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1.0 **PURPOSE AND SCOPE:**

Community investment provides funding and support for programs and opportunities that benefit residents of the City of Kitchener. There is a framework of different investment sources, each with its own governing policy and accountability structure. The objectives of the Community Investment Framework are to:

- Rationalize the many ways the community accesses funds from the City;
- Make transparent the mechanisms available;
- Align with Council priorities funds for different purposes;
- Hold the program funding owner accountable for the use and impact of the funds;
- Enable Council to weigh the competing priorities for scarce pool of community grants;
- Champion City's strategic direction for efficient and effective government.

POLICY APPLIES TO THE FOLLOWING:	
<input type="checkbox"/> All Employees	
<input type="checkbox"/> All Full-Time Employees	<input type="checkbox"/> All Union
<input type="checkbox"/> Management	<input type="checkbox"/> C.U.P.E. 68 Civic
<input type="checkbox"/> Non Union	<input type="checkbox"/> C.U.P.E. 68 Mechanics
<input type="checkbox"/> Temporary	<input type="checkbox"/> C.U.P.E. 791
<input type="checkbox"/> Student	<input type="checkbox"/> I.B.E.W. 636
<input type="checkbox"/> Part-Time Employees	<input type="checkbox"/> K.P.F.F.A.
<input type="checkbox"/> Specified Positions only:	<input checked="" type="checkbox"/> Other: community residents
<input checked="" type="checkbox"/> Council	<input type="checkbox"/> Local Boards & Advisory Committees

2.0 COMMUNITY GRANTS

2.1 Rationale for Community Grants

A healthy and vibrant City embraces and nurtures its not for profit organizations and community groups. It views them as partners in the quest to serve residents. It realizes how important is the grassroots desire for people to feel that they belong; to be engaged with others in accomplishing meaningful activity. And, it knows the relationships between engagement, relationships and healthy, safe communities.

These organizations and groups exist to do important work with no motive of financial gain. They come into existence because volunteers see a need and rally support from the community to create and deliver new programs, services and facilities. They are a channel for the human desire to help one another, to give back to a community that has enabled healthy, high quality living.

The City of Kitchener recognizes the fundamental importance of working side by side with these groups and organizations, continually reaffirming the appropriate roles for all parties. Sometimes the municipality is best able to marshal and deliver community wide services. In other circumstances community groups and organizations are much closer to understanding the evolving needs and interests of residents, and hence better able to provide services specifically tailored to those needs. As well, they can innovate because they can take risks not appropriate for a municipality.

Engaging residents as volunteers involves them more directly with their community and enables them to contribute to community building. In the end, not only is a greater range of services made available to residents than the municipality could provide on its own, but individual citizens are provided with opportunities to become involved, contribute, be better connected to their neighbourhood and in their own way help to shape the community for future generations.

2.2 Two Types of Community Grants

Tier 1 grants, called *foundational or core services*, comprise services that are considered by the community to be essential to a healthy and vibrant community and are provided by longstanding, credible organizations. Support will be confirmed in a multi-year operating agreement. These have traditionally been known as annual grants.

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Tier 2 services are projects or programs selected for support based on Council strategic priorities through an annual peer review process. These have traditionally been known as general provision grants.

2.3 Funding Formula for Community Grants

The funding pool for community grants (all Tiers) for 2010 and subsequent years will be increased, subject to annual budget deliberations, by the following factors:

- Increased cost measured by Bank of Canada inflation target; plus
- Population growth measured by assessment base growth; plus
- Community complexity factor of approximately 1%.

2.4 Tier 1 Grants

2.4.1 Purpose

Community grants Tier 1 are intended to provide operating support for organizations/groups providing services essential to a healthy and vibrant community.

Only organizations/groups providing municipal services in the areas of arts and culture/special events, sports and recreation, and community support and development and funded by the City for at least 5 years through community grants will be considered for funding.

