

# THE CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MLLS

## STAFF REPORT

**DATE:** January 12, 2021  
**TO:** Committee of the Whole  
**FROM** Rhonda Whitmarsh, Treasurer  
**SUBJECT:** 2021 Municipal Grants

---

### RECOMMENDATION:

**THAT Council approve the following 2021 municipal grants:**

Applicant	Recommended Funding for 2021
North Lanark Agricultural Society	\$1,000.00
Royal Canadian Legion Pipe Band	\$3,000.00
Mississippi Lakes Association	\$500.00
Almonte Celfest	\$1,500.00
Pakenham Civitan Club	\$1,500.00
Mississippi Madawaska Land Trust	\$1,500.00
<b>Total</b>	<b>\$9,000.00</b>

### BACKGROUND:

Each year funds are allocated in the budget for grants to community groups and various organizations under the municipal grant program (policy included as attachment 1). The 2021 draft budget includes \$33,150.00 for this program. The municipal grant submissions for 2021 were due on November 30, 2020.

Due to the Covid 19 pandemic, many organizations were unable to host their planned events in 2020. Council passed the following resolution on September 1, 2020 to support those organizations:

#### **Resolution No 338-20**

**Moved by** Councillor Holmes

**Seconded by** Deputy Mayor Minnille

**THAT** Council support Option 2-Organizations that received 2020 municipal grant allocations for events that have been postponed due to Covid 19 can retain their 2020 grant to offset the costs of the event when it proceeds.

On September 2, 2020 letters were sent to several organizations that received funding in 2020, requesting that financial information be provided to the Municipality by November 30, 2020 to determine how much of their 2020 municipal grant remains to be carried into 2021. The letter also advised that unspent funds from 2020 may be deducted from 2021 municipal grant requests and that if the event was not proceeding in 2021, the funds would need to be returned to the Municipality.

With the ongoing pandemic, it is unclear at this time if events that were postponed in 2020 will be able to proceed in 2021.

**DISCUSSION:**

Attachment 2 provides details on the 2021 municipal grant applications including the recommended funding and the rationale for the allocation. The total amount recommended for distribution to the organizations is \$9,000.00.

Per attachment 2, there were a total of 14 organizations included in the municipal grant analysis;

- 4 applications were not considered for a municipal grant as they do not meet the program eligibility.
- 2 organizations that would normally apply for a municipal grant did not do so as their unspent 2020 allocations are being used for their event in 2021.
- 2 organizations applied for a municipal grant in 2021 but it was determined that they had unspent funds to carry forward into 2021
- 6 organization were deemed to be eligible for grants in 2021 based on their submitted applications.

**FINANCIAL IMPLICATIONS:**

There are no further financial implications resulting from this report as the 2021 budget includes \$33,150.00 for this program. Any surplus funds not distributed in 2021 will be set aside in reserves to offset future municipal grant applications or used to address other funding requests that may arise during 2021.

**SUMMARY:**

The 2021 municipal grant allocations are being recommended for Council's consideration.

Respectfully submitted,

  
Rhonda Whitmarsh,  
Treasurer

Reviewed by,

  
Ken Kelly,  
Chief Administrative Officer

Attachments:

1. Municipal Grant Policy
2. Analysis of 2021 Municipal Grants

## **Attachment 1**

# **CORPORATION OF THE MUNICIPALITY OF MISSISSIPPI MILLS**

## **POLICY ON MUNICIPAL GRANTS**

### **A. OBJECTIVE**

The Municipality of Mississippi Mills recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Municipality is committed to providing modest assistance to such organizations through its municipal grant program. Support is provided each year from the Municipality's operating budget to qualifying organizations through an annual application process.

### **B. PURPOSE**

The Municipal Grant Policy has been established by Council to provide guidelines to organizations within Mississippi Mills who are seeking modest financial assistance with the following:

1. One time start-up funding for a new community event or festival.
2. Sponsorship funding for established community events or festivals.
3. Funding towards partnerships between the Municipality and Organizations
4. Funding to maintain and/or operate private structures or property that are used to the benefit of the community as a whole.
5. Funding to support federal and provincial government grant application requirements.

