

CORPORATE POLICY AND PROCEDURE



POLICY	Wellbeing Grant Program
CATEGORY	Public Services
AUTHORITY	Public Services
RELATED POLICIES	
APPROVED BY	Deputy Chief Administrative Officer, Public Services
EFFECTIVE DATE	September 2013
REVISION DATES	July 2014 July 2015 July 2017

POLICY STATEMENT

The City of Guelph believes that community benefit organizations play an essential role in improving the wellbeing of Guelph residents. The City's role in supporting these organizations is guided by the Community Investment Strategy (CIS). The Wellbeing Grant Program is part of this strategy and enables the City to proactively invest in this important work which makes Guelph proud and contributes to achieving the City's Strategic Plan and the community's goals for wellbeing.

PURPOSE

The purpose of this policy is to:

- Improve the wellbeing of individuals, neighbourhoods and Guelph as a whole through directing City grant funding to eligible organizations that can demonstrate their positive contribution to the achievement of the community wellbeing goals.
- Provide eligible organizations with Operating grants to support operations, activities, programs, and services
- Ensure that the process to review and allocate grant funding is transparent, consistent and achieves the maximum impact for the investment provided.
- Involve Guelph residents in the process of allocating grant funding.

VALUES AND GUIDING PRINCIPLES

The Wellbeing Grant Program, its policy and procedures will be guided by the CIS values and guiding principles:

Integrity

The Integrity principle refers to a transparent, defensible and consistent process that is free of conflicts of interest.

Responsiveness

The responsiveness principle refers to a timely process that enables innovation, adapts to changing community needs, and is well suited to Guelph.

Engagement

The engagement principle refers to a user-friendly and inclusive process that facilitates connections among community groups, in order to strengthen relationships between the City and Guelph's community benefit sector.

Inspiration

The inspiration principle refers to a visionary approach that demonstrates compelling leadership, fosters creativity, and brings about a community where people are proud to live.

Stewardship

The stewardship principle refers to a system that maintains guardianship of taxpayers' resources, taking into account the complete cost benefits of the City's community investments, as well as leveraging resources from other sources.

Impact

The impact principle refers to a process that monitors and evaluates community impact based on the wellbeing indicators, and promotes a culture of learning and celebration of the City and community benefit sector's collective efforts.

WELLBEING GRANT PROGRAM GOALS

The Wellbeing Grant program is designed to support community goals. These community goals will be reviewed in 2018 to ensure that they continue to be relevant to the community, the CIS and the Wellbeing Grant Program.

Organizations must demonstrate in their application how they will support **two** of the following wellbeing domains. Applicants must show how they contribute to one goal from each of their chosen domains. The Wellbeing Grant Panel will use this information to help assess applications and make decisions about grant allocations/awards:

1. Community Vitality Domain

Residents...

- Connect, understand and celebrate Guelph and its diversity
- Feel safe and respected
- Have opportunities to discuss and resolve issues together
- Support and care for each other

2. Democratic Engagement Domain

Residents...

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- Are heard and their needs are valued
 - Experience a culture and environment of comfort and trust so that people can collaborate and engage
 - Are more involved in civic life and have ownership of what is happening in Guelph
3. **Environmental Domain**
Residents...
- Use active transportation methods to get around and enjoy Guelph
 - Enjoy a healthy and integrated natural heritage system that values ecological infrastructure strengthening
 - Reduce residential energy, water consumption and household waste
4. **Healthy Population Domain**
Residents...
- Are physically, mentally and emotionally healthy
 - Have equitable, affordable, accessible, effective and appropriate resources to support and maintain their health
5. **Leisure and Culture Domain**
Residents...
- Enjoy arts, culture, heritage, sport and recreation opportunities that are accessible, affordable and contribute to individual and community identity
 - Have opportunities through sport, recreation, arts, cultural activities to gather, stay connected and celebrate community
 - Have access to a range of local cultural and recreational spaces for meeting, sharing and participating
6. **Living Standards Domain**
Residents...
- Live in housing that is affordable and adequate for their needs
 - Eat good quality nutritious, affordable and accessible food
 - Have access to and benefit from economic opportunities
 - Can move around the community to participate in community life
7. **Education Domain**
Residents...
- Have access to informal opportunities to learn new skills that support their wellbeing
8. **Time Use Domain**
Is about...
- Optimizing the flow of residents around the City to maximize availability of personal time