2.4.2 Criteria

Tier 1 services must meet the following criteria:

1. Must demonstrably meet Council's strategic objectives as documented in the City of Kitchener Strategic Plan and other policy documents.
2. Must be the responsibility of the City of Kitchener, i.e. not be the responsibility of other levels of government; services such as health care, social services, training and education are not eligible.
3. Must not be precluded under the Municipal Act, e.g. religious services.

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4. Are not already being provided by the City of Kitchener or by other groups funded by the City of Kitchener.
5. Are services provided directly to the citizens of Kitchener; grants are for direct programs only. Grant applications from organizations that themselves distribute grants to other organizations will not be considered, i.e. fundraising events are not eligible. Service clubs are eligible to apply for funding if the purpose of the event they are sponsoring is deemed to be a municipal responsibility and the event is city-wide, targeted toward a broad cross-section of the community.

Organizations/groups receiving Tier 2 funding who wish to be considered for Tier 1 funding must also meet the following criteria:

1. Must be incorporated as a not for profit corporation; for profit corporations and individuals are not eligible.
2. Must have received continuous support by the City of Kitchener for five (5) years or more (providing other Tier 1 services or Tier 2 programs/ projects).

2.4.3 Process

Staff will work with Tier 1 organizations to develop multi-year agreements (between one (1) and five (5) years depending on the needs of the community, the nature of the services and the stage of development of the organization). These agreements will outline the responsibilities of the service organization and the City of Kitchener and will be approved by Council.

Tier 1 groups are eligible to apply for Tier 2 funding only for one time special projects or events. Requests for additional operating funds are to be negotiated through the agreement process and brought forward to Council for consideration during the annual budget process.

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2.5 Tier 2 Grants

2.5.1 Purpose

Community grants Tier 2 are intended to provide assistance to organizations/groups that provide services within the City of Kitchener for the common good of residents.

Only organizations/groups providing municipal services in the areas of arts and culture/special events, sports and recreation, and community support and development will be considered for funding. The intent is to target a minimum of 20% and a maximum of 40% of the total funds available for each of these three sectors.

The purpose of Tier 2 grants is to provide funding for:

- operating support to enable the provision of the basic service of the organization
- project support
- special event support
- equipment support
(‘equipment’ is defined as materials required for the basic service to operate, i.e. consumable items having a lifespan of less than three years; grant requests of a ‘capital’ nature are ineligible for funding; ‘capital’ is defined as the acquisition of an infrastructure or asset having a lifespan of three years or greater)

2.5.2 Criteria

Tier 2 services must meet the following criteria:

1. Services provided by the organization/group for which funding is requested must demonstrably meet Council’s strategic objectives as documented in the City of Kitchener Strategic Plan and other policy documents.
2. Services provided by the organization/group for which funding is requested must be considered a municipal responsibility and not be the responsibility of other levels of government; services such as health care, social services, training and education are not eligible.

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3. Services provided by the organization/group for which funding is requested must not be precluded under the Municipal Act, e.g. religious services.
4. Services provided by the organization/group for which funding is requested must not already be provided by the City or by other groups funded by the City of Kitchener; requests from organizations/groups that provide similar services as provided by the municipality must be assessed as to whether there is a duplication of services; the municipality will not issue grants for services that conflict with or are in direct competition with programs operated internally.
5. Services provided by the organization/group for which funding is requested must be provided directly to the citizens of Kitchener, i.e. grants are for direct programs only. Grant applications from organizations that themselves distribute grants to other organizations will not be considered, i.e. fundraising events are not eligible. Service clubs are eligible to apply for funding if the purpose of the event they are sponsoring is deemed to be a municipal responsibility and the event is city-wide, targeted toward a broad cross-section of the community.
6. Grant applications submitted by individuals or 'part groups' of an organization/group will not be considered.
7. Volunteer organizations/groups planning an event to raise funds to support an organization/group that is receiving a City of Kitchener grant will be not considered for Tier 2 funding.
8. Organizations/groups applying for funding who offer services to residents outside of the City of Kitchener are strongly encouraged to also approach all other relevant municipalities for funding.
9. Organizations/groups wishing to be considered for community grants Tier 2 do not need to be incorporated as not for profit corporations; however, budgets and subsequent accounting must not show an excess of revenue over expenses; applicants must demonstrate the capability to manage and govern the program or project, usually evidenced by the existence of an executive committee or coordinating board.

