
- to ensure that recipients of funds are held accountable for targeted results.

All grants are subject to the availability of budget funds and the approval of Council.

Eligibility Criteria

The application must meet the following criteria:

1. The organization is based in the City of Sault Ste. Marie and the project benefits its residents.
2. The organization must operate in a non-discriminatory manner as set out by the Ontario Human Rights Code.
3. Financial assistance requested from the City should have a major impact in terms of services or benefits within the City of Sault Ste. Marie.
4. The applicant shall submit the application form including all required attachments and documentation by the due date. Include information on all areas identified on Proposal Components. A delegated authority has signed the application where applicable. The applicant organization shall also submit any further pertinent information as may be required by the City.
5. Only one request for financial assistance per year per applicant organization will be received and considered. This would include requests for in-kind services. All programs, projects and undertakings should be consolidated into application.
6. The organization must:
 - be a not-for-profit organization;
 - aims and objectives must be clearly stated (ie. Constitution, Articles, Letters Patent);
 - have an independent active governing body composed of volunteers. This body will be held responsible for the effectiveness of services provided and financial accountability for funds received from all sources;
 - should show evidence of volunteer involvement in the day-to-day provision of its services. Also, show the number of members or participants involved, and indicate the impact of its activities or cultural development in the community;

- prepare and submit current and prior year's Financial Statements including Balance Sheet and Income Statement, and Operating or Project Budgets for the current fiscal year.
7. The applicant must demonstrate a financial need.
 8. Financial assistance from the City should not be considered as a primary source of funding, except in cases where the City has a historical funding relationship (such as the Museum or Art Gallery). Applicants must demonstrate that they have other sources of funding.
 9. Organizations requesting financial assistance will be required to provide an analysis of the use of funding (if any) received in the previous year, as well as an explanation of how financial assistance requested for the upcoming year will be used. Report on the organizational metrics outlined in the funding agreement.
 10. The applicant organization, within the current fiscal year, must spend grant funding on the sole purpose for which it was awarded. Any monies spent for unauthorized purposes will be required to be repaid to the City. Any unspent funds must be returned to the City.
 11. A Post Grant Report must be submitted no later than September 1st. The purpose of the Post Grant Report is to provide accountability to the City of Sault Ste. Marie for financial assistance that was received in the current year, if applicable. No further grants will be awarded until Post Grant Report is received.
 12. Funding will not be provided for accumulated deficits of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
 13. An organization receiving financial assistance from the City should not act in the capacity of a funding body for, or make grants to any other organization or group.
 14. The applicant organization must demonstrate a willingness to co-operate with related groups in the community.
 15. The City may recommend issuing funds with conditions.
 16. City Council makes the final decision on all financial assistance requests at budget time. Other conditions may apply for one-time grants. Council may approve these at different times during the year depending on the circumstances and the availability of funds.

A grant of assistance for any one year is not to be regarded as an ongoing commitment by the City. Approval of funding in one year does not commit the City to future funding.

Ineligibility Criteria

What the City will not fund:

- Past operating or capital deficits
- Programs and services outside of Sault Ste. Marie
- Projects for sectarian, religious, or political purposes
- For profit organizations or ventures
- Organizations such as service clubs or foundations, which act primarily as a funding source for other groups
- Fundraising events
- Administrative expenditures
- Capital projects

Assessment Criteria

In a broad context, the following general criteria are considered in the determination of civic priorities:

- Necessity of the service
- Effectiveness of the service
- Fiscal viability
- Contribution to the quality of life in the community
- Community response
- Eligibility for financial assistance funding

In order to maintain a non-discriminatory approach in the recommended allocation of funds the following criteria and guidelines will be used, in addition to Eligibility Criteria, to assess the organizations.