ELIGIBILITY REQUIREMENTS

In order to apply to the grant program, applicant organizations and funding request must meet ALL of the following eligibility requirements:

1. Both the organization and the investment sought must benefit Guelph residents.
2. The organization must be an incorporated not-for-profit organization. This means that it is incorporated under provincial or federal legislation, with or without charitable status.
3. The organization must have a volunteer board of directors with the exception of ex-officio members.
4. The organization must release annual audited financial statements or where audited financial statements are not available the applicant must provide financial statements that have been verified as correct by two signing officers from the organization.
5. The organization has been in operation for at least one year.
6. The organization is in good standing with the City and, if applicable, its own governing bodies.

WHO THE GRANT PROGRAM WILL NOT FUND

The Wellbeing Grant Program will not fund the following:

1. Individuals
2. For profit organizations
3. Organizations that have a current signed agreement with the City that states that they are not eligible for other City funding sources
4. Other levels of government
5. Political organizations
6. Organizations whose activities may breach the Ontario Human Rights Code or Charter of Rights

WHAT THE WELLBEING GRANT PROGRAM WILL NOT FUND

1. Programs that other levels of government have legislated responsibility for funding. This includes funds to 'top up' shortfalls for government mandated programs. Some examples would include school board educational programs, public health programs, provincially mandated child care/services or social assistance programs and health care services.
2. Funding requests of more than \$15,000 per organization in any single grant cycle
3. Debt retirement, deficit reduction, depreciation or financing charges
4. Retroactive payments. These are activities or costs incurred before grants are approved
5. 100% of the budget of an activity
6. Secondary allocations. "Secondary allocations" refers to the process where funds received through the Wellbeing Grant Program are allocated to another organization by the applicant or a third party via a funding allocation process such as a grant program. In addition, the Wellbeing

Grant Program will not support funding requests for activities that have the primary purpose of raising funds for a secondary allocation process. This includes fundraising activities carried out on behalf of or in support of a provincial or national organization/campaign that will then reallocate the raised funds to others.

APPLICATION ASSESSMENT CRITERIA

All applications that are submitted by eligible organizations will be assessed against the following criteria:

1. Anticipated positive community impact against the Wellbeing Grant Program goals. Organizations must demonstrate how their application positively contributes to **two** of the goal areas. Applications must state clear performance measures that will show the anticipated impact of the activities.
2. Additional financial and non-financial resources being leveraged from other sources.
3. Evidence of community support. This support could include:
 - details of the number of volunteers that will be involved in the work, and the number of hours they will bring
 - collaboration or partnership with other organizations
4. Evidence that the organization needs the funding. Organizations that have budgets or financial statements indicating a surplus will be required to provide explanations of the surplus and how the organization intends to use it. The level of organizational reserves may be considered.
5. Sound organizational track record. This considers if the organization has the ability, skills and capacity to undertake the work.
6. That the activities do not unnecessarily duplicate successful efforts that already exist in the community.
7. Sustainability of the organization and activity as applicable.
8. The amount of funding requested by applicants and the funding available in the program.

REPORTING REQUIREMENTS

Successful applicants who receive funding from the program must report on how the funding was spent and the impact the funding achieved. **Reports must be submitted to the City by November 30th** of the same year for which the grant is awarded. For example, if a grant is awarded in January 2017, the grant recipient must provide a completed report by November 30, 2017.

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

TERMS AND CONDITIONS OF GRANT AWARDS

Successful grant recipients (Grantees) will be subject to terms and conditions relating to the grant. All applicants will be expected to acknowledge their

agreement to be bound by the following terms and conditions at the time of application.

