

The Corporation of the Municipality of Meaford

By-law Number 2019-27

Being a by-law to establish a Community Bursary Program Policy

Whereas, Section 5 (3) of the Municipal Act, S.O. 2001, c.25 provides that municipal power shall be exercised by by-law; and

Whereas, Section 224 of said Act states that the role of Council includes ensuring that administrative policies, practices and procedures are in place to implement the decisions of Council; and

Whereas, Council wishes to establish a Community Bursary Program to replace the existing Community Grants Program; and

Whereas, Council of the Corporation of the Municipality of Meaford deems it expedient and necessary to adopt a Community Bursary Program Policy.

The Council of The Corporation of the Municipality of Meaford enacts as follows:

1. That the Community Bursary Program Policy, attached hereto as Schedule A and forming part of this by-law, is hereby established and adopted.
2. That by-law 2015-76 is hereby repealed.
3. That this by-law shall come into force and take effect upon being passed by Council.

Read a first, second and third time and finally passed this 11th day of March, 2019.

Barb Clumpus, Mayor

Matthew Smith, Clerk



Municipality of Meaford Corporate Policy

Policy:	Community Bursary Program
Department:	Council (Legislative & Protective Services)
Last Revision:	February 2019

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Policy Statement

The Municipality of Meaford is committed to supporting community partners providing programs, services and events to the residents and visitors of the Municipality of Meaford. This recognition and financial support enables these groups to leverage other funding and support volunteer contributions. This is in keeping with the Municipality of Meaford's vision, mission and values. These grants support the future description of the Municipality as a welcoming and authentic community; safe, accessible, active, vibrant, and green.

Purpose

This policy provides guidance on Community Bursaries to ensure the program meets Council's strategic priorities, while supporting the greatest need in the community.

It provides a framework to evaluate and consider applications against the goals and objectives of the Municipality of Meaford, specifically adopted by Council.

Definitions

“Bursary” means a monetary amount awarded to a community group or not-for-profit organization for the purposes of providing events or services to residents of the Municipality.

“Municipality” means the Municipality of Meaford.

“Not-for-Profit Organization” means a not-for-profit corporation, charity or other community group that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives.

Policy Requirements

The Community Bursary program is designed to provide guaranteed funding throughout a term of Council to community groups and not-for-profit organizations operating in the Municipality of Meaford. Consistent funding will allow bursary recipients to plan for the future and reduce the administrative requirements associated with annual grant applications.

Funding should be used to develop or enhance events, programs and services provided to residents of the Municipality.

Budget

Council will determine the total funding envelope for Community Bursaries at the start of each term of Council.

No organization shall receive more than 10% of the overall funding.

Funding Decisions

Applications from community groups shall be sought at the beginning of each term of Council.

Council shall consider applications at a Special Meeting, at which applicants will be invited to make a short presentation.

Successful applicants will receive funding annually, at a consistent amount, for the four year term of Council.

Qualifications for Funding

1. The applicant must be a community group, not-for-profit or charitable organization operating in the Municipality of Meaford.

2. Events, programs and services must occur in the Municipality of Meaford or be shown to have a direct economic or cultural benefit to the Municipality.
3. Applicants must demonstrate how the bursary will result in an enhanced event, service or program for municipal residents, and how the event, service or program aligns with Council's Strategic Priorities.
4. The applicant must demonstrate sound organizational and financial management abilities.

Criteria

Applications will be evaluated based on the following:

- contributions to the community
- promotion of the Municipality's vision, values, and strategic priorities
- good financial management and organizational ability
- other partners, other sources of funding, support of volunteers

Ineligible Costs and Groups

Bursaries cannot be used:

- To cover deficits or borrowing costs
- To retire debts
- To increase endowment funds
- To meet fundraising targets
- To fund activities that serves primarily the membership or purposes of religious or political organizations.

Bursaries may not be used to cover the costs of alcohol, consultants, or personal equipment.

Organizations who have failed to present satisfactory reports will not be eligible for future funding.

Reporting

A summary of grants awarded will be published at least annually by the Municipality of Meaford.

Bursary recipients will be required to make a presentation to Council at least twice per term of Council to provide updates on the use of Bursary funds, and the impact of their program and/or event on the community.

Implications

a. Community

The Community Bursary program aims to support community initiatives. Through this support, it is hoped that other funding may be leveraged and volunteers can be supported, attracted and retained.

b. Financial

The Municipality of Meaford is committed to sound fiscal management. The funds must support community needs. Grantees are also required to show good financial stewardship and organizational ability. Final reporting will ensure accountability for the funds received.

Monitoring

The Clerk, on behalf of Council, shall be responsible for receiving complaints and/or concerns related to this policy. The Treasurer shall monitor the financial matters related to this program.

Authority

This policy is established pursuant to Section 107 of the Municipal Act, 2001 which allows a municipality, subject to section 106, to 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.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Community Grants	2016	New policy; replaces Annual Municipal Finance Assistance Program	76-2015
Community Bursaries	2019	Amended Policy, replaces Community Grant Policy	