



Section:	<b>Finance</b>		
Policy #	7.1	Date Approved:	September 23, 2025

## 7.1 COMMUNITY GRANTS POLICY

### 7.1.1 Purpose

The Township of Mapleton supports the efforts of many not-for-profit and charitable organizations each year through the Community Grants Program. This policy is intended to provide the necessary guidance for the processing of grant funding applications.

### 7.1.2 Objectives

- a) To ensure that an adequate administrative review of municipal grant funding requests takes place;
- b) To annually provide financial assistance in limited amounts to organizations and/or individuals that are eligible under the grant criteria set out herein;
- c) To ensure that those applying for assistance are evaluated on an equitable basis, utilizing the same evaluation criteria for all applicants;
- d) To ensure that a system of accountability is developed and maintained between the organization or group requesting funds and the Township of Mapleton.

### 7.1.3 Definitions

- **“Charitable Organizations”** are a specific type of registered charity recognized under the Income Tax Act and regulated by the Canada Revenue Agency (CRA).
- **“Community Groups”** is a non-profit, volunteer-based or informal organization focused on improving the quality of life and wellbeing of the Mapleton Community.
- **“Not-For-Profit Organizations”** are an association, club, or society that is not a charity and is organized and operated exclusively for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit.
- **“Service Clubs”** are a voluntary, nonprofit organization whose members regularly meet and work together to support community service, humanitarian causes, and charitable initiatives—often through fundraising, hands-on projects, or advocacy.



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### 7.1.3 General

The Community Grants Program provides funding for projects, programs initiatives and events that enrich the community and advance Mapleton’s strategic goals.

There are five (5) types of grants available within the Community Grants Program.

- **Municipal Grants** can be used to fund third-party programs and initiatives that Township Council determines to be beneficial to the Mapleton Community.
- **Operating Grants** can be used by not-for-profit and charitable corporations to support a project, program or event that provides a positive impact on the community and/or supports growth by building capacity, resilience and sustainability.
- **“In-Kind” Grants** can be used for labour, equipment and services from the Township
- **Capital Grants** (formerly 50/50 Grants) can be used by Service Clubs and Community Groups to support the one-time purchase or funding of a physical asset that will be used to help the applicant carry out a program, project or event.
- **Athletic and Cultural Grants** can be used to offset the costs of participating in athletic and cultural activities at the Provincial, National and International Level

The total amount of funding for each stream of funding will be determined by Council through the municipal budget process. Unless directed by Council, the municipal grants funding envelope will be adjusted annually by the Consumer Price Index – Median (July).

As the number of grant requests may exceed funds available and budget priorities may change from year to year, applicants are not guaranteed funding. A grant approved in any year is not considered a commitment by the Township to continue financial assistance in future years.

### 7.1.4 Application and Approval Process

#### a) MUNICIPAL GRANTS

- i. Municipal grants may be approved by Council to assist third-party organizations in providing services to the benefit of the Mapleton Community;
- ii. Third-party organizations must present to Council with a request for funding and an outline of how their services will fulfil the Township mandate;
- iii. Funding requests must indicate if/when the program/service will be self-sufficient and no longer require Township assistance;
- iv. Funding allocations will be approved by Council on a one-time basis or through a multi-year commitment;
- v. All municipal grants will be re-calculated annually by staff and presented for Council approval during the annual budget process



