



## Township of Chapleau Grants/ Subsidy Policy

### PURPOSE:

The Corporation of the Township of Chapleau, through its Town Council, fully supports and encourages the activities of affiliated Community Groups.

The purpose of the Township of Chapleau Grant/Subsidy program is to provide Municipal support to ensure effective citizen involvement in Community development, relevant to improving the well being of citizens and contributing to the quality of life and economic health of our Community.

### GOAL:

The primary goal of the Municipal Grant/Subsidy program is to monitor and respond to Community needs and to promote local identity by encouraging community participation. Affiliated Groups and Organizations who contribute to community life will be considered for grant/subsidy within the limits of available municipal resources. It is the aim of the Township of Chapleau, to assess all requests objectively and equitably.

### CATEGORIES:

There are five (5) main categories for which grants/loans or subsidization will be considered:

1. Sports/Culture/Arts/Heritage
2. Community Special Events
3. Travel Assistance
4. Seed
5. Operational

A separate and distinct policy and method of allocation for each category has been established.

The basic policy statements and operating procedures for this grant process will be subject to annual review and amended as required.

### **POLICY – SPORTS/CULTURE/ARTS/HERITAGE**

Township of Chapleau affiliated Sports/Culture/Arts/Heritage groups shall receive a direct subsidization through reduced user fees.

Annually, Town Council adopts user fees for various Town facilities as part of the budget process. Fees for Minor Sport Associations are substantially below the Municipalities actual cost, while fees for adult groups are reduced by a more modest amount.

Associations and groups receive this form of assistance by entering into a facilities rental agreement with the Township.

### **POLICY – COMMUNITY SPECIAL EVENTS**

Township of Chapleau affiliated Service Clubs and Charitable organizations will be provided with the use of Community facilities for charitable fundraising purposes once per year, at a reduced base rental rate of fifty (50%) percent.

Eligible affiliated Clubs and Organizations must file a written request with the Parks and Recreation Department prior to the event. The Department shall review the request and recommend/deny based on the affiliation policy. Assistance whenever possible will be given in the form of Town services in kind, rather than cash donations.

The rental of Community facilities for use under a Special Occasion Permit shall not be eligible for a reduced rental rate unless the event has been approved, by permit as a Municipally Significant Event.

### **POLICY – TRAVEL ASSISTANCE**

Affiliated Groups and/or Organizations are eligible to be considered for financial assistance to attend recognized Provincial, National or International championships. All requests for financial assistance must originate from the Community Group (governing body) seeking assistance. Requests from individuals will not be considered.

The Township of Chapleau will not contribute to deficits or make up funding shortfalls resulting from programs or events of any kind which were undertaken without prior consultation and approval from the Township of Chapleau's Director of Parks and Recreation.

### **POLICY – SEED MONEY**

The Township of Chapleau Council is particularly interested in supporting developmental programs and projects of a special nature. Projects that will be highly considered shall serve an outstanding need in the Community and will not compete with any other service provider. The applicant will demonstrate that the project will have a direct benefit on group or individual development and will impact on the quality of life in the Community. If the project is to continue, it must be capable of becoming self sufficient. Assistance may be available by way of services in kind, grants or loans.

In cases where assistance is given to a Group or Organization for the purchase of equipment or supplies, it should be noted that all such supplies or equipment shall remain the property of the Municipality should the group in question dissolve.

**POLICY – OPERATIONAL ASSISTANCE**

Assistance to groups to effectively conduct their activities would be considered i.e.: arena ice time youth subsidy under special circumstances. Municipal assistance in this category could take the form of equipment, facilities, services, staff assistance, or cash subsidy.

The granting of assistance in any given year is not to be regarded as a commitment by the Township of Chapleau to continue such assistance in future years. Assistance shall be determined annually based on the applications merits. All Groups and Organizations will be encouraged to become self-sufficient.

## GENERAL GUIDELINES FOR ALL POLICIES

1. Only affiliated Township of Chapleau Groups and Organizations are eligible to be considered for financial assistance and requests from individuals will not be considered.
2. Municipal Assistance will be made to Township of Chapleau volunteer non-profit Groups/Organizations that:
  - a) show evidence of organizational and fiscal responsibility
  - b) have a constitution, with aims and objectives clearly stated
  - c) are “not for profit” and have been in operation for two (2) years
  - d) have a Board of Governors/Director and/or an Executive
  - e) demonstrate evidence of community support by showing evidence of volunteer involvement
  - f) demonstrate a financial need that cannot be funded from other sources
  - g) have a membership that is open and accessible to all residents of the Township of Chapleau.
  - h) have completed and filed, with the Parks and Recreation Department a Group/Organization Affiliation Form.
3. Under normal circumstances only one request per Organization is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated into one request.
4. Each request for financial assistance requires a completed grant application form. All funding applications must include a breakdown of revenues, financial statements, budgets and forecasts and demonstrate that the Organization is involved in some means of acquiring funds on their own behalf i.e.: registration fees, fundraising projects, donations, sponsors, etc. All groups must first investigate all alternative non-Municipal funding sources available i.e. Provincial and Federal Grant programs.
5. The applicant Organization must spend the funding requested within the fiscal year, on the sole purposes for which it was awarded. Final reports shall be required by the Township of Chapleau.
6. This policy will be administered by the Parks and Recreation Department. Yearly reports will be submitted to Council on approved fund distributions.

CORPORATION OF THE TOWNSHIP OF CHAPLEAU  
APPLICATION PROCEDURE

PROCEDURE:

1. All requests for funding from the Township of Chapleau must be submitted on the appropriate Grant/Subsidy application form which is available from the Township of Chapleau Parks and Recreation Department.
2. All applications must be accompanied by a financial statement from the previous year and a budget for the current year prior to being given consideration for funding.
3. Each Organization is to provide a projected membership breakdown for the upcoming season.
4. Completed applications can be returned to:

Township of Chapleau  
Parks and Recreation Department  
P.O. Box 129  
20 Pine street,  
Chapleau, ON  
P0M 1K0