



## Municipality of Central Elgin Grant and Sponsorship Program Guide - 2026

### Program Overview

The Municipality of Central Elgin recognizes the many benefits that local organizations and volunteers provide by promoting and improving upon the social, cultural, and economic wellbeing of the community. The Municipality is committed to applying a consistent, fair, and equitable approach to all requests for community grants and sponsorship support.

Council is committed to working with groups and organizations that may engage in beneficial projects that are inclusive to all residents and to each of our communities, while recognizing the financial constraints impacting residents and the Municipality's ability to provide funding for every cause.

### Scope:

The scope of this policy framework allocates grants and sponsorships to eligible organizations and initiatives that benefit the residents of the Municipality of Central Elgin. The policy ensures transparency, fairness, and accountability in the distribution of these funds.

The Municipality may provide funding through the following mechanisms in any given year:

#### 1. Sponsorships

Will provide financial assistance, within limited award values, to eligible organizations or initiatives that request support for operations, capacity-building efforts, or activities.

#### 2. Grants

Will be awarded as a one-time financial contribution provided to eligible organizations or initiatives for specific projects that benefit the community and are inclusive to all residents.

#### 3. In-Kind Contributions

Will be non-monetary resources provided to a project, organization, or program that would otherwise be used for regular operations of the Municipality.

## Eligibility

Groups or organizations must meet the following criteria to be considered for a community grant or sponsorship:

- a) Must operate as a registered charity, or incorporated non-profit or volunteer organization offering programs or services that provide benefit to the general community (see Definitions - "Community")
- b) Must demonstrate a clear need for the funds being requested to enable the group or organization to provide a specific program, service, or initiative.
- c) Must be located within the Municipality and/or provide a direct benefit to the Municipality and/or its ratepayers/residents.
- d) Shall submit a completed application form by the specified dates.
- e) May be required to provide a budget for the project/event that **easily and clearly** outlines financial information about the **specific project/initiative** for which the funding is being requested and must accurately disclose the full value of any pledges outstanding or funding received for the project/event.
- f) The project/initiative for which the applicant is seeking funding may not have been started before application approval and must be completed in the same year in which funding is received.
- g) When requested, prior year comparative actual financial information of the same event must be provided.
- h) Must include all necessary application documentation and information.
- i) Must provide a copy of the group or organization's most recent annual financial statements if requested.
- j) The group or organization has fulfilled any obligations outstanding from previous awards of grants or sponsorship by the Municipality.
- k) Incomplete application/information will be deemed ineligible and will not be forwarded to Council for consideration.
- l) Application requests will be date-stamped when received and acknowledgement sent to the applicant by email.
- m) Late applications will be deemed ineligible and funds will not be paid to programs/initiatives that occur before the application deadline.
- n) Applications will be reviewed and evaluated to ensure completeness. Any deficiencies will be noted to the applicant.
- o) Council will choose to allocate, or not allocate, funds to eligible groups or organizations, in its sole and unfettered discretion.
- p) Cheques will be issued for the total amount that Council has approved for each group or organization following the approval of the application received.
- q) Only one application per group/organization will be considered per year.
- r) Only one grant per group/organization will be given for one program/event per year, stacking of projects will not be allowed.
- s) Grants and sponsorships made by the Municipality are not to be regarded as a commitment to

continue such funding in perpetuity or again at any time in the future.

- t) In making a grant or sponsorship, Committee or Council may impose such conditions and/or restrictions as it deems fit.
- u) No request shall be granted that binds the Corporation beyond the current term of Council.
- v) A valid certificate of insurance must be provided with the application.

Council **will not** consider providing a Grant or Sponsorship to the following:

- a) Individuals.
- b) For-profit businesses.
- c) Groups/Organizations with political affiliation.
- d) Groups/Organizations who have failed to provide satisfactory reports, including requested financial statements, as to the success or outcomes of previous funding and specifically with respect to the allocation of grant funds previously provided.
- e) Other levels of government or organizations primarily funded by other levels of government.
- f) Discriminatory activities and events.
- g) Activities that are contrary to the policies of the Municipality.
- h) Activities which are deemed to be unlawful.
- i) Activities where the funds will not directly benefit an event held by the applicant but will be used to raise the profile of the applicant for the sole purpose of supporting the fundraising activities of another group.
- j) Late, incomplete, or multiple applications by any group
- k) Loan Guarantees for any outside organization or project.
- l) Capital projects or one-time programming that has previously received Municipal support to the maximum of 10% of the cost of the project or program.
- m) Projects that duplicate programming, services, projects, and infrastructure already owned and maintained by the Municipality and its local boards.

## **Application Review Process & Guidelines**

- Applicants that wish to be considered for grant or sponsorship must apply in writing to the Municipality using the application form.
- Applications are submitted annually.
- All applications must be submitted to the Clerk by the dates outlined each year.
- An annual allocated amount may be approved for these purposes yearly within the Municipal Budget. The amount of funds shall be distributed based upon the evaluation criteria, category, and number of the requests within the upcoming fiscal year.