

Corporation of the Town of Renfrew

By-Law Number 59-2025

Being a by-law to amend By-Law No. 60-2023, being a by-law to establish a Grants to Community Partners Policy.

Whereas, Section 11 of the *Municipal Act, 2001, S.O. 2001, c.25*, as amended, allows the Corporation of the Town of Renfrew to provide any service or thing that the municipality considers necessary or desirable for the public and confers broad spheres of jurisdiction to a lower-tier municipality in the area of financial management of the municipality and its local boards; and

Whereas, Section 224 of the *Municipal Act, 2001*, states the role of Council includes ensuring that administrative policies, practices, and procedures are in place to implement the decisions of Council; and

Whereas, the Council of the Corporation of the Town of Renfrew deems it expedient and necessary to amend the Town's Grants to Community Partners Policy, which provides a framework for awarding grants that align with Council's strategic priorities, address community needs, and expand access to programming for underserved individuals.

Now Therefore the Council of the Corporation of the Town of Renfrew hereby enacts as follows:

1. That the Grants to Community Partners Policy attached hereto and forming part of this by-law is hereby adopted and replaces Appendix "A" in By-Law No. 60-2023
2. That any other by-law inconsistent with the provision contained in this by-law are hereby repealed.
3. That this by-law shall come into force and deemed passed as per regulation noted in Part VI.1 of the *Municipal Act, 2001*, as amended or replaced from time to time. [Strong Mayor Powers]

Read a first and second time this 8th day of July, 2025.

Read a third and final time this 8th day of July, 2025.

Tom Sidney, Mayor

Carolynn Errett, Town Clerk

By signing this by-law on July __, 2025 Mayor Sidney has granted approval, and will not exercise the power to veto this by-law under the Strong Mayor Powers.

Policy: Grants to Community Partners

Main Contact: Director of Community & Recreation Services / Library
CEO

Last Revision: June 2025

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Policy Statement

The Town of Renfrew is committed to supporting community partners in providing cultural, recreational, and social programs and services to the residents of the Town of Renfrew. This recognition and financial support enable these groups to leverage other funding. Through this support, it is hoped that volunteers will be supported, attracted, and retained and more residents will be able to take part in community events and programs.

Scope

This policy provides guidance on grants to community partners to ensure the program meets Council's strategic priorities while supporting the greatest needs in the community. It provides a framework to evaluate and consider applications. It also allows for the Town to increase programming access for underserved individuals.



Definitions

Grant - a one-time sum of money provided to a not-for-profit or charitable organization.

Grantee - the organization receiving the grant.

Town - the Corporation of the Town of Renfrew.

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

Policy Requirements

1.0 Qualifications for Funding

- 1.1 The applicant must be a not-for-profit organization operating in the Town of Renfrew.
- 1.2 Activities, programs, or services must occur in the Town of Renfrew.
- 1.3 The applicant must fill out an application outlining how their organization meets a need within the community.
- 1.4 Appendix A – Grants to Community Partners Application
- 1.5 The applicant must provide financial statements as well as annual and project budgets, demonstrating good financial management. An organization must clearly demonstrate financial need or may be denied funding.
- 1.6 Applications must be received by the set deadline.

2.0 Criteria & Assessment

- 2.1 Applications will be evaluated for approval by a review team comprised of two designated members of Council, and the following staff or their designee: Treasurer, Director of Recreation & Community Services / Library CEO, and the Community Outreach and Program Supervisor, based on the following criteria:



- demonstrated need
- contributions to the community
- promotion of the Town's strategic priorities
- good financial management and organizational ability
- other partners, other sources of funding, support of volunteers.

2.2 Appendix B - Assessment Guideline

- Organizational Capacity- Weight 25%
- Community Impact – Weight 25%
- Project/Program/Event/Activity Information – Weight 30%
- Financial Budget – Weight 20%

2.3 A listing of approved grants will be provided to Council and the public twice per year.

3.0 Budget

3.1 On an annual basis, Council will determine the total funding envelope for grants to community partners as part of the annual operating budget.

4.0 Grant Categories

4.1 The following categories are established:

- Fee Waiver/Facility Use
- One-Time Capital Projects
- Organizational Support/Operating Grant
- Programming/Special Event
- Sponsorship

4.2 The following strategic priorities are identified:

- Addressing Underserved Populations
(accessibility, inclusion/diversity, age-friendly initiatives)
- Capacity Building, including volunteerism
- Health & Well-Being
- Visitor and New Resident Attraction.