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10. Organizations/groups are encouraged to ensure as much inclusive public participation and access as possible, e.g. minimum charge or no admission charge whenever possible.

11. Any organization/group applying for funds will give regard to the inclusion and accommodation of persons with a disability.

12. Any organization/group applying for funds that is in arrears and/or in litigation with the City of Kitchener is ineligible.

2.5.3 Process

Organizations/groups applying for funding to the City of Kitchener for the first time or those who have received Tier 2 grants (formerly known as general provision grants) in previous years are eligible to apply for:

- Operating support to enable the provision of the basic service of the organization
- Project support
- Special event support
- Equipment support
(‘equipment’ is defined as materials required for the basic service to operate, i.e. consumable items having a lifespan of less than three years; grant requests of a ‘capital’ nature are ineligible for funding; ‘capital’ is defined as the acquisition of an infrastructure or asset having a lifespan of three years or greater)

Tier 1 groups are eligible to apply for Tier 2 funding only for one time special projects or events.

A Peer and Staff Review Committee will review applications as per a variety of assessment areas such as community need, organizational need and capacity, partnership support and financial analysis. The Peer and Staff Review Committee will allocate resources within budget availability and make recommendations to Council. Applicants are welcome to request feedback/debriefing from staff regarding the Peer and Staff Review Committee’s grant recommendations prior to the Community and Infrastructure Services Committee meeting when grants will be considered.

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3.0 TRAVEL ASSISTANCE GRANTS

3.1 Purpose

The travel assistance grant applies to residents of the City of Kitchener, 18 years of age or under, involved in non profit minor sports or cultural activities, who have qualified to compete in sport championships/cultural events. Grants are intended to assist with the cost of travel to and from the event location only, where round trip travel exceeds 500 kilometers.

3.2 Criteria

Minor Sports

1. Individuals or team members applying must be 18 years of age or under.
2. Individuals and team members applying must be residents of the City of Kitchener.
3. Grants will only be provided to non profit minor sports teams that have a constitution and an executive elected by the membership in place.
4. The event must be a recognized provincial, national or international championship, sanctioned by a provincial, national or international governing body. Individuals or teams must have qualified to compete in provincial, national or international championships.
5. Teams applying for assistance must be based in the City of Kitchener. Kitchener-Waterloo teams may be considered on a pro-rated basis, taking into account Kitchener residents on the team.
6. Individuals or team members participating for an educational institution (school team) are not eligible to apply.
7. Grants will be available only where round trip travel to a competition exceeds 500 kilometers.
8. An individual or team member will be eligible for one grant per calendar year.

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Cultural Activities

1. Individuals or team members applying must be 18 years of age or under.
2. Individuals and team members applying must be residents of the City of Kitchener.
3. Individuals or non profit teams involved in cultural activities (e.g. choir, dance) are eligible to apply. Individuals or teams must have achieved a level or standard of skill, as established by the recognized governing body of the activity, to qualify to participate in the event for which a travel grant is requested.
4. Teams applying for assistance must be based in the City of Kitchener. Kitchener-Waterloo teams may be considered on a pro-rated basis, taking into account Kitchener residents on the team.
5. Individuals or team members participating for an educational institution (school team) are not eligible to apply.
6. Grants will be available only where round trip travel to a competition exceeds 500 kilometers.
7. An individual or team member will be eligible for one grant per calendar year.