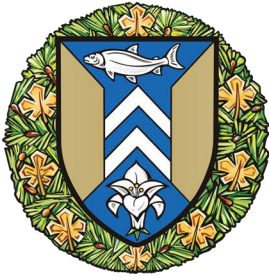
1. Individual organizations must demonstrate the following:
 - Community benefit – clear, measurable benefits to the community
 - Financial need
 - Financial Reporting and Controls

- Accountability of organization and clear identity and structure
 - Community support in the form of volunteer time and participation by its members, financial and in-kind contributions from other funders, corporate sponsors, individual donors and the applicant
 - Involvement of multiple partners in planning, doing or evaluating the work (where appropriate).
 - Support from people who are knowledgeable about the sector community and/or the initiative
2. The organization must have a clearly stated purpose and function and must be fully responsible for the planning and provision of its services.
 3. The organization must present adequate documentation demonstrating the need for the proposed service to be funded. How was the project need determined?
 4. The organization must specify the impact this funding will have on the community.
 - **Recreational Impact:** What is the number of participants/competitors/guests?
 - **Cultural Impact:** Is this organization providing a cultural service to the community?
 - **Social Impact:** What are the benefits that the community gets? How many people benefit? What community group benefits-youth, seniors, teens? What is your history in the community? Are the services provided accessible to the disabled?
 - **Tourism Impact:** Annual number of visitors to the City brought in by this organization?
 - **Economic Impact:** Is there any economic benefit?
 - **Environmental Impact:** Will this project help our local environment?
 5. As a general guideline, an organization receiving 80% or more of its funding from upper levels of government may not be considered for financial assistance. Such an organization is considered to be adequately funded from government sources and should be able to raise the balance of its funding from the private sector. The organization should show that the private sector or non-governmental field has contributed a minimum of 20% of the funding for the program.

6. The organization shall provide evidence that it has fully explored all other sources of financial support, including upper levels of government, foundations, private industry, fundraising, etc. and that it has evaluated the financial ability of its clients to support its programs (user fees).
7. The organization must provide the appropriate financial reports.
 - Has the group/organization provided copies of their financial statements and annual budget?
 - Does the group have a business plan?
 - What percentage of the group's budget is being requested?
 - Is the group currently being funded by the City? What percentage of costs does the City fund?
 - Provide numbers of registrants and user fees for the current and previous year.
 - Does your organization have any outstanding liabilities with the City? With others?
8. An organization's capability to manage both the requested funds and the resources to achieve the desired results as demonstrated by:
 - The financial capability and capacity to manage the project. A relevant mandate, proven track record and good operating systems.
 - An appropriate organizational structure and set of skills, including responsiveness to changing community needs and opportunities. An elected, volunteer Board of Directors that is representative of the community and accountable to it through public general meetings, newsletters, etc. Experienced staff/volunteers.
 - Appropriate financial management policies and practices. A realistic relationship between the requested amount and the organization's annual budget.
 - No significant past deficits. No large, unrestricted reserve funds or accumulated surplus.
 - A history of collaboration and/or partnering with others (where appropriate).
9. An organization must be able to monitor outcomes and be able to evaluate activities for which the grants were received. It must be willing to participate in an evaluation process of its service standards and attainment of objectives if requested.

Procedures and Review Committee

1. Organizations and individuals wanting financial assistance should pick up a copy of the Financial Assistance Policy for Sustaining and Other Grants from the Community Services Department, Lobby Level. The information is also available on the City website: saultstemarie.ca
2. Complete the Financial Assistance Application Form and submit it along with supporting documents to the Community Services Department. All applications must be received by [September 1st](#) of the preceding year.
3. In addition to the application, the applicant must submit the Post Grant Report by [September 1st](#) for financial assistance that was received in the current year, if applicable. No further grants will be awarded until the Post Grant Report is received.
4. Requests will be sent to the Community Services Department for review. They will ensure that all financial information is complete, that eligibility criteria have been met, and assessment criteria have been applied. They will obtain recommendation and comments also from affected departments. Their recommendation will then be forwarded to the Finance Committee.
5. City Council makes the final decision on all financial assistance requests on a recommendation from the Finance Committee.
6. All applicants will be duly notified of the granting decision.



