

Corporate Policy and Procedure



Policy	Community Grant Working Group Terms of Reference
Category	Departmental
Authority	Community Investment
Related Policies	Community Grant Policy
Approved By	Colleen Clack-Bush
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Policy Statement

The Community Grant is a key part of the Community Investment Strategy and enables the City to proactively invest in projects and organizations that contribute to the City of Guelph’s Strategic Plan and Community Plan.

The Community Grant aligns closely with the City of Guelph’s Community Plan, and draws from the goals developed with the community.

The Community Grant Working Group is a group of Guelph residents that review Community Grant applications annually and make a recommendation to staff on which proposals should be funded.

Purpose

To provide a Terms of Reference for the Community Grant Working Group for clarity on roles and responsibilities, membership, and meeting procedures and conduct.

Roles and Responsibilities

The Community Grant Working Group will:

- Select a Chair and Vice Chair for the working group
- Review all Community Grant applications submitted to the City
- Provide objective, consistent, and transparent assessment of applications based on the criteria provided in the Community Grant Policy
- Provide a recommendation on which applications to fund and the amount of funding they should receive
- Provide feedback on the efficacy of the Community Grant program and suggest changes and improvements for future years
- Support the development of an annual report to Council on request

Community Investment staff will:

- Recruit new members to the working group annually as needed
- Provide orientation to new and returning members at the first annual meeting
- Work with the Chair to set meeting schedules, agendas and agree upon proceedings and meeting logistics
- Post agendas and minutes on the City's website regularly
- Liaise with applicant organizations and other City departments to provide additional information to the Working Group as requested
- Respond to applicant inquiries regarding the application process and assessment of their application
- Take funding recommendations from the Working Group to the appropriate staff for approval
- Work with other departments to communicate funding results
- Draft an annual report to Council to share funding decisions and process
- Additionally, staff will participate in meetings to provide contextual information about:
 - Community needs and aspirations
 - Sector specific knowledge
 - Local services, programs, and activities
 - Information about relevant City initiatives, plans and strategies

Membership

The Working Group will be composed of up to a maximum of 10 members who are Guelph residents. Resident refers to all persons who reside in Guelph including permanent residents, refugees, refugee claimants and residents without homes and who are at least 18 years of age. Residents also include people who own property in the City of Guelph.

Membership should strive to reflect the diversity of Guelph residents, and staff will make efforts to reduce barriers for people to participate.

Membership should strive to have knowledge, skills and expertise in the following areas:

- Grant writing and distribution
- Community benefit sector in Guelph
- Local needs and aspirations of the community
- The sectors of Arts and Culture, Human and Social Services, Recreation and Sport, Education, and the Environment.
- Issues related to the goals of the City of Guelph Community Plan
- Financial expertise
- Community programming and evaluation techniques

Working Group appointments shall be for one year for the first term. In order to maintain balance between experienced and new members, subsequent re-

appointments will be for a period of one to three years as recommended by the staff liaison. Appointments will be for the period of June to June. Working Group members may serve on the Working Group for a maximum of 8 years.

If a Working Group member misses two consecutive meetings, that member will be deemed to have forfeited their Working Group position. An opportunity will be allowed for the member to address the Working Group, via the Chair in writing or via email regarding their absenteeism.

Meeting Procedures

Typically between 8 and 10 meetings are held per year. The majority of these meetings will take place between November and March. Additional meetings may be called occasionally as part of the grant allocation process.

Meetings can be held in-person, virtually, or a hybrid of the two. Meeting format and schedule will be determined by the Working Group at the orientation meeting.

A quorum of half the total members of the Working Group is required for a Working Group meeting.

All applications will be reviewed by at least two Working Group members and discussed at Working Group meetings. Typically one member who reviewed the application will present on their assessment and a second member that reviewed the application provides additional feedback. Recommendations will be made by consensus where possible and by vote when consensus cannot be reached.

Deliberation of all applications will be guided by the Community Grant Policy eligibility criteria and assessment criteria.

Minutes of key decisions will be taken at all meetings and circulated to Working Group members. Approved meeting minutes will be made publicly available on the City website.

Conduct

Conflict of Interest

Working Group members should consider whether they have a real or perceived conflict of interest with their responsibilities including any direct or indirect pecuniary interest with the City. Working Group members must declare any conflicts of interest that arise during the review process. Where a conflict of interest situation occurs, that Working Group member will not participate in any discussions relating to that specific application.

It will not be generally considered a conflict of interest if a Working Group member has in the past or currently benefits in some way as a participant, user or client of any applicant organization. This situation is considered lived experience. However if the benefit creates a real or perceived conflict, this benefit must be declared to the Working Group.

Confidentiality

Working Group meetings will not be open to the Public. Personal information, as defined by the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) is collected under the authority of the Municipal Act, 2001, and in accordance with the provisions of MFIPPA. Personal information contained in the applications will be used for the purpose of determining the eligibility of an applicant and suitability of their application for a Community Grant by the Working Group. This information will not be shared outside of the Working Group.

Questions about the collection, use and disclosure of information are directed to the City of Guelph's Access, Privacy and Records Specialist at 519-822-1260 x 2349 or privacy@guelph.ca

Communications

All communications and media releases regarding the Community Grant program are the responsibility of staff. City staff will act as spokesperson for the Community Grant allocation process and Working Group members should not speak to the media. Any inquiries received by Working Group members from either the media or applicant organizations should be directed to City staff.