3.3 Amounts

1. Sport Championship/Cultural Event within Ontario
 - i) Individuals – up to a maximum of \$50
 - ii) Teams – up to a maximum of \$40 per competitor, to a maximum of \$1,000 per team
2. Sport Championship/Cultural Event outside Ontario but within Canada
 - i) Individuals – up to a maximum of \$100
 - ii) Teams – up to a maximum of \$90 per competitor, to a maximum of \$1,000 per team

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3. Sport Championship/Cultural Event outside Canada

- i) Individuals – up to a maximum of \$200 per competitor
- ii) Teams – up to a maximum of \$175 per competitor, to a maximum of \$1,000 per team

3.4 Process

1. Requests for travel assistance grants will be considered by the Community Services Department and processed upon receipt. All grant requests must be supported by a fully completed application form and all required documents.
2. Formal notification of the grant decision will be sent to the applicant by the Community Services Department. If the grant request is denied, the individual or team will be given an opportunity to appeal the decision by appearing before Community and Infrastructure Services Committee.
3. The applicant will submit to Community Services staff a copy of the official results of the tournament/event from the host governing body within thirty (30) days of the completion of the competition/event for which a travel grant is received.

4.0 IN KIND FACILITY GRANTS

4.1 Purpose

The City offers in kind (non-cash) facility grants to groups and organizations providing a specific event to the general public, intended for the common good of Kitchener residents, in the areas of arts and culture, minor sports and recreation, and community support and development.

In kind facility grants are not intended for ongoing facility rentals for meetings or programming, but rather for one time special events.

The purpose of in kind facility grants is to waive facility rental fees for events held at City of Kitchener facilities. Grants are intended to cover rental and staff costs for a basic set-up only. Additional services beyond a basic set-up are to be paid by the renter.

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4.2 Criteria

1. The purpose of the event must demonstrably meet Council's strategic objectives as documented in the City of Kitchener Strategic Plan and other policy documents.
2. The purpose of the event must be considered a municipal responsibility and not be the responsibility of other levels of government; services such as health care, social services, training and education are not eligible.
3. The purpose of the event must not be precluded under the Municipal Act, e.g. religious services.
4. The event must be provided directly to the citizens of Kitchener, i.e. grants are for direct programs only. Grant applications from organizations and groups that themselves distribute grants to other organizations, groups or individuals will not be considered, i.e. fundraising events are not eligible. Service clubs are eligible to apply for funding if the purpose of the event they are sponsoring is deemed to be a municipal responsibility and the event is city-wide, targeted toward a broad cross-section of the community.
5. Grant applications submitted by individuals or 'part groups' of an organization or group will not be considered.
6. Any organization or group that is in arrears and/or litigation with the City of Kitchener is ineligible to apply for funding.
7. Organizations or groups wishing to be considered for an in kind facility grant do not need to be incorporated as not-for-profit corporations. However, budgets and subsequent financial accounting must not show an excess of revenue over expenses. Applicants must demonstrate the capability to manage and govern the event, usually evidenced by the existence of an executive committee or coordinating board.
8. To be eligible for an in kind facility grant, the event is to be open to the general public with no admission charge, or a minimum charge where deemed necessary, to ensure as much public participation and access as possible.
9. Any organization or group applying for funds will give regard to the inclusion and accommodation of persons with a disability.

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10. Organizations can request funding for only one event per year, to a maximum of \$500.

4.3 Process

1. In kind facility grant requests will be considered by staff of the Community Services Department and processed upon receipt. To be considered for an in kind facility grant, the applicant must submit a fully completed application form, along with required supporting documents as noted on the application form.
2. Formal notification of the grant decision will be sent to the applicant by staff of the Community Services Department. If the grant request is denied by staff, the grant applicant will be given an opportunity to address the Community and Infrastructure Services Committee as a delegation. All decisions made by the Community and Infrastructure Services Committee must be ratified by City Council before they are final.
3. Organizations and groups receiving funds are advised that the grant being given is not to be regarded as a commitment for future assistance.