### **C CRITERIA**

#### **1. ELIGIBILITY TO APPLY FOR A MUNICIPAL GRANT**

Council will review applications for municipal grants after considering the following eligibility criteria:

- a. A not for profit organization that meets the criteria established in Chapter 4 "Eligibility Requirements" of the Lottery Licensing Policy Manual issued by the Province of Ontario. See Sections 2.1.0 -2.1.5 and Sections 2.3.0 – 2.3.1 attached. A registered charity meets these criteria.
- b. Is located in the Municipality of Mississippi Mills

- c. Provides without discrimination a recreation, cultural or community service to a significant proportion of Municipality citizens that the Municipality does not otherwise provide.
- d. Has demonstrated revenue-generating capability to sustain the service or event on its own.
- e. Requires municipal funding participation to support a federal or provincial grant application.
- f. Organizations demonstrate collaboration and cooperation with other local organizations in the sharing of resources.

## 2. **GRANTS / CONDITIONAL GRANTS**

Organizations that receive any funding are required to acknowledge the support of the municipality through the use of the municipal web site and tag line on any promotion material for the event, service, activity, etc.

The use of the municipal logo, web site and tag line must be in accordance with the Municipal Sponsorship Guidelines

- a. Start-up funds for a new community event or festival.
  - *Start-up funds may be provided, on a ONE TIME basis only, to assist in the initial costs for providing the community with a new community event or festival.*
- b. Sponsorship funds for established community events or festivals.
  - *Sponsorship funds may be given to organizations provided that Council acknowledges that the municipality is obtaining an economic benefit for funds given.*
  - *Depending on the monetary success of the event, Council may determine that the sponsorship funding or portion thereof be repaid or be carried forward to a subsequent year.*
- c. Funding may be provided to organizations that provide a service or engage in a community festival in partnership with the Municipality.
- d. Funding may be provided to maintain and/or operate private structures or properties that are used for the benefit of the community.
  - *Funding may be provided to organizations to offset operating costs such as taxes and insurance for private structures and properties if Council acknowledges that those facilities are used for the benefit of the community.*
- e. Funding to support Federal or Provincial Government grant application requirements.

- *Funding may be provided to assist organizations in obtaining defined Federal or Provincial Government grants when these government bodies require that the municipality participate in the funding of an event or festival and where Council deems that the purpose of the event or festival provides an economic benefit to the community.*

### 3. **WHAT/WHO IS NOT ELIGIBLE FOR MUNICIPAL GRANTS OR SPONSORSHIPS**

Council will **not** consider the following grant requests:

- a. Social assistance services that are provided by other government agencies or not for profit organizations.
- b. Travel expenses for members of an organization.
- c. Uniforms
- d. Play structures that are to be constructed on non-municipal property.
- e. Rental Fee Waivers
- f. Sponsorship of athletic endeavours (i.e. team or individual sponsorship for tournaments, special events, regular season activities, etc.)
- g. Individuals
- h. For-profit organizations
- i. Organizations with political affiliations
- j. Organizations serving as funding sources for others, e.g. Services clubs unless they are applying for funding for community festivals (per Resolution 7-15)
- k. Faith organizations where services/activities include the promotion and/or required adherence to a faith.
- l. Hospitals, clinic-based services or medical treatment programs.
- m. Fundraising Events.
- n. School boards, primary and secondary schools, post secondary institutions.
- o. Programs with legislated mandates of other governments.
- p. Provincial/national organizations unless a local chapter exists to service the residents of Mississippi Mills.
- q. Organizations receiving greater than 50% funding from senior levels of government.
- r. Organizations that conduct the majority of their activities outside the Municipality.
- s. Costs for major capital equipment/renovations and financing of deficits.
- t. Any grant requests from organizations that do not submit the required reporting information for a previous year's grant in accordance with Section C of this policy.
- u. Incorporation costs or Director's Liability insurance costs
- v. Museums

### 4. **FUNDING LIMITS**

Council at its discretion shall establish an annual budget for this program. Grant funding to any one (1) organization or event in any one year will be capped at a maximum cash value of **\$5,000.00**. Council has the discretion to increase this

maximum for an extraordinary, one of a kind project, need or circumstance which may be considered and only if the annual budget allows.

