



## CORPORATE SERVICES *Staff Report*

---

REPORT NO: COR-2024-21

TO: Council

SUBMITTED BY: Greg Clark, Director of Corporate Services/CFO

PREPARED BY: Greg Clark, Director of Corporate Services/CFO

REVIEWED BY: Sharon Chambers, Chief Administrative Officer

DATE: May 6, 2024

SUBJECT: Community Grants Program – Approval of 2024 Grants

---

### RECOMMENDATION:

THAT Report COR-2024-21 be received, and

THAT the proposed 2024 Community Grants Program grants listed in Appendix A be approved for payment.

### SUMMARY:

This report makes recommendations to Council for the award of Community Grants under the 2024 Community Grants Program.

### BACKGROUND:

Each year, the Township budgets an amount for the Community Grants Program. Staff prepare and advertise the program, receive applications, review and make recommendations to Council for the award of grants to various community groups. For the 2024 program, the determination of recipients was delayed until after final budget approval of the grant funding available, to allow unfettered Council discretion in setting budgets.

At the April 22, 2024 Regular Council Meeting, report COR-2024-21 and the approval of 2024 Community Grants Program was deferred to the May 6, 2024 Regular Council Meeting for additional information.

## REPORT:

The Community Grants applications were made available on-line and were due by March 11, 2024. All applicants from the prior two years were notified by email of the availability of the applications and the timing for 2024.

The program criteria were not changed for 2023, just the timing was changed to permit the Operating Budget and Grants allocation amount be approved through the budget review and approval process. The criteria serve as a guide for the review of applications for financial assistance as follows:

1. Program/Service Obligation – supports a service delivered by the Township.
2. Public Need/Benefit – service of program is broad based, and all residents will derive a benefit versus special interest groups and benefit to specific residents.
3. Financial Need – application demonstrates financial need and identifies all other grants and fundraising activities. Copies of most recent financial statements and budget for the year in which the grant would be used should accompany the request.
4. Quality of Life – service of program enhances the quality of life for residents.

The Township received 22 applications for community grants for 2024, requesting total support of \$203,235. The approved budget for the 2024 municipal grant program is \$70,365.

Staff from the Financial Services Division are normally involved in reviewing and preparing recommendations for grants to Council. For 2024, the team also included management representation from Community Services Department to ensure existing Community Services subsidies and programs were considered in evaluating the applications. Staff attempted to balance the requests from the groups, with the existing relationships and subsidies provided, and services received, while working to approve grants to as many organizations as possible within the scope of the program.

Appendix A outlines the applicants, their requested grant amount, a summary of the purpose of their request, and a recommended grant amount for each applicant. Appendix B provides detailed submitted applications.

Community Grants Program for 2025: During 2024, the administration of the Community Grants program will be transferred over to the Community Services Department, as they already work with many of the applicants, and deliver services, events, and programs with the assistance of many of the applicants. The criteria for the program will be fully reviewed and will include accountability reporting requirements for larger grants. A report to Council with the updated program criteria and reporting details will be presented to Council for approval prior to any applications for 2025 being available to applicants. Like 2024, the budget for the

Community Grants program will be included in the 2025 Operating Budget and will be approved prior to any grants being awarded under the 2025 program.

ALIGNMENT WITH THE TOWNSHIP OF WILMOT STRATEGIC PLAN:

Annual provision of community grants supports the strategic plan core values of Health & Wellbeing, Community, and Accessibility and Inclusivity. Supporting local community organizations and groups in their initiatives demonstrates responsible governance.

FINANCIAL CONSIDERATIONS:

The approved 2024 budget for the Community Grants Program is \$70,365 included in the Council section of the Operating Budget. The list of proposed grants from staff set out in Appendix A total \$70,155 leaving a balance of \$210.

ATTACHMENTS:

Appendix A: Draft list of staff recommended Community Grants for Council approval.  
Appendix B: 2024 Community Grant Program Applications