5.0 COMMUNITY DEVELOPMENT INFRASTRUCTURE GRANTS

5.1 Purpose

The City of Kitchener offers a one-time cash grant to provide seed money to neighbourhood associations and communities of interest for the purpose of community development, whereby residents take action and address self identified issues in their community.

The objective of this grant is to promote strong local leadership, volunteerism and partnerships in the economic and social life of the community, and to strengthen networks in neighbourhoods thereby developing neighbourhood cohesion and stability.

5.2 Criteria

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1. Applications will be accepted from neighbourhood associations and communities of interest. A community of interest is defined as a group of individuals who voluntarily associate with each other because they have identified common concerns that impact either a geographic area of the city, or the city as a whole.
2. Groups must demonstrate an ability to initiate and follow through on projects by having an organizational structure in place to lead and manage the activities and to account for finances.
3. The application must demonstrably meet one or more of Council's strategic objectives as documented in the City of Kitchener Strategic Plan and other policy documents: quality of life, diversity, community engagement, development, environment and/or dynamic downtown.
4. To be considered for this grant, the applicant must submit the following details in the form of a proposal and include:
 - Organizational structure of the association or community of interest;
 - Key contact names;
 - Issue identification ;
 - Purpose and objectives;
 - Program, project or event description;
 - Implementation plan and schedule; and
 - Budget, including any other proposed funding sources, etc.
5. Allocations of up to \$10,000 (given resource availability) will be made for projects that are either self-sustaining or completed at the exhaustion of the grant. Partnerships with other funders are encouraged.
6. This is a one time cash grant. Applicants who have already received a grant from the community development infrastructure program are ineligible to apply again for this grant.
7. Capital projects are not eligible for a community development infrastructure grant.

5.3 Process

1. Community development infrastructure grant requests will be received and evaluated by staff of the Community Services Department.

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2. Formal notification of the grant decision will be sent to the applicant by staff of the Community Services Department. If the grant request is denied by staff, the grant applicant will be given an opportunity to address the Community and Infrastructure Services Committee as a delegation. All decisions made by the Community and Infrastructure Services Committee must be ratified by City Council before they are final.
3. Organizations and groups receiving funds are advised that the grant being given is not to be regarded as a commitment for future assistance.
4. Where appropriate, neighbourhood and special interest groups receiving funds are expected to present a final report to Council upon completion of the program, project or event or after the grant dollars are fully exhausted.

6.0 INCLUSION GRANTS

6.1 Purpose

The City of Kitchener offers financial and/or in kind support to community organizations and/or agencies to assist in the delivery of inclusive recreation and leisure programs for persons with a disability living in Kitchener or Waterloo. For the purposes of this grant process, a community organization or agency is defined as a not for profit group or agency.

Cash Grant: A funding request to assist in the delivery of a program or an event (e.g. dollars to support the purchase of adaptive equipment, training for staff in the delivery of inclusive programming).

In kind Grant: A funding request to assist with the cost of a facility rental (e.g. to offset the cost of a community centre rental charge).

6.2 Criteria

1. Not for profit organizations operating in the City of Kitchener and in the City of Waterloo will be eligible for consideration.
2. Groups must demonstrate an ability to initiate and follow through on projects by having an organizational structure in place to lead and manage the activities and to account for finances.

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3. Organizations applying for grants must demonstrate evidence of commitment to inclusivity and to volunteer engagement.
4. Any organization receiving a grant will recognize the City's contribution in any promotional literature.
5. Organizations who receive support from the inclusion grant program are not eligible to apply for funding for the same program/event from the City of Kitchener's community grants program.
6. Requests from organizations that provide similar services as provided by the municipality will be assessed as to whether or not there is a duplication of services. The municipality will not issue grants for services that conflict with or are in direct competition with programs operated internally.
7. The application must demonstrably meet one or more of Council's strategic objectives as documented in the City of Kitchener Strategic Plan and other policy documents: quality of life, diversity, community engagement, development, environment and/or dynamic downtown.
8. Partnerships with other funders are encouraged.
9. Capital projects are not eligible for funding.
10. Only one application per agency per year will be considered.

