

# Town of Greater Napanee Community Initiatives Fund Policy



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Approval Date:	October 24, 2023	Resolution #	515/23
Revised Date:	May 13, 2025	Resolution #	226/25
Review Scheduled:	March 2027		
Department:	Finance	Contact:	Treasurer
Approval Authority:	Council	Policy No:	FN-2023-02

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## 1. Introduction

The Town of Greater Napanee provides both non-monetary grants, such as fee waivers and road closures, and monetary grants to community initiatives.

Typical community initiatives eligible for this type of support include events, celebrations, community improvement initiatives, and one-time funding for the creation or redevelopment of non-governmental organizations dedicated to improving the Town.

The Town provides funding to community initiatives (non-Town initiatives) in two separate ways:

- Through a contribution to the Community Foundation for Lennox & Addington’s Community Grant program once annually on the Town’s behalf in line with their criteria.
- Budgeting by Town Council for the Community Initiatives Fund, which receives recommendations from Community Fund Advisory Committee and has two annual intakes.

The Town does not provide granting support or in-kind support to for-profit initiatives or organizations through its granting policies but may, at Council’s discretion, enter into contractual relationships with third parties outside of this policy.

## 2. Purpose

The purpose of this policy is to make clear how and under what circumstances the Town provides financial support to third parties for community-related initiatives and to provide clear direction and guidance to the Town, Town staff, and any parties that may provide financial assistance on the Town’s behalf using Town resources.

## 3. Scope

This policy applies to all financial grants provided by the Town of Greater Napanee to community organizations, efforts, individuals and services that are

eligible for financial grants and identifies efforts that are not eligible for Town support.

This Policy makes clear the two funds that are available to community organizations for initiatives, and specifically outlines the process for the one fund that is administered by the Town. The Town has two funds that community groups can access for their community-based initiatives:

- Fund One – Community Grants, which administered by the Community Foundation for Lennox and Addington, under a process solely administered by the Foundation with funds dispersed once annually.
- Fund Two – The Community Initiatives Fund, which is administered by the Town of Greater Napanee with recommendations of an advisory committee and has funds that are dispersed twice per year.

This policy specifically focuses the processes and conditions by which the Community Initiatives Fund is to be administered. The policy does not provide guidance on how the Community Foundation conducts its business nor does it apply to requests for emergency support, which can be requested through a deputation to Town Council.

This policy does not apply to non-monetary in-kind supports, which are governed through the Town's Community Events Policy. The Community Events Policy provides direction and guidance on how organizations who do not experience personal benefit from their activities can be eligible for in-kind support from the Town, including fee waivers and use of staff time and resources.

#### **4. Authority**

Pursuant to Section 107 of the Municipal Act, 2001, Council has the legislative authority to provide grants as follows:

*"despite any provision of this or any Act relating to the giving of grants or aid by a municipality, subject to Section 106, a municipality may make grants, on such terms as to security and otherwise as the Council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that Council considers to be in the interests of the municipality"*

#### **5. Definitions**

**Ad-Hoc Council Approvals:** Approvals for funding that are made to Town Council independent of this policy using funds other than those that have been

allocated to the Lennox and Addington Community Grants fund or the Town of Greater Napanee's Community Initiatives Fund through the Town's annual budget process. Ad-Hoc Funding Requests are to be made to the Town Treasurer, who will prepare a report for Council's consideration detailing the funding request and all relevant financial and operational information for Council's consideration.

**Community Events:** Events that are of cultural, historical, social, environmental, or recreational significance to the community and which may include the participation of more than one organization. Individuals and organizations can access in-kind support through provisions outlined in the Town's Community Events Policy.

**Community Initiatives Fund Advisory Committee:** An advisory committee of Council consisting of 5 members whose role is to review applications for funding in line with prescribed criteria to the Community Initiatives Fund twice annually and make recommendations to Council. The Committee is the only advisory committee to Council that does not include a member of Town Council.

**Community Initiatives Fund:** For the purposes of this policy, community grants refer to monetary contributions through the Community Initiatives Fund, which are approved by Council based on recommendations from the Community Initiatives Fund Advisory Committee. Funds are open to all members of the community engaged in not-for-profit activities and are prioritized for projects or initiatives and not for ongoing operational funding or for matters that would be considered regular administrative business.

**Emergency Support:** Monetary support for community efforts that are a result of issues that are beyond the applicant's control, such as natural disasters or other unforeseen emergencies. Emergencies do not refer to issues that were within an applicant's control.

**In-Kind Contributions:** Non-monetary supports from the Town, including road closures, use of Town resources and facilities, or access to staff time and expertise.