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Request for Financial Assistance for 20

Legal Name of Organization: _____

Organization Mailing Address: _____

Postal Code: _____

Telephone Number (Day): _____

Email Address: _____

Website Address: _____

Application Contact Person: _____

Telephone Number (Day): _____

Is Organization Not-for-Profit? Yes No

Not-for-Profit Incorporation Yes No

If Yes, Provincial Incorporation Number: _____

Charitable Organization Incorporation: Yes No

If Yes, Revenue Canada Number: _____

Is Organization part of larger Organization? Yes No

Name of Parent Organization: _____

Last Request for Assistance: Date: _____ Amount \$ _____ Received: \$ _____

In-Kind Services Received _____

Application Type: Cultural/Arts Organization Sport Organization Other

Purpose of Grant: Operating Project Special Event First Time Event

Please Describe:

Amount Requested: \$ _____

Or In-Kind Service Requested

Submit the following required attachments with application:

- A. Financial Statement for last two fiscal years including Balance Sheet and Income Statement
- B. Operating Budget for current fiscal year
- C. Project Budget, where applicable
- D. Post Grant Report for previous year if grant was received
- E. For Incorporated Organizations, Articles or Letters Patent
- F. For Unincorporated Organizations, include copy of Constitution
- G. Publications, programmes and press articles.

1. List the names, addresses and phone numbers of the Board of Directors of the Organization.

2. List the names, addresses, and phone numbers of the Officers of the Organization.

President: _____
Vice-President: _____
Secretary: _____
Treasurer: _____

3. Briefly describe the function or purpose of your organization (include mandate, goals and objectives).

4. List the names and titles of the contact staff of the Organization:

Name: _____ Title: _____
Name: _____ Title: _____

5. Total Number of Full-Time Staff _____ Part-Time Staff _____

6. Please append the following information indicating support for the Organization.

- a. Evidence of community support through fund-raising, earned revenue and/or donations. Include number of members, volunteers, subscribers, attendance/audience.
- b. Where available, provide a description of the economic impact of the Organization's activities, programmes and services in the City of Sault Ste. Marie.
- c. Will the Organization's activities, programmes and services attract tourists?

7. If application is for a Project or Special Event, please answer the following:
 - a. How many participants are expected?
 - b. How large an attendance/audience is expected?
 - c. Will there be a charge to participate?
 - d. Will there be a charge for attendance?
 - e. What areas (localities) do the activities, projects or special events reach?
8. If the Organization has an accumulated debt and/or projected deficit, please identify the amount and discuss your reduction strategy.
9. Did the organization receive other Government assistance in the last two years? If yes, please indicated sources and amounts of funding.
10. Please specify how the financial assistance will be used if approved.
11. Does your organization meet the eligibility criteria as listed in the policy?

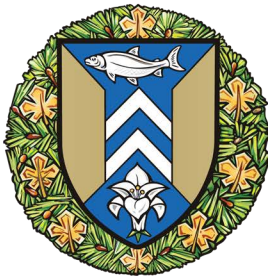
This application must be signed and dated by the President and Treasurer OR any two duly authorized signing Officers of the Organization.

Name: _____	Title: _____
Signature: _____	Date: _____
Name: _____	Title: _____
Signature: _____	Date: _____

* *All applications must be received by September 1st of the preceding year.*

In addition to the application, the applicant must submit the Post Grant Report for financial assistance that was received in the current year, if applicable.

For more information contact:
 Community Services Department
 99 Foster Drive
 Sault Ste. Marie, ON P6A 5X6
 Lobby Level
 705.759.2500
 csd@cityssm.on.ca



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Post Grant Report

The purpose of the Post Grant Report is to provide accountability to the City of Sault Ste. Marie for the financial assistance that was received.

Date of Grant:

Amount:

Or In-Kind Service Provided:

Type of Grant:

Cultural/Arts Organization

Sports Organization

Other

Purpose of Grant as per original application:

Did the use of the Grant deviate from original purpose? If so, please explain what grant was used for.

Please provide details how the grant affected the activities of your organization.

Report on the organizational metrics as outlined in the funding agreement.

If grant was for a one-time event, please provide a summary of expenditure and copies of invoices supporting the grant amount.

Name:

Title:

Signature:

Date:

Name:

Title:

Signature:

Date:

** A Post Grant Report must be submitted no later than September 1st for financial assistance that was received in the current year, if applicable. No further grants will be awarded until Post Grant Report is received. Updated metrics can be submitted at year end.*