6.3 Process

1. Grant applications will be accepted annually (late winter to early spring) once City Council has approved the annual budget.
2. Inclusion grant requests will be received and evaluated by staff of the Community Services Department. To be considered for an inclusion grant, the applicant must submit the following details in the form of a proposal and include:
 - Key contact names;
 - Program, project or event description;
 - Budget, including any other proposed funding sources, etc.; and
 - Audited financial statement or recent bank statement.

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3. Formal notification of the grant decision will be sent to the applicant by staff of the Community Services Department. If the grant request is denied by staff, the grant applicant will be given an opportunity to address the Community and Infrastructure Services Committee as a delegation. All decisions made by the Community and Infrastructure Services Committee must be ratified by City Council before they are final.
4. Organizations may be required to attend a meeting with staff in order to clarify details on the grant applications.
5. Organizations and groups receiving funds are advised that the grant being given is not to be regarded as a commitment for future assistance.

7.0 YOUTH RECREATION GRANTS

7.1 Purpose

The City offers financial assistance to neighbourhood associations and community groups who provide recreation and leisure programs for youth between the ages of 11 and 17. The grant is intended to provide funding to support the costs associated with the hiring of trained and qualified program staff and/or instructors.

The objective of this grant is to promote the delivery of affordable, community based programs that support youth in participating in recreation and leisure, leadership and civic engagement programs.

7.2 Criteria

1. The applicant must be an affiliated City of Kitchener neighbourhood association or incorporated agency or supported community group.
2. Program proposals will give regard to persons with a disability, as identified by the Accessibility for Ontarians with a Disability Act (AODA).
3. Associations must have a fee subsidy option available in order to assist in the removal of barriers to participation.
4. The application must demonstrably meet one or more of Council's strategic objectives as documented in the City of Kitchener Strategic Plan and other policy documents: quality of life, diversity, community engagement, development, environment and/or dynamic downtown.

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5. Capital projects are not eligible for funding.

7.3 Process

1. Grants are allocated three times per year (fall, winter and spring).
2. Grant dollars will contribute towards the cost of staff wages to a maximum of \$300 per session per program or 50% of the total costs if less than \$300.
3. Only one program per association will be considered per session.
4. Youth recreation grant requests will be received and evaluated by staff of the Community Services Department. To be considered for a youth recreation grant, the applicant must submit the following details in the form of a proposal and include:
 - Key contact names;
 - Program purpose and objectives; and
 - A recent bank statement or copy of financial statement.
5. Formal notification of the grant decision will be sent to the applicant by staff of the Community Services Department. If the grant request is denied by staff, the grant applicant will be given an opportunity to address the Community and Infrastructure Services Committee as a delegation. All decisions made by the Community and Infrastructure Services Committee must be ratified by City Council before they are final.
6. Organizations and groups receiving funds are advised that the grant being given is not to be regarded as a commitment for future assistance.

8.0 ENVIRONMENT GRANTS

~~Omitted 8.1 Community Environmental Improvement Grants (CEIG)~~

~~The community environmental improvement grant was created to foster a sense of environmental stewardship throughout the City. Grant recipients are recommended to Council once a year by the citizen-populated Environmental Committee.~~

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~~The objectives of the grant are to.~~

- ~~• Increase awareness of how we view and treat air, water and land resources, and encourage solutions to improve the quality of these resources;~~
- ~~• Promote healthy lifestyle practices;~~
- ~~• Foster a sense of environmental stewardship;~~
- ~~• Promote and initiate the development of short term, intermediate and long term community based environmental programs; and~~
- ~~• Support environmental research.~~

~~Further details regarding this grant are provided in Council Policy I-590– Grant Program Community Environmental Improvement.~~

9.0 NEIGHBOURHOOD ASSOCIATION PROGRAM GRANTS

9.1 Purpose

The City of Kitchener offers this grant to affiliated neighbourhood associations to encourage the provision of affordable, neighbourhood-based programming for residents of the City of Kitchener.