## 5. **APPLICATION PROCESS**

It is the responsibility of applicants to submit a complete application with clear and sufficient information. It should be noted that the grant program is competitive and applicants should submit the best application possible. Submission of an application does not guarantee the applicant will be awarded all or part of the grant requested and incomplete or unclear applications may be declined.

- a. Prior to considering any request for a grant or sponsorship, Council shall require the following from the organization:
  - *a completed Municipal Grant Application Form detailing the proposed commitment from the Municipality.*
  - *financial statements which shall include an income statement and a balance sheet from the previous event or fiscal year (and the most up to date available month end financial statements in the year of application)*
  - *a detailed budget for the upcoming fiscal year or event*
  - *information pertaining to the evaluation criteria and expected outcomes*
  - *The applicant will provide one (1) copy of the application form and supporting documents to the Municipality. An electronic copy is acceptable.*
- b. The Municipality reserves the right to request supplementary information in support of the application.
- c. Requests for Municipal Grant funding shall be received by the Municipality no later than November 30<sup>th</sup> of each calendar year.
- d. If the above information is not submitted by the November 30<sup>th</sup> deadline, applications will be returned and not considered by Council.

## 6. **CONSIDERATION**

- a. Applications for grant or sponsorship funding will be considered during the Municipality's annual budget deliberations.
- b. Actual funding amounts allocated for municipal grants or sponsorships will be based upon available funding.
- c. Previous year's funding allocations will not be considered and each application will be reviewed on its own merit.
- d. There shall be no duplication of funding to any organization in any fiscal year
- e. Unless otherwise approved by Council no grant or sponsorship funding will be paid until such time as the annual budget has been approved.
- f. Grant or sponsorship funding allocated to an organization will be used first to clear any amounts owing to the Municipality. The balance of funds, if any, will then be forwarded to the organization.

- g. Any municipal grant or sponsorship funding that has not been spent, in the year that it is received, shall be returned to the municipality
- h. A financial surplus or reserve held by any organization and not designated for a specific purpose may disqualify an organization from receiving a municipal grant until the financial surplus or reserve is depleted.

## **C     REPORTING**

Within three (3) months of the completion of the event, project or service or at the end of the calendar year, all organizations receiving funding from the Municipality shall provide, a written report in the form attached hereto as Schedule 'A'. If it is determined that funds were reallocated to another project/event other than what was submitted with the municipal grant application, the Municipality may at its discretion, disqualify an organization from any future funding under this program.

**Note: Any organizations that do not submit a report will not be considered for funding in the future.**

Approved by Council: June 23, 2008 and amended February 10, 2009, March 7, 2011, January 13, 2015 and October 6, 2015





