

# COMMUNITY, YOUTH & CULTURAL FUNDING PROGRAM

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## *Funding Model*

### **General Funding Criteria**

The Community, Youth and Cultural Funding Program offers grants in three funding streams - Community, Youth and Culture. Funds in each stream are allocated on an annual basis to applicants to the following three categories:

Sustaining Grant – Up to 5 year term

Operating Grant – 1 to 3 year term

Project Grant – 1 year term

In addition to general Funding Program eligibility criteria, each funding stream (Community, Youth and Cultural Funding) and category (Sustaining, Operating and Project Grant) has its own eligibility and funding criteria.

### **General Eligibility Criteria**

#### **Applicants must:**

- Have a community, youth, or culture-sector focus/mandate.
- Be an incorporated non-profit or charitable organization or, for project grants only, an individual artist or non-incorporated collective which operates on a non-profit basis.
- Have a clearly stated purpose and function and be fully responsible for the planning and provision of its services.
- Be operating from a location in the City of Thunder Bay and carry out programs in this community for the benefit of its people.
- Extend its services to the general public in Thunder Bay, and accommodate for needs related to race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy and gender identity), sexual orientation, age, marital status, family status and disability, unless to do so would cause undue hardship.
- Have an independent, active governing board composed of volunteers and a considerable volunteer component.
- Demonstrate need for the requested funding and provide evidence that funds are confirmed/projected from a variety of other sources (i.e. donations/sponsorships, user fees, other government sources).

#### **An application may not be considered if:**

- The organization receives 80% or more of its funding from other government sources.<sup>1</sup>
- The organization possesses an operating surplus in excess of three (3) months of operating expenses.<sup>2</sup>
- The organization acts in the capacity of a funding body for, or makes grants to, any other group or organization that is eligible for funding through this program.
- The request includes capital or deficit funding.
- The applicant is in default to the City due to failure to account satisfactorily for previous Grants, or to refund Grant overpayments.
- The organization's programs/services primarily benefit organization members as opposed to the general public, e.g. sports clubs, professional associations.

### **General Application Process**

Organizations that are eligible for funding through this program according to the general eligibility criteria stated above must apply through this program to request project, operating or sustaining funding from the City of Thunder Bay.

Applicants will submit a complete application by the advertised application deadline at the frequency required by the applicable funding category. The application will include a section common to all streams containing information such as organization information (name, contact, etc.) and intended use of the grant. The application will also include sections specific to each stream and will require additional information and/or support materials unique to each funding stream.

As per Council's Procedural By-law, Section 5.08(c)(2), organizations and individuals may not make a deputation or presentation to City Council or any Committee of Council aside from the established Standing Committee in relation to their funding application or any other financial support for a purpose which falls within the criteria of the City's established financial programs.

### **General Review Process**

Sustaining grant applications will be reviewed by an Administrative Review Team. Operating and Project Grant applications will be reviewed by a Grant Review Team which may include community representatives.

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<sup>1</sup> Applications may be considered if the organization can demonstrate that the activity for which they are requesting funding falls outside the core mandate for which they are funded 80% or more by other government sources.

<sup>2</sup> Organizational surpluses and reserves will be examined. The organization will be given the opportunity to justify surpluses and reserves.

All applicants will be notified of their recommended funding category, allocation and reason(s) for recommendation four (4) weeks before the final recommended allocation is forwarded to Corporate Services for inclusion in the Budget. Applicants are required to keep their recommendation amounts and rationales confidential until this information is presented to the relevant Standing Committee and Council for consideration.

## **Appeal Process**

Once applicants have been notified of their recommended funding allocation and reason(s) for the recommendation, the four (4) week appeal period commences.

Where the applicant believes that they can provide significant new information in addition to the information provided in the original submission and/or site visit, they must notify the funding program supervisor of their intent to provide additional information within two (2) weeks of the date of notification.

New information must be received for review within four (4) weeks of notification of recommendation. This information must change the substance of, strengthen or clarify the information upon which the recommendation was made in order to be considered for the appeal.

Applicants that appeal their funding recommendations may be invited to the meeting at which their appeal will be considered to speak to the contents of their appeal.

Applicants may not make a deputation or presentation to City Council or any Committee of Council, aside from the relevant Standing Committee, in relation to their funding application or any other request for project or operating funding.

Funding allocation recommendations are final and cannot be appealed after review by the Standing Committee. Applicants must sign a declaration acknowledging and agreeing to this condition in the application.