The objective of this grant is to support citizen leadership in the development and delivery of leisure and recreation-based programming to residents in their local communities, and improve the quality of life in the City of Kitchener.

9.2 Criteria

1. To be eligible, neighbourhood associations must meet the criteria for affiliation, and must be approved for affiliation by Kitchener City Council.
2. Affiliated City of Kitchener neighbourhood associations who offer recreational programming in their local communities are eligible for cash grants.
3. Groups must demonstrate an ability to develop and implement programming, by having an organizational structure in place to lead and manage the activities and to account for finances.
4. Programs must be advertised and be open to the public.
5. Programs must be inclusive and accessible.

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6. Cash grants will be provided for seasonal programs, to a maximum of ten (10) programs per season, three (3) seasons per year. Grants are not applicable to one time workshops, seminars, clinics or special events.

9.3 Process

1. City of Kitchener staff is available for consultation in regard to the development and delivery of programs. The following program information should be provided to staff in advance of the program:
 - Program description
 - Program location
 - Class size
 - Key volunteer and/or contact information
2. Grants are allocated for a maximum of three (3) seasons annually. Grant requests must be made to the designated City of Kitchener staff liaison on a seasonal basis.
3. Neighbourhood associations must submit participant statistics.
4. Neighbourhood associations receiving funds are expected to provide information regarding their programs and activities to Council and the public as appropriate.

10.0 CAPITAL GRANTS (NON CITY-OWNED ASSETS)

The City of Kitchener does not provide capital grants to groups or organizations for non City-owned assets. For purposes of this policy, the City of Kitchener defines capital grant requests as requests for non-recurring, non-operating funds for the purpose of, including but not limited to, acquiring infrastructure, building renovations and/or major studies.

11.0 ECONOMIC DEVELOPMENT GRANTS

12.1 Purpose

To provide a process to bring requests for economic development grants which align with the City of Kitchener's Economic Development Strategy forward for Council's consideration.

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12.2 Process

1. Requests will be received and reviewed by Economic Development staff. Grant requests which are aligned with the Kitchener Economic Development Strategy and for which budget is available will be processed internally by staff and a summary report will be provided to Council annually. Grant requests which are not aligned with the Kitchener Economic Development Strategy or cannot be accommodated within existing budgets may be brought forward for Council's consideration. Staff will identify possible funding sources should Council wish to approve these requests.
2. Organizations making a request must submit the following information:
 - Background information on the organization
 - Specific project details
 - Detailed project budget
 - Details of funding requested/received for this project from other sources (e.g. other government organizations, private/business donations, etc.)
 - Current financial statement of the organization
 - Information on previous funding requests to the City of Kitchener and outcomes
 - Identify project objectives consistent with the City's Economic Development Strategy
 - Any other information relevant to the request

12.0 EMERGENCY GRANTS

13.1 Purpose

This policy provides a process to bring grant requests, cash or in kind, for emergency funding forward for Council's consideration. For purposes of this policy, the City of Kitchener defines emergency grant requests as requests that do not fit any other City of Kitchener funding source and could not be planned for during the annual budget process (e.g. local, national or international crisis or emergency, support to neighbouring municipalities).

13.2 Process

Requests will be received and reviewed by Financial Planning staff who will bring these forward for Council's consideration. Staff will identify possible funding sources should Council wish to approve the requests.

Policy No: FIN-GRA-525

Policy Title: COMMUNITY INVESTMENT

13.0 SAFE AND HEALTHY COMMUNITY ADVISORY COMMITTEE CASH GRANTS

The Safe and Healthy Community Advisory Committee will consider one year cash grants for one time projects, initiatives or events that support inclusion and/or belonging within Kitchener neighbourhoods.

Grant requests will be received by the Community Programs and Services Division of the Community Services Department.

