

Municipality of Clarington Community Funding Program

Purpose

The Clarington Community Funding Program provides financial support to eligible organizations who contribute towards one or more of the following community priorities:

- **Connected:** Building strong social connections, an active community encouraging social and civic engagement
- **Environment:** Making contributions to an environmentally sustainable community
- **Inclusive:** Creating an accessible community where people feel welcome and they belong; celebrating diversity
- **Innovation:** Support and showcase unique project ideas; previously untested or pilot projects; research a new concept

Clarington's Community Funding Program accepts applications:

- through one application intake per year;
- up to a maximum of \$5,000 per application; and
- an aggregate maximum amount of \$20,000 per organization (once maximum reached, eligible organizations may reapply after a three-year waiting period).

Funds are awarded to organizations and projects that meet the criteria in one of the following streams:

- **Start-Up - Provides one-time start-up funding related to the development of a new group, initiative or event**

For a project or initiative (within the mandate and scope of the applicant) that is new to the applicant (not previously attempted by the applicant) to try something new or untested. The outcomes are unknown and aimed at achieving greater impact in our community. The funding will also be applicable for applicants who have been in operation for less than a year.

Examples:

- ✓ Provide support or services for an emerging issue
 - ✓ Develop or pilot a new idea
 - ✓ Research a new concept or assess feasibility
- **Growth – Provides funding related to organizations and/or event organizers who make a commitment to sustainable expansion or growth**

For a project or initiative that takes an organization or event to another level, increases reach in the community, increase attendance and/or diversifies the demographics of the audience/participants. An effort to increase the cultural diversity would also be a focus of this stream. For applicants who have been in operation for greater than one year.

Examples:

- ✓ Provide support or services that branches out into a new sector
- ✓ Make changes to or expand an existing program, service or event
- ✓ Sustainable increase in the attendance/membership or reach of the organization

In-Kind Support

In-kind services are available to Community Groups through the Community Services Department and other municipal departments such as consultation (i.e. how to manage a volunteer board, volunteer recruitment strategies, effective fundraising techniques, grant writing support), not-for-profit printing, cross-promotion of programs, services or events, meeting space for Annual General Meetings and others. If interested in learning more please connect with our team at communitydevelopment@clarington.net.

Eligibility Criteria

In order to apply to the Community Funding Program, applicant organizations and their funding request will be rated by a Committee comprised of municipal staff and community members (as required) according to established criteria:

- Applicant is a registered not for profit organization, business improvement area (BIA) or is a volunteer not for profit organization or group operating under the authority of a board of directors.
- The organization must have a written constitution and by-laws that establish the framework that the group will operate within.
- The organization must have an elected Board of Directors of not less than three members who are democratically elected by the membership.
- The organization must hold an Annual General Meeting.
- The organization must have less than two years' equivalent operating budget in unreserved cash demonstrated through a submitted annual financial statement.
- Be in good financial standing with the Municipality of Clarington. All outstanding debts to the Municipality of Clarington must be paid in full at the time of the group's application.

The Community Funding Program will not fund the following:

- General operating expenses that support the day to day operation of an organization (i.e. utilities, rent, insurance, etc);
- Individuals;
- For profit organizations;
- Political organizations;
- Local Boards and Committees of Council, including Hall Boards (for the purposes of or whose mandate is to operate and / or maintain municipal property);
- Religious organizations, except where the program or service benefits the broader community, does not involve religious teachings and is not generating revenue for the organization;

- Organizations that receive funding through Clarington’s municipal budget process or are the designated beneficiaries of a fundraising event hosted by the Municipality of Clarington, in the same year of the funding request (i.e. Mayor’s Golf Classic, For the Love of Art);
- Organizations that make donations or charitable contributions;
- Organizations that operate with a deficit for more than two years in a row;
- Programs or organizations that other levels of government have legislated responsibility for providing funding. This includes “top up” of shortfalls for government mandated programs or services. Examples include educational programs, public health programs, housing services, provincially mandated childcare services or social assistance programs and health care services; and / or
- Organizations whose activities may breach the [Ontario Human Rights Code or Charter of Rights](#).

Administration and Approval

The Community Funding Program purpose and criteria have been approved by Council; program funds are allocated by Council during the annual budget process.

The Community Funding Program is administered by the Community Services Department. Community Development staff will be responsible to coordinate the details of the Program and conduct a thorough review of the submitted applications for eligibility.

All eligible applications will be reviewed and scored according to established criteria by a panel of municipal staff and appointed community members (where applicable). The Director of Community Services and the Director of Finance will make recommendations on funding to the (CAO or Council pending ratification of the report) for approval.

