

A.7 – Community Initiatives Fund Advisory Committee Terms of Reference

Composition

Committee Members

The Community Initiatives Fund Advisory Committee shall consist of five (5) members appointed by Council as follows:

- Five (5) citizens of the Town of Greater Napanee
- All shall be voting members
- There shall not be any Council member appointed to this advisory committee

When choosing citizen appointments, preference shall be given to a membership composition which represents a broad cross-section of community interests and perspectives.

Once members have been appointed for the current term of Council, the size of the committee shall be fixed and vacancies shall count toward quorum until filled by Council unless Council passes a motion to reduce the committee size for the remainder of the term.

Staff Liaison

An employee as appointed by the Chief Administrative Officer.

Conflicts of Interest

Committee members shall not be disqualified from appointment by virtue of their participation or association with a local organisation that has previously sought funding or may seek funding from the Community Initiatives Fund in the future. However, all Committee members shall have an obligation to proactively identify and disclose any grant applications for which they have a real or reasonably perceived conflict of interest and to remove themselves from the scoring and evaluation of such applications. Such disclosure shall be noted in the meeting minutes.

Conflicts of interest may include, but are not limited to, a grant application where:

- The Committee member, or a member of their immediate family including spouse, parents, siblings or children, is employed by the applicant organization;
- The Committee member, or a member of their immediate family, is on the board or executive of the applicant organization;
- The Committee member, or a member of their immediate family, is a member of or volunteer for the applicant organization;
- The Committee member, or a member of their immediate family, receives services from the applicant organization

Where a member of the committee has declared a conflict, the value of their scorecard will not count and the number of eligible points will be reduced accordingly.

Eligibility of Applicants

- Applicants may only submit one application per funding round
- Applicants may only receive funding from the Community Initiatives Fund once per calendar year
- Applicants cannot receive more than 50% of total eligible funding per funding round
- Incomplete or late applications will be deemed ineligible for consideration
- Applicants who have not met reporting requirements of previous funding allocations will be deemed ineligible for new funding until those requirements have been met.

Purpose

To receive and evaluate grant applications and make recommendations to Council in accordance with the Community Initiatives Fund Policy. Under the policy, these 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.

Responsibilities

The Community Initiatives Fund Advisory Committee shall:

- Review all applications against the grant criteria established by Council; and
- Make recommendations to Council for funding amounts, considering the annual funds available, and application scoring criteria.

In accordance with the Community Initiatives Fund Policy, members of the Community Initiatives Fund Advisory Committee are asked to:

- Determine whether the project submitted is eligible to be considered and scored by the Committee (non-profit or community group engaged in a non-profit exercise where at least 75% of any funds raised go toward community benefit).
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- Ensure that the application falls within approved funding categories (Health and Wellness, Arts and Culture, Youth Initiatives, Seniors Initiatives, Recreation, Public Safety, Economic Growth/Stimulus for the Community, Community Development, and/or Special Events).
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- Review eligible projects using the scoring sheet provided (Appendix A in the Terms of Reference).
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- Confirm that funding is for new initiatives and not for existing operating costs.
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- Ensure that the applicant can adhere to all reporting requirements.

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- Ensure that the applicant has not received funding from the Community Initiatives Fund program in the last 12 months.
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- Ensure that the applicant has not provided more than one application per funding round.

Scoring Criteria

Funding applications shall be scored in line with the Community Initiatives Fund Score Sheet as presented in Appendix A of these Terms of Reference. Where applications receive the same score, both can be considered eligible for funding. In the event that there are multiple applications with equal scoring and the total eligible funding is exceeded, the committee will be asked to recommend an application(s) that benefits the most number of citizens in the community.

Role of Council

Council will consider the recommendations and advice provided by the Committee in accordance with the provisions of the Advisory Committee By-law. Council will have the ultimate authority and responsibility to approve the grant awards as recommended by the Committee.

Role of Staff

The Role of the Staff Liaison will be as established in Section 18.5 of the Advisory Committee By-law.

Reporting requirements for successful applicants should be submitted to the Towns Procurement and Grants Coordinator by the stated reporting deadline. The Procurement and Grants Coordinator can send two reminders for documentation following the deadline. After this, if the reporting requirements have not been met, the individual will be deemed ineligible for future funding, and the return of their funding award may be requested.

Meeting Schedule

Meetings shall be held a minimum of twice per year, to accommodate the twice-yearly grant intake cycle. Additional meetings may be scheduled by the Committee on an as-needed basis in accordance with Section 19 of the Advisory Committee By-law.

Financial Management

When expending funds that have been allocated by Town Council to the committee, committee members shall:

- Prepare and submit an annual budget, during the Town's budget process, which supports the committee's mandate as outlined in the terms of reference.

- Understand that any annual budget allocation to the committee shall be at the sole discretion of the Municipal Council and subject to its annual budget deliberations, considering the requests of the advisory committees.
- Ensure that all expenditures by the committee relate to matters directly within the mandate.
- Ensure all expenditures by the committee are in accordance with the Town's procurement by-law
- The committee may incur expenditures to the extent provided in the annual approved budget. All purchases over \$500 shall be preauthorized by the staff liaison in coordination with the Town's Finance Office by way of a signed purchase order. In cases where minor purchases under \$500 are made in line with the committee's mandates, receipts can be submitted to the staff liaison who will forward the expenses to the Finance office for reimbursement.

When recommending grant awards under the Community Initiatives Fund, the Committee shall ensure all recommendations are compliant with the Community Initiatives Fund Policy and that the amount to be awarded does not exceed the approved granting budget for the current fiscal year.