

**TOWN OF  
AMHERSTBURG**



**POLICY NO.:** F10-Grants to Community Groups  
and Organizations

**SOURCE:** Council Policy

**SECTION:**

**DATE ENACTED:** May 25, 2005

**DATE OF AMENDMENT:** October 5, 2007

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**PURPOSE:**

The purpose of this policy is to establish a procedure for all grants to community groups and organizations.

**POLICY STATEMENT:**

1. Every committee group or organization requesting a grant shall first complete a "Request for Annual Grant" form.
2. Every community group or organization currently receiving a grant, requesting to continue as such, shall complete an "Annual Report from the Community Grant Group" form at the year end.
3. All initial requests and annual reports must be submitted before **October 30th** in order for the organization to be considered for a grant for the following year.
4. Grants shall only be considered when Council is setting the annual operating budget.
5. For every grant request staff will prepare a report to Council providing a recommendation on the application.
6. Council may provide grants for municipal services which, without generalizing the foregoing, shall include special events, community development, arts and culture, environment and related services.
7. Council shall only provide grants to not-for-profit and charitable registered groups.
8. Any committee member shall be in good community standing and be willing to submit to the Town any personal information deemed necessary in relation to this application.

9. All Grant requesting and receiving groups are required to disclose all budget and financial information to the Town.
10. Council may, at any time, request to see the financial position of a grant group or organization.
11. If it is determined that an initial request or annual report does not meet the requirements of this policy, Council may refuse to offer a grant to a group or organization.
12. Council may refuse to grant or rescind any applicant, without limiting the generality of the foregoing, who:
  - (a) has submitted an incomplete application; or
  - (b) the Town believes, with reasonable grounds, has made statements on the application that are false; or
  - (c) has past breaches of this policy, or any predecessors thereof and Council determines that it is not in the public's interest to consider a grant
  - (d) has failed to comply with any condition as imposed by Council; or
  - (e) has past behaviour or conduct that creates reasonable grounds to believe that the committee or group may not carry on business with honesty and integrity; or
  - (f) the Town believes, with reasonable grounds, has a financial situation that indicates that the committee or group will not be conducted in a financially feasible manner.
13. If, at any time, Council determines that the operation of a community organization does not conform with the requirements of this policy, it may rescind any promissory grants.
14. All in-kind and cash grants, regardless of the amount, shall abide by this policy.