1. Confirmation by the Grantee that the information contained in the Grant Application and supporting documentation is true and correct in every respect.
2. Confirmation that the Grant shall be used by the Grantee for the activities set out in the Grant Application (Part 2 and 3 of the Wellbeing Grant Program Application Form).
3. The Grantee shall immediately notify the City, if the funds cannot be used for the approved activities, or if all or part of the Grant funds has not been spent after completion of the activities. The City may, at its sole discretion, permit the Grantee to use the remaining Grant funds for a different, related purpose, or may require their immediate return.
4. The Grant shall comply with all laws, regulations, by-laws and other governmental directives or orders in the course of spending the Grant.
5. The Grantee shall indemnify and hold harmless the City against any claims, costs, causes of action, fines, or any other losses or other penalties the City suffers relating to the giving of the Grant to the Grantee
6. The Grantee shall notify the City immediately, in writing, of its impending or actual bankruptcy, insolvency, appointment of a receiver, dissolution, cessation of carrying on business or bulk sale of assets.
7. The Grantee shall acknowledge the financial support of the City in all publicity material related to the services and the Grant.
8. The Grantee shall immediately notify the City, in writing, if any of the information provided by the grantee to the City is determined to be inaccurate in any material respect, or if there has been any material adverse change in any of the information provided.
9. The Grantee must comply with all the reporting requirements as outlined in Section 9 of the Wellbeing Grant Program Policy.
10. The Grantee consents to the City using information regarding the details of the grant awarded, including the name of the Grantee, the activities carried out and the community impact of the activities in reports and on the City's website and other relevant media, provided that the City shall not release any information, including financial information and personal information of members or Board members, which is confidential pursuant to the provisions of the Municipal Freedom of Information and Protection of Privacy Act.

GRANTS PROCESS AND PROCEDURE

1. The City will advertise an annual call for funding on the City website (guelph.ca) and other relevant media. The funding call will occur once per year, usually commencing in the month of September. Grants awarded will cover the period January – December of the following year
2. Organizations are advised to read the full Wellbeing Grant Policy and attend any information sessions provided by the City
3. Organizations must download the grant application form, supporting policy and other guidance materials by accessing guelph.ca/grants

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4. All organizations must complete the application form in full which means that each question must be answered and all the requested supporting documentation must be submitted. Incomplete applications may not be considered. The City reserves the right to contact any organization for information which requires clarification
 5. Applications must be received by the City on or before 4:00pm on the advertised submission deadline. No late applications will be considered. It is the sole responsibility of the applicant to ensure that the City receives completed applications
 6. Applications must be submitted electronically via e-mail to: wellbeinggrants@guelph.ca
 7. Eligible organizations can submit only one (1) application per year
 8. Funding requests cannot exceed \$15,000 per application
 9. Applications will be screened for their eligibility by staff and provided to the Wellbeing Grant Panel for review
 10. The Manager of Community Investment, or equivalent staff, will convene the required series meetings of the Wellbeing Grant Panel who will review each eligible application using the 'application assessment criteria' outlined in this policy
 11. Following these deliberations Panel members will compile a list of approved grant applications and their respective funding allocations
 12. All applicants will receive notification via mail of whether or not their application was successful
 13. Following annual Council budget approval, the Finance Department will issue grant cheques to successful applicants
 14. The Wellbeing Grant Program does not have an appeals process for unsuccessful applications
 15. All grant cheques must be cashed within three (3) months of the date of issue. Cheques that are not cashed within three (3) months of the date of issue will be cancelled, stopped and will not be replaced. Failure to cash cheques may impact the review of an organization's future grant application

POLICY REVIEW

The Grant Allocation Policy and Procedure will be reviewed annually by Community Investment Staff.

DEFINITIONS

Activities

Specifically what the applicant has requested grant funding for (e.g. programs and services of an organization).