## 2021 Municipal Grant Analysis

10

					Years in	# of	# of	Target	2021	Balance	2020	Anticipated	Recommended	2021 Grant Allocation
Name of Organization	2021 Request	2020 Grant	2019 Grant	Planned use of funds	Existence	Members	attendees/participants	Population	Budget	of Investments	Profit/Loss	Outcomes	funding for 2021	and reasons for support
										(other than operating funds)				
Mississippi Lakes Association	500	500	N/A	Awareness and protection of Mississippi Lake and its ecosytems, navigational hazards, bouy maintenance and replacement, etc.	76	600	1,200	All age groups	14,420	None	Proift of 3,367	Improve Mississippi Lake water quality, improve boater safety and improve awareness of ecological and economic issues affecting the region	500	The Group provides a service not provided by any other organization in the Community to protect the waterways and the residents of Mississippi Mills who live around Mississippi Lake.
Almonte Celfest	5,000	2,500	2,500	2021 Festival Costs including increased programming, parade for 25th anniversary celebrations. Use funding to leverage other funding opportunities at Provincial and Federal levels	24	11	2020 event was held online due to Covid 19 restrictions. Approx. 4,000 participants. Historical attendance is approx. 10,000	All age groups	60,000	12,243	Loss of \$15,095 however this includes funding paid to performers in 2020 that are deferred to 2021	Continue to attract visitors to the community and promote MM as a place to live, work and enjoy	1,500	Provides a cultural contribution to MM and attracts visitors to the community. The festival is available for all residents to enjoy. Provides volunteers to set up and take down the stage for MM's Canada Day activities. In 2020 the online event include a contest featuring local goods to support and promote local businesses. Funding in 2021 should be limited to the carry over of 2020 funds however 2021 is the 25th anniversary so additional funding is recommended to support this milestone event
North Lanark Highland Games	N/A	2,500	2,500	Publicity and promotional materials			No event in 2020	All age groups	64,400	15,369	No event in 2020 due to Covid 19- Profit of 2,119 (unspent 2020 funding)	Continue to celebrate and promote the Scottish heritage of MM and the surrounding region. Promote tourism and attract visitors to the community and increase awareness of what is available in MM.	0	Attracts a large number of visitors to MM. Provides a cultural contribution as well as economic benefits and publicity to the municipality. The event is available to all residents to enjoy. No application submitted for 2021-using unspent funding from 2020
Almonte Lawn Bowling Club	4,130	N/A	N/A	Purchase of portable bocce ball courts and replacement equipment	109	50-70	70-90	Youth to Seniors	4,130	Not provided	Not provided	Increase awareness, increase membership at the club	0	Does not meet program eligibility. This facility is owned by the Municipality. Application to be forwarded to the Recreation Department for consideration
Pakenham Civitan Club	1,500	1,500	1,500	2021 Frost Festival	16	30	1,000	All age groups	3,525	None	Profit of 5,020 (Pak Civitan)	Enjoy and celebrate winter and continue a long standing tradition in Pakenham	1,500	Continues to provide the community with a long standing festival. Available to all residents of MM and all age groups. If Covid restrictions cancel the 2021 event the funds will be returned to the Municipality

					Years in	# of	# of	Target	2021	Balance	2020	Anticipated	Recommended	2021 Grant Allocation
Name of Organization	2021 Request	2020 Grant	2019 Grant	Planned use of funds	Existence	Members	attendees/participants	Population	Budget	of Investments	Profit/Loss	Outcomes	funding for 2021	and reasons for support
										(other than operating funds)				
Naismith Men's Sheds	3,000	N/A	N/A	Liability insurance, heat for workshop, repair tools, website and pamphlet, communication tools	2	60	unable to determine-60 members but indirectly to others through community projects	Mainly seniors (male) but indirectly to other ages	3,762	Not provided	Loss of 6,020	Provide a social circle for men and a lifeline to men in crisis. Create a space to meet, make friends, socialize and support each other. Provide woodworking projects in the community. Volunteer in the Community	0	Does not meet program eligibility. Providing a social service. Benefit is mostly restricted to members. Grants also do not cover liability insurance requests
Rural Fetal Alcohol Spectrum Disorder (FASD) Support Network	5,000	N/A	N/A	Marketing to increase profile through social media/website, advertising and conversation	1	386	386-target is youth and young adults	Various ages of membership	26,000	None	Loss of 6,770	Increase in mental health supports for youth, young adults and caregivers for people with disabilities. Goal is to change attitudes regarding the potential people with disabilities possess.	0	Does not meet program eligibility. Providing a social service.
Old Home Week	N/A	2,500	N/A	Arena and hall rentals, ball diamond rentals, hire bands and provide a family barbeque	unknown	unknown	2020 event was postponed due to Covid 19 restrictions	All age groups	9,700	Event has been supported entirely by volunteers. No financial information available	No financial information available as was previously supported by volunteers	To provide an event that brings together family and friends in the community	0	Provides various attractions and entertainment for families in the community. Open to all age groups. Has partnered with other organizations for support. 2020 funding will be carried forward into 2021
Mississippi Madawaska Land Trust	4,420	N/A	N/A	Maintain and improve High Lonesome Nature Preserve. Install signs, realign the trail and create a new trail guide	7	260	number of visitors not provided	All age groups	4,420	None	Profit of 1,333 (9 months)	To provide an improved trail network and enhance visitor experience. To increase the number of visitors to the property as well as the website	1,500	This trail is located within the Community and is available to all to enjoy. It promotes outdoor activities and attracts visitors to the area.
											TOTAL		9,000	