## **Sustaining Grant (Up to 5 year term)**

### **Eligibility**

The City of Thunder Bay has deemed these organizations to be an integral part of the City's identity. These organizations fill a void in service provision in the City, positively affect the quality of life of the residents of the City and/or generate an economic benefit for the City. These organizations also have:

- many years of demonstrated administrative competence,
- budget practices and financial statements in accordance with Canadian generally accepted accounting principles,
- a track record of providing quality programming and/or services,

- attendance/participation/demographic records that support their program and/or service
- employment practices that comply with applicable legislative requirements, as the case may be, such as the Employment Standards Act of Ontario, the Pay Equity Act of Ontario, and the Ontario Human Rights Code
- A Board of Directors which will assume full responsibility for the administration of the funds or an agent acceptable to City Council
- at least 5 years of successfully completed operating funding from the City

City Council will determine which organizations will be funded in the sustaining grant category with input from administration.

Organizations funded in this category will complete a full application every new funding term (5 year maximum).

### **Review and Allocation**

An Administrative Review Team, under the direction of the Community Services Department, will review the applications and recommend funding levels to City Council during the annual budget process. The team will consist of:

Funding Program Supervisor(s)  
 Director of Financial Services (or designate)  
 Director of Recreation and Culture (or designate)

The Administrative Review Team will utilize the general and stream-specific criteria and processes to evaluate applications and recommend funding level and term of funding.

An initial advance of up to 25% of recommended annual funds will be provided in January. If the budget is not ratified by March 31, a second advance of up to 25% of recommended annual funds will be provided. In no case will more than 50% of the recommended annual funds be advanced. The remainder of allocated funds will be provided following municipal budget ratification and Council approvals.

### **Requirements and Reporting**

The City will enter into a service agreement with organizations approved for funding terms of 3 or more years in the sustaining category.

Sustaining organizations will be required to report annually on performance, including but not limited to, financial and statistical information. City Administration may conduct site visits as part of the review of annual performance.

Full reporting will be required at the conclusion of the funding term with a full application completed for further funding.

## **Operating Grant (1 to 3 Year Term)**

### **Eligibility**

This program is intended for organizations that have an ongoing presence in Thunder Bay and a track record of providing quality programming or services. It is designed to support a range of social service, youth and arts and heritage organizations.

### **Application Process**

Applicants in this category will submit a complete application for each new funding term (every 1 to 3 years). Funding requests are capped at 22% of an organization's overall budget to a maximum of \$40,000.

### **Review and Allocation**

A Grant Review Team, which may include community representatives, will utilize the general and stream-specific criteria and processes to evaluate applications and recommend funding level and funding term.

Administration will present the recommendations to City Council for consideration during the annual budget process.

Allocated funds will be provided following Council approval and ratification of the City budget.

### ***Multi-year Funded Organizations Only:***

An initial advance of up to 25% of recommended annual funds will be provided in January. If the City budget is not ratified by March 31, a second advance of up to 25% of recommended annual funds will be provided. In no case will more than 50% of the recommended annual funds be advanced. The remainder of allocated funds will be provided following Council's approval and ratification of the City budget.

### **Requirements and Reporting**

Full reporting will be required at the conclusion of the funding term by way of full application for the following year's funding, or by post-grant report if the organization is not applying for funding in the subsequent year.

The City will enter into a service agreement with any organization granted a multi-year term of 3 years. Multi-year funded organizations will be required to report annually on performance, including but not limited to, financial and statistical information. City Administration may conduct site visits as part of the review of annual performance.

## **Project Grant (1 Year Term)**

### **Eligibility**

This program is intended to assist community, youth and cultural organizations in funding projects.

This program will also support an individual artist or artists working together in the development and creation of a community based arts or heritage project.

The maximum grant amount in the Project category is \$10,000 for special, one-time activities and up to \$3,000 for seed funding requests (eg. to help with the costs of incorporation).

### **Application Process**

A complete application form must be submitted annually.

### **Review and Allocation**

A Grant Review Team, which may include community representatives, will utilize the general and stream-specific criteria and processes to evaluate applications and recommend funding level and term.

Administration will present the recommendations to City Council for consideration during the annual budget process.

Allocated funds will be provided following Council approval and ratification of the City budget.

### **Reporting**

A post-project report must be submitted within 3 months following completion of the project.