**Lennox and Addington Community Grants:** Grants administered by the Community Foundation for Lennox and Addington (CFFLA) which provide funding to organizations possessing a registered charity number to not-for-profit organizations sponsored by a local registered charity. This fund receives an annual budgeted amount (currently \$10,000, but subject to Council discretion) from Greater Napanee that is specifically earmarked for initiatives

within Greater Napanee.

**Partnership Agreement:** Long-standing municipal support arrangements which are approved by Council during the annual budget process and include a formal agreement with a partnership agency, not-for-profit organization or recognized community group. Partnership agreements are not administered under this policy.

**Recognition** Successful applicants will be asked to officially recognize contributors to the fund (Town and/or third parties) at the successful conclusion of their initiative, as outlined in their contribution agreement. Recognition may take the form of signage, public acknowledgement, or permission for funders such as Artura Power to publicly recognize your initiative and their contribution to it.

**Town** means the Corporation of the Town of Greater Napanee.

## **6. Responsibilities**

### **6.1 Council**

Council is responsible for:

- a) Setting the annual budget for the Town of Greater Napanee's Community Initiatives Fund, and approval of recommendations by the Community Initiatives Fund Advisory Committee. Town Council also approves annual funding contributions to the Community Foundation's Community Grant program.
- b) Approving all policies and criteria relating to the granting of Town monies.
- c) Reviewing, approving or denying applications for partnership agreements and emergency requests for financial and in-kind support.

### **6.2 Treasurer**

The Treasurer, or their designate, is responsible for:

- a) Providing cheques to organizations, groups or individuals that have been selected through the Town of Greater Napanee's Community Initiatives Fund process.
- b) Recommending an annual amount of funds to be allocated to the Community Initiatives Fund initiative, taking into consideration Town finances and the demonstrated need for support.
- c) Reporting the total amount of annual grant support provided, both through this policy as well as in-kind support provided through the Town's Community Event Policy process.
- d) Ensuring this Policy is reviewed at least once per Council term.

### **6.3 Department Heads**

Department Heads are responsible for:

- a) Advising the Treasurer on all ad-hoc and emergency funding requests and ensuring requestors are aware of the Town's funding and in-kind processes and policies.
- b) Providing information to the Community Initiatives Fund Advisory Committee staff liaison, as requested, to aid in the Committee's decision making.

### **6.4 Applicants**

Applicants are responsible for:

- a) Submitting full and complete applications by submission deadlines.
- b) Providing a final report demonstrating how funds were spent and providing receipts where appropriate and/or requested.

## **7. Policy**

### **7.1. Governing Principles**

The primary purpose of this policy is to ensure that funding requests to the Town are made and addressed in a way that is open, fair, transparent and equitable and recognize that any funds provided are from Town taxpayers and need to benefit the community. The policy aims to provide an avenue for community groups to make funding requests to Town Council and to discourage individuals and groups from seeking access to Town funds outside of this process.

### **7.2. Basic Criteria for Applicants**

Applicants seeking funds from the Town of Greater Napanee's Community Initiatives Fund should ensure that they adhere to the criteria below, which will also form the basis for how applications will be assessed by the Community Initiatives Fund Advisory Committee.

- a) Requests for funding should adhere to the submission timelines outlined in the Town's Community Fund process, which occurs twice annually.
- b) Be a non-for-profit organization, community group, or individual(s) engaged in a not-for-profit effort designed to support community improvement, enrichment, education, or enjoyment whose primary beneficiaries are the citizens of the Town of Greater Napanee. As a general rule, at least 75% of any funds generated from an initiative supported by these funds should be for community benefit.
- c) Not be engaged in a primarily for-profit initiative where funds are used to benefit private individuals, organizations or corporations primarily for their benefit and not for that of the Town and its residents.

- d) Ensure that funding being applied for is for a project or initiative is not considered to be core operational funding that should be expected to fall within an organization's existing operating budgets.
- e) Ensuring that funding applications fall into one of the following categories:
  - i. Health and wellness
  - ii. Arts and Culture
  - iii. Youth Initiatives
  - iv. Seniors Initiatives
  - v. Recreation
  - vi. Public Safety
  - vii. Economic Growth and Stimulus to the Local Community
  - viii. Community development and special events
- f) Be prepared to adhere to all reporting processes outlined by the Town of Greater Napanee's Financial Services department that are designed to ensure that funding was used for its intended purpose.
- g) Organizations who have previously received funding but not adequately met reporting requirements for previously allocated funds will be deemed ineligible until such time that those reporting requirements have been met, or monies have been repaid.
- h) Applicants can only submit one funding application per intake period.
- i) Funding requests need to come with a detailed breakdown of how funds are meant to be used.
- j) Funding requests are restricted to one request per organization per intake period.
- k) Funding applications are not submitted by a member of the Community Initiatives Funds Advisory Committee directly. Where a member of the committee has a relationship or interest in the parties submitting an application, they will declare a conflict of interest and recuse themselves from assessing the application.