5.0 Maximum Contributions

5.1 No organization shall receive more than 20% of the overall annual funding.



5.2 An organization can receive more than one grant annually, subject to the total funding maximum.

6.0 Ineligibility

6.1 Funding cannot be used:

- To cover deficits
- To retire debts
- To increase endowment funds
- To fund activities that serve primarily the membership or purposes of religious or political organizations
- To fund alcohol or other expenses deemed inappropriate by the Town.

6.2 Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds, will not be eligible for funding until such time proper documentation is remitted and evaluated.

6.3 Organizations that can operate and provide an adequate level of service without public funding and who cannot demonstrate need will not receive funding.

6.4 The funding generally cannot be used in such a fashion to achieve an operating surplus that can be donated to a separate group or entity.

7.0 Intake

7.1 Two application intakes will occur annually: March 1st and September 1st.

7.2 At least 30% of the funding envelope will be reserved for the second intake.

8.0 Reporting

8.1 Each grantee will be required to submit a final report outlining how the funds were used, how the project/program/services contributed to the community, as well as a final budget summary. Organizations that have received previous funding but have not submitted a required final report outlining how funds were used and the results of the initiative will be deemed ineligible to apply for future funding until such a report is submitted and reviewed. Appendix C – Final Report

9.0 Exclusions

- 9.1** This policy does not apply to annual operating contributions provided to the Renfrew Public Library, or those organizations having a separate Memorandum of Understanding with the Corporation of the Town of Renfrew, or who receive sustaining or one-time funding greater than 20% of the Grants to Community Partners funding envelope.

10.0 Program Fee Waivers Based on Need

- 10.1** The Directors of Library, Community and Recreation Services has delegated authority to provide program fee waivers on an individual basis for program participants to remove barriers to participation. The total available funding for such waivers shall not exceed 5% of the total budget. The Directors shall ensure such requests are documented providing rationale.

11.0 Grant Recognition

- 11.1** Organizations that receive funding through the Grants to Community Partners program are required to publicly acknowledge the support of the Town of Renfrew.
- 11.2** While your grant is active, your organization must recognize the Town of Renfrew in any communications, promotional materials, or public activities related to the funded initiative. Recognition should clearly state that the initiative is funded in part by the Town of Renfrew through the Grants to Community Partners program.
- 11.3** Examples of appropriate recognition include, but are not limited to:
- Media interviews and press releases
 - Annual reports and organizational newsletters
 - Promotional materials (both digital and printed)
 - Online videos or digital content
 - Social media posts and campaigns
 - Event signage and verbal acknowledgment at public events
- 11.4** Failure to meet recognition requirements may affect eligibility for future funding.



Authority

This policy is established pursuant to Section 107(1) of the Municipal Act, 2001, which allows municipalities, 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.

Monitoring

The CAO shall be responsible for receiving complaints and/or concerns related to this policy

Contacts

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Grants to Community Partners	July 1, 2023	New	60-2023



Grants to Community Partners	October 10, 2023	Update in clause 2.1 and 10.0 to remove 'Mayor' and replace with Community Services and Economic Development Standing Committee	75-2023 (Since Repealed) See 12-2025 for current appointments
Grants to Community Partners	April 9, 2024	Update clause 2.1 to replace standing committee with two designated members of Council, the following staff or their designate: Treasurer, Director of Library, Community and Recreation Services, and Community Outreach and Program Specialist. And clause 10.0 updating director's title to Library, Community and Recreation Services	39-2024
Grants to Community Partners	July 8, 2025	Updating titles for director and supervisor; Adding clause 2.2 Appendix B – Assessment Guideline; Update clause 5.2 to include annually; Update clause 7.1 to change first intake to March 1;	60-2025



		<p>Update clause 8.0 to include Organizations that have received previous funding but have not submitted a required final report outlining how funds were used and the results of the initiative will be deemed ineligible to apply for future funding until such a report is submitted and reviewed.; Add clause 11.0 Grant Recognition; Update contact information to reflect correct names and titles; Update Appendix A – Application; Update contacts to include Community Outreach & Programs Supervisor; Remove Application and Final Reporting from Policy and add as appendixes.</p>	
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Appendix A

Grants to Community Partners Application

Part 1: Intake Period

Month: Year:

Part 2: Organization Information

Organization Name:

Address:

Website:

Contact Person: Organization Role:

Contact Phone E-mail:

Alternate Contact: Organization Role:

Alternate Phone Alt. E-mail:

Is your organization, project or event a charitable, not-for-profit, or volunteer-based group or organization?