Benefit to Guelph Residents

Organization's service boundaries include Guelph or portion of Guelph, and at least one service, program, or activity location is in the City, or 50% or more of individuals served reside in the City.

Grant requests must be able to demonstrate that they will positively impact Guelph residents in two wellbeing goal areas.

Community Benefit Organization

Community Benefit Organizations possess five defining features; they are:

1. Organized - they have some structure and regularity to their operations, as reflected in regular meetings, a membership, and procedures for making decisions that participants recognize as legitimate, whether they are formally constituted or legally registered or not. This includes informal groups as well as legally incorporated ones.
2. Private - they are institutionally separate from government, even though they may receive financial support from government
3. Not profit distributing - they do not distribute profits to individuals
4. Self-governing - they have their own mechanisms for internal governance and are able to cease operations on their own authority
5. Voluntary - membership or participation is not compulsory or coerced. The term community benefit sector used in this study refers to all groups and organizations that meet this description.

Community Investment Strategy

The Community Investment Strategy lets people know how the City will support and work with Community Benefit Organizations. It aims to ensure the City makes clear, consistent and open decisions.

Incorporated Not-for-profit Organization

Incorporated not-for-profit organization refers to entities incorporated under either federal or provincial not-for-profit legislation. These organizations may or may not have charitable status. Registered charities are included.

In Good Standing

This means that the organization is not in litigation with the City. The organization must be current on accounts receivable. The organization must have all relevant City taxes paid.

In operation for at least one year

An organization declares the date on which their organization began operating as a Community Benefit Organization.

Ontario Human Right's Code

The [Ontario Human Rights Code](#) (*Code*) is a provincial law that gives everybody equal rights and opportunities without discrimination in the social areas of:

- employment
- accommodation
- goods, services and facilities
- contracts
- membership in vocational associations and trade unions

The *Code's* goal is to prevent discrimination and harassment because of:

- race
- ancestry
- place of origin

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- colour
 - ethnic origin
 - citizenship
 - creed (religion)
 - sex (including pregnancy and gender identity)
 - sexual orientation
 - disability
 - age (18 and over, 16 and over in occupancy of accommodation)
 - marital status (including same sex partners)
 - family status
 - receipt of public assistance (in accommodation only)
 - record of offences (in employment only)

Operating Grant

A financial grant provided to support part of an organization's operating expenses or on-going program/service costs (e.g. day-to-day costs.)

Other Levels of Government

Other levels of government including:

- Crown Agencies and Corporations (Federal and Provincial)
- Hospitals
- School Boards
- Universities, Colleges of Applied Arts and technology and Post Secondary institutions
- Approved agency designated as a Children's Aid Society
- Community Care Access Centres
- Local Boards
- Boards of Health

Performance Measure

A performance measure is something that helps quantify the achievement of a desired result. For the purposes of this policy, applicants will be required to provide some performance measures on the application that, if they are successful, will help show what was done with the grant funding and what was achieved for residents. Successful grant recipients will be expected to report the actual performance results after the grant has been spent. Measures should answer (as much as possible) each of the three following questions:

- **how much work was done** (e.g. the number of participants who attended the 6 week mentorship program)
- **how well was the work done** (e.g. the number of participants who successfully completed the 6 week mentorship program)
- **what difference did it make** (e.g. the percentage of program participants who reported that their quality of life improved as a result of the mentorship program).

Political organization

An organization established for a political purpose;

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- to further the interests of a particular political party; or support a political party or candidate for public office; or
 - to retain, oppose, or change the law, policy, or decision of any level of government in Canada or a foreign country.

Not-for-profit organizations that are not established for a political purpose can engage in some activities to retain, oppose, or change the law, policy or decision of any level of government in Canada or a foreign country. These activities must be non-partisan – not supporting a candidate or political party.

Wellbeing

The presence of the highest possible quality of life in its full breadth of expression, focused on but not necessarily exclusive to: good living standards, robust health, a sustainable environment, vital communities, an educated populace, balanced time use, high levels of democratic engagement and access to and participation in leisure and culture.