## **7.3 Procedures**

### **7.3.1 Application Procedures**

Requests for monetary grants are to be submitted through the Town's Community Initiatives Fund application form on the Town's website during one of the two annual intake periods.

Requests for monetary grants that are not eligible for the Community Initiatives

Fund can be made through the process outlined in Section 7.4.2 of this policy, Special Considerations.

Requests for in-kind support from the Town can be made through the Community Events Policy process.

### **7.3.2 Special Considerations**

Notwithstanding the requests outlined in this policies section on Funding Eligibility Criteria, Council may consider the following as an ad hoc requests:

- a) Requests that are designed to provide community benefit in the event of an emergency, where circumstances were deemed to be out of the control of those impacted.
- b) Requests from individual residents who have been accepted to compete on a national or international scale in an event that Council deems to be a significant sport, culture, academic achievement, or skill which promotes the community in a positive manner, may be considered for a grant of up to \$300 with requests submitted during the a regular intake process where possible, and directly to the Town's Treasurer, who will present a report to Council, if timing does not permit.
- c) Requests from a local team whose roster has a majority of Greater Napanee residents, having qualified to represent the community at an event outside of the province to compete at a national or international level, may be considered for a grant of up to \$500 to cover reasonable trip expenses in excess of funding revenues, subject to budget availability. Requests should be submitted to the Town's Treasurer.

Applications for funding under "special considerations" submitted to the Treasurer will be provided to Town Council with the details of the request and the impact on Town finances through a report at a regular meeting of Greater Napanee Town Council.

### **7.3.3 Community Fund Budget**

The Town of Greater Napanee shall ensure the annual allocation of community funds from all sources includes all committed partnership agreements, the amount allocated to the Community Foundation for Lennox and Addington for the administration of their Community Grant, and the amount of funding made available through the Town of Greater Napanee Community Initiatives Fund.

Funds will be allocated annually through the Town's budget process with unspent funds being automatically rolled over into the next budget year, unless specifically directed to be used for other purposes through a resolution of Town Council.

### 7.3.4 Reporting

Each applicant must complete the Community Fund reporting form provided to it from the Town of Greater Napanee's Finance department.

The report will include financial verification of the funds used, the impact of the funding achieved, and the volunteer hours that were contributed to the community by the applicant(s). This report must be submitted to the Town's Finance Department within three months of the requested monies being spent (usually at the conclusion of the initiative). A failure to adhere to reporting requirements may result in a request to return Town funds.

### 7.3.5 Conditions of Assistance

The Town of Greater Napanee's Finance department must be notified in writing of any significant changes to the supported activity or event. In the event that the activity or event is not completed or does not move forward, the Town of Greater Napanee reserves the right to request the return of any grant funding provided.

Receipt of a grant in one year does not guarantee approval of a grant in the following or any subsequent year.

The Town of Greater Napanee reserves the right to request acknowledgement on promotional materials related to the funded program, project or event, with such acknowledgement to be coordinated with the Town's communications staff.

## 8. Related Documents

- Community Events Policy CS-2025-02
- Advisory Committee By-law – Terms of Reference and Mandate for Community Initiatives Fund Advisory Committee
- Community Grant Agreement – Town of Greater Napanee and Community Foundation for Lennox and Addington
- Community Development Fund Agreement – Town of Greater Napanee and Atura Power
- Application Form
- Financial Reporting Form

## Revision History

Date	Number	Description of Changes
2002	Policy 2002-01 / 2002-02	Facility Subsidy Policy; Grants to Attend National/ International Sporting Events Policy
May 24, 2014	By-law No. 2014-0031	Facility subsidies are limited to halls only, and delegated authority for staff approvals established

December 15, 2016	Resolution #549/16	Agreement created with Napanee District Community Foundation to manage municipal grants; annual Council budget for grants to be limited to sports teams' representation outside the province and existing funding agreements such as Deseronto Transit and Loyalist Parkway Association.
October 8, 2019	Resolution #488/19	Emerging Charitable Fund Agreement with Community Foundation of Lennox and Addington; Annual funding to be committed through the budget for Loyalist Parkway Association, Deseronto Transit, UEL, and individuals and sports teams competing at a national or international scale.
October 24, 2023	Policy No. FN-2023-02	Adoption of the Community Grants Policy to consolidate and update all prior policies regarding financial assistance.
May 27, 2025	Policy No. FN-2023-02	Overhaul Community Grants Policy to reflect two funding streams, and new Community Events Policy to govern in-kind support requests