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## b) OPERATING GRANTS

- i. Organizations applying for funding shall be incorporated as a non-profit corporation and be located within the Township of Mapleton;
- ii. Notwithstanding clause (i) above, applications for funding may be considered, at the discretion of the CFO/Treasurer, for unincorporated non-profit organizations, whereby the organization is governed by a community-based volunteer board;
- iii. Eligible organizations must fill out the online application form, in full, before the submission deadline. Incomplete and /or late applications may not be considered.
- iv. The Township reserves the right to contact any organization for information which requires clarification.
- v. In no circumstance shall grant funding be applied towards “regular” operating costs of the organization;
- vi. The Deputy Treasurer or designate, in collaboration with the Senior Management Team, will review the applications in detail, to recommend the allocation of certain amounts to each applicant;
- vii. Evaluation will be completed based on the following criteria:
  - i. Applicants must demonstrate the need for the specific project/program;
  - ii. Applications must demonstrate how their project assists in meeting the strategic priorities, quality of life and/or well-being of the Mapleton community;
  - iii. Applicants must demonstrate the cost effectiveness and financial viability of the project/program;
  - iv. Applicants must identify a specific benefit and expected outcome;
  - v. Applicants must provide a budget for the project/program;
- viii. Based on the evaluation, the Deputy Treasurer or designate will forward recommendations concerning the allocation of funds to Council for final approval;
- ix. Organizations may request permission to make a presentation to the Senior Management Team and/or Council in relation to their grant funding request;
- x. All applicants will be notified by the Clerk or designate as to the date of the meeting when community grants will be discussed;
- xi. After Council's decision on the allocation of funding, specific replies will be sent by the Deputy Treasurer or designate to every application both receiving and not receiving funds;
- xii. Only one (1) request per organization will be considered in a fiscal year;
- xiii. In the event the entire funding envelope has not been exhausted in the first intake of applications, an additional intake may be considered at the discretion of Council.
- xiv. Successful applicants must submit a written overview of the project once completed including copies of any receipts or invoices. The submission should include the following:
  - i. What the funding was used for
  - ii. A financial statement of monies received and disbursed with respect to the project/ program
  - iii. How many people were involved in the project.



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iv. Photos from the event or project (if available)

**c) IN-KIND GRANTS**

- i. Contributions in kind may include labour, involving township staff. In this regard, applicants are to clearly set out in their application, the number of staff and number of hours estimated for work to be done;
- ii. Applicants may request the use of township vehicles and/or equipment, but township vehicles and/or equipment must only be driven / operated by township staff;
- iii. Contributions in kind may include the services of township office equipment such as photocopier, facsimile or use of facilities. Such requests should be clearly defined and should set out the purpose of such use and the period requested.

**d) CAPITAL GRANTS (formerly 50/50 Funding)**

- i. The Township welcomes any opportunity to partner with local Service Clubs, Community Groups and Voluntary Organizations to enhance the Parks and Recreation experiences of all the residents of the Township of Mapleton.
- ii. Local Service Clubs, Community Groups and Voluntary Organizations are eligible for capital grant funding;
- iii. Successful applicants may receive up to 50% of the total project cost;
- iv. In-kind contributions will not be recognized as part of the funding;
- v. Applications for funding shall be submitted to the Deputy Treasurer on the standard application form;
- vi. The Deputy Treasurer will consolidate all applications and forward to the Parks and Recreation Committee for their consideration;
- vii. The Parks and Recreation Committee will review all applications and make recommendations to Council about which projects should proceed;
- viii. Council will review the recommendations from the Committee and consider them during the Township Budget process;
- ix. Once the budget is passed all applicants will be notified by the Deputy Treasurer of the decision of Council;
- x. Prior to commencing tendering and/or construction, a Contribution Agreement will be drafted by the Clerk, and will be approved by both parties;
- xi. The Director of Public Works and/or designate will oversee the completion of the approved projects;
- xii. Each applicant shall appoint a representative as a key contact during the project period;
- xiii. All expenses incurred during the completion of the projects are to be paid by the Township of Mapleton. All invoices should be made out to the Township of Mapleton and forwarded to [accountspayable@mapleton.ca](mailto:accountspayable@mapleton.ca) for processing;
- xiv. Once the project is completed, the Township will invoice the successful applicant for fifty percent (50%) of the Total Costs (net of HST). All supporting documentation will be available for review;



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- xv. The Purchasing and Procurement policies that are applicable to all Township projects and shall be applied to all capital grant projects.

**e) ATHLETIC AND CULTURAL GRANTS**

- i. Applicants must reside in the Township of Mapleton and must be under 18 years of age or enrolled full-time in a post-secondary institution, but in no case older than 21 years of age;
- ii. For athletic and cultural competition bursaries, individuals / teams must have achieved a first-place finish at the Provincial Level or place in the top three at the National Level. Athletes who compete at the International Level are eligible to apply;
- iii. Individual applicants are limited to one grant per calendar year, and will receive \$200 if they meet the criteria noted above;
- iv. Teams may apply for a maximum of \$1,000 in funding per calendar year;
- v. Individuals who are studying outside of Canada for a minimum of one (1) semester at a recognized educational institution or are participating in a minimum two-month cultural exchange are eligible to receive a grant to of \$500