The municipal review panel is comprised of:

- Director of Community Services
- Director of Finance
- Director of Public Works, or their designate
- Community Development Staff
- Community Representative(s) to a maximum of 3

Application Process and Procedure

1. The Municipality of Clarington will advertise an annual call for funding on the municipal website www.clarington.net and other relevant media. The funding call will occur once per year, and the application period will be December 1 to December 31.
2. Organizations are required to read the full Community Funding Program Policy to ensure their eligibility. Organizations **must** submit their application to the Community Funding Program and any supporting documents through the online portal at www.clarington.net/funding. For assistance with the online portal, contact funding@clarington.net.
3. All organizations must complete the application form in full and all the requested supporting documentation must be submitted. Incomplete applications may not be considered. The

Municipality reserves the right to contact any organization for information which requires clarification.

4. Community Funding Program applications must include signed support by a minimum of two members of the organization's executive, one of which needs to be the President / Chair or Vice-President / Vice-Chair of the executive and any other one board member.
5. Applications must be received by the municipality on or before 11:59pm on December 15. No late applications will be considered. It is the sole responsibility of the applicant to ensure that the municipality receives completed applications. An email notice will be sent to the applicant within 2-3 business days upon submission of the application.
6. Eligible organizations can submit only one application per year to any one of the three streams.
7. There is a maximum of \$5,000 per application. Applicants will be required to submit financial statements as part of the application process.
8. There is an aggregate funding amount of \$20,000 per organization. After this limit is reached, organizations may reapply after a three-year waiting period.
9. Once all funding decisions are finalized, applicants will receive notification via e-mail of whether their application was successful.
10. The Community Funding Program does not have an appeals process for unsuccessful applications, however groups can discuss how to improve future applications with the Community Development staff by sending an email to funding@clarington.net.

Reporting Requirements

Successful applicants who receive funding from the program must report on how it was spent, and the impact achieved. **Reports must be submitted to the municipality by December 15** of the same year for which the funding is awarded.

If the funding recipient fails to fully complete and submit the report to the municipality within the stated time, that organization will not be eligible for future funding until such a time that the municipality is satisfied that the report has been submitted in full.

Scoring Scheme:

Step 1: Determine Eligibility (Community Development team)

Eligibility (Yes or No – Yes moves on to scoring; No is ineligible and does not move through process):

- Does the organization or project meet the criteria of one of the three streams: Start-Up, Growth or In-Kind?
- Is there a direct link with the project and the community priorities of Connected, Environment, Inclusive and / or Innovation?
- Applicant is a registered not for profit organization or is a volunteer not for profit organization or group operating under the authority of a board of directors.
- Have a written constitution and by-laws or documented operating procedures that establish the framework within which the group will operate.
- Have a democratically elected Board of Directors of not less than three members.
- Hold an Annual General Meeting.
- Have less than two years' equivalent operating budget in unreserved cash.
- Be in good financial standing with the Municipality of Clarington. All outstanding debts to the Municipality of Clarington must be paid in full at the time of the group's application.

Step 2: Score application based on criteria (Municipal Review Panel)

The ranking criteria is as follows (each section ranked out of 3 for a total out of 18):

Organization Capacity (10% of final weight)

- Does the organization have stable management and credibility in the kind of work they are applying for funding for?
- Is the application well organized, logical in progression of ideas and process, etc.?
- Is the program, service or event as proposed aligned with the mandate of the organization?

Project Concept (20% of final weight)

- Does the project seem interesting, innovative, original and not redundant with other projects?
- Are the proposed methods, approaches, etc. realistic, reasonable, effective, and outcomes oriented?
- Is the project sustainable?

Program or Service Plan (20% of final weight)

- Is there enough planning and does the timeline make sense?
- Has an intended audience been identified and have the date, time and venue been set?
- Are the tasks, timelines, and outcomes clear and measurable?

Collaboration (10% of final weight)

- Does the proposal include partnerships & collaborations?
- Are there letters of support and does the proposal show a clear, collaborative effort?
- Are there in-kind contributions or matches (i.e. funding, staffing, equipment, etc.) from the organization?

Budget (10% of final weight)

- Is the budget logical and reasonable?
- Is the organization operating at a deficit?
- Can the project be successful if partially funded? Have funds been requested from other sources?

Clarington Impact (30% of final weight)

- Does the project serve and involve the community? How many Clarington residents will benefit from it?
- Does it serve a particular segment of the population? Will it benefit an underserved or marginalized population?
- Does it address a community need?

Funding Award:

Organizations / projects with a score of 80% or higher are awarded funding. Funding amounts are determined based on the number of eligible requests received to the program.