Yes ☒ No ☐

Charitable number (if registered):

Part 3: Grant Request

1. Funds requested:



2. Describe your proposed project, program, event, or activity in detail. Include its goals, scope, and planned activities, and explain how these align with the purpose of the Grants to Community Partners funding. Outline your planning process and organizational approach and demonstrate how your organization is prepared to successfully deliver the initiative, including any past experience or proven results. Indicate whether the initiative will take place in a priority neighbourhood or target a priority group, and describe how you plan to market and promote the initiative to reach your intended audience:



3. Timeframe of Project:

4. Which grant category does your event, program, or initiative fall under?

☐

Fee Waiver/Facility Use

☐

One-Time Capital Project

☐

Organizational Support (Operating Grant)

☐

Programming/Special Event

☐

Sponsorship

Part 4: Organizational Overview and Capacity

1. Describe your organization's core activities, mandate, and connection to the Town of Renfrew. Explain how your goals and objectives align with the Town's funding priorities. Provide details about your leadership team and their qualifications, your governance structure (e.g., board of directors, by-laws), and the skills and resources your organization has to effectively plan and deliver the proposed project, program, or event.



2. Provide an overview of your project's budget and financial plan. Explain the overall cost and how the requested funds will be used. Describe how your organization demonstrates fiscal responsibility, including practices such as liability insurance and financial or audited reporting. Highlight any fundraising efforts or other sources of revenue that support the project. Finally, explain your financial need for support from the Town of Renfrew and how this funding will contribute to the financial sustainability of your initiative.



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Part 5: Required Supporting Documents and Declaration

Please attach:

- ☐ Organizational Budget/Event/Initiative Budget
- ☐ Financial Statements
- ☐ List of Board/Committee members
- ☐ Any supporting documentation about your initiative or organization

Applicant Signature:

Date:

Appendix B

Grants to Community Partners Assessment Guideline

Criteria for assessment for applicants who meet the general eligibility requirements of the Grants to Community Partners funding through the Town of Renfrew.

ORGANIZATIONAL CAPACITY - Weight 25%

- Clear mandate, goals, and objectives that meet the Town's funding priorities
- Qualified leadership, content expertise
- Requisite skills and means to achieve results
- Good governance, board of directors, steering committee, by-laws
- Demonstration of the capacity of the organization to lead the project/program/event/activity

COMMUNITY IMPACT - Weight 25%

- Measurable and clear benefits to the community
- Community involvement – audience/visitors/participation levels, volunteer support
- Supports and benefits the local community and priority groups
- Responsiveness to community needs/audience/participants
- Strength of partnerships

PROJECT/PROGRAM/EVENT/ACTIVITY INFORMATION – Weight 30%

- Project/program/activity/event viability
- Scope, activities, and objectives of the event align with the purpose of the funding
- Demonstration of effective planning and organization of the event
- Ability to deliver, track record, proven results
- Will be held in a priority neighbourhood or target a priority group
- Appropriate and effective marketing and promotion

FINANCIAL/BUDGET – Weight 20%

- The viability and reasonableness of the project/program/event/activity budget
- Fiscal responsibility - liability insurance, audited reports,
- Initiative in fundraising and diversified revenue
- Financial accountability – financial/audited reports, realistic budgeting, financial sustainability
- Demonstrated need for financial support

Appendix C

Grants to Community Partners Final Report

Organization:
Contact Information:
Project:
Funding Received:
Describe your initiative. Did it meet its intended goals?
How were the funds spent?
How did your organization acknowledge the Town of Renfrew's support during the project/program/event? Please describe any forms of recognition, such as mentions in media, social media, signage, printed materials, or public acknowledgements at events.
What did you learn?



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Share any feedback you may have.

Supporting Documentation:

____ Final budget

____ Other, please specify: _____

Contact Name:

Signature:

Date: