

June 24, 2025

Members of the Community Initiatives Fund Advisory Committee

co/ STAFF MEMBER

99A Advance Avenue

Napanee, Ontario K7R 3Y5

Dear Members Community Initiatives Fund Advisory Committee

On behalf of the Greater Napanee Town Council, thank you for continuing to support our community by participating in our decision-making process.

Guided by the Town policies and procedures, including the Advisory Committee By-law, Conflict of Interest Policy, and Code of Conduct, Town Council would like your Committee to review applications for Community initiatives twice annually and make recommendations to Council for funding approval.

In the interest of ensuring your recommendations are arm's length from the municipality, your Committee will not have a Council representative as a member.

Your role will be to assess incoming applications against scoring criteria outlined in Appendix A to your Committee's Terms of Reference and to recommend the projects that receive the highest score as calculated by the scoring efforts of all committee members. The number of projects ultimately recommended to Council should not exceed the funds available in each funding round.

In reviewing applications provided to you by your Committee's staff liaison, you are asked to:

- a) 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).
- b) 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).
- c) Review eligible projects using the scoring sheet provided (Appendix A in the Terms of Reference).
- d) Confirm that funding is for new initiatives and not for existing operating costs.

- e) Ensure that the applicant can adhere to all reporting requirements.
- f) Ensure that the applicant has not received funding from the Community Initiatives Fund program in the last 12 months.
- g) Ensure that the applicant has not provided more than one application per funding round.

Your recommendations will be presented in a report prepared by a staff liaison to Town Council at a regularly scheduled Council meeting.

Overall funding amounts will be determined during the Town's annual budget process, with funding intakes scheduled for March and September each calendar year.

Sincerely,

Mayor, Town of Greater Napanee

Chair, Community Initiatives Fund Advisory Committee