14.0 LoveMyHood MATCHING GRANT

See related LoveMyHood Matching Grant Procedure (*APPENDIX A*)

15.0 HISTORY OF POLICY CHANGES

Administrative Updates

- 2016-06-01 - Policy template I-525 re-formatted to new numbering system and given number FIN-GRA-525.
- 2018-05-10 - Minor housekeeping changes
- 2018-04-03 - Department name change due to corporate re-organization.

Formal Amendments

- 2009-06-29 - As per Council directive, see report CSD-09-041.
- 2010-06-28 - As per Council directive, see report CSD-10-041.
- 2011-10-24 - As per Council directive, see report CSD-11-142.
- 2014-04-14 - As per Council directive, see report CSD-14-003.
- 2017-11-06 - As per Council directive, see reports INS-17-079 & CSD-17-095
- 2019-09-23 - As per Council directive, see report CSD-19-020

LoveMyHood Matching Grant Criteria

Residents take the lead, and the City supports them along the way. That's the vision behind LoveMyHood, Kitchener's approach to making great neighbourhoods.

The City of Kitchener offers a LoveMyHood Matching Grant to support new resident-led neighbourhood and placemaking initiatives.

City staff are here to help and will work behind the scenes to make it easy for you to make things happen in your neighbourhood. Have questions or need help with your application? Please contact city staff at lovemyhood@kitchener.ca to get started!

*** This information is available in accessible formats upon request. ***
Please call 519-741-2200 ext. 7083 or TTY 1-866-969-9994 for assistance.

PURPOSE

The LoveMyHood Matching Grant is intended to:

- Renew or revitalize neighbourhood public and green spaces, contributing to neighbourhood beautification and celebration.
- Foster neighbourhood pride and sense of belonging.
- Develop stronger relationships between neighbours and neighbourhood groups.
- Improve safety, accessibility and/or mobility.
- Entrust residents to become more actively involved in their neighbourhoods through working together as neighbours.
- Build capacity for long-term change built by neighbours working together.

WHO CAN APPLY

Both formal and informal neighbourhood-based community groups in Kitchener are eligible to apply, whether the group is newly formed for the purpose of a specific project, or is a pre-existing group undertaking a project.

Applicants must demonstrate that their group:

- Is composed of multiple people who live and/or work in the neighbourhood.

- Gathered the wider neighbourhood's support for the project, including, at a minimum, notifying all residents within 120 m of the project site. To encourage greater community engagement, preference will be given to groups who demonstrate in their application that they have gone above the minimum engagement requirements.
- Has a project budget outlining how they propose to match the grant funding with community resources (in-kind or in-cash).
- Has a bank account with at least two people named as signatories for grants over \$500.
- Agrees to report back upon completion of the project, including an accounting of all revenues, expenses and proof of purchases.

PROJECT CRITERIA

Applicants must demonstrate that the project:

- Will occur within Kitchener city limits and be geographically defined within a neighbourhood. Acceptable locations include:
 - City of Kitchener land, such as parks, trails, greenways, boulevards, parking areas, cul-de-sacs, etc.
 - Other public land owned by school boards, Region of Waterloo, etc.
 - Private land that is accessible to the general public and not owned by a business (e.g. parking lots, green space around faith/cultural buildings, not-for-profit organizations, etc.)
- The application is for a one-time funding request for a neighbourhood project. *Please note that this grant is not intended for ongoing maintenance costs.*
- The project contributes to neighbourhood identity.
- The project is equitable, encouraging diverse neighbourhood involvement and participation of residents, community members and volunteers in the project planning and process. *Preference will be given to projects that provide more opportunities for residents based on their age, culture, disability, ethnicity, gender, generation, language, region and socio-economic status, with at least one grant per year being awarded to projects in each of the city's 10 wards, provided qualified applications exist.*

Projects occurring on *non-city* land will be considered only if they:

- Are accessible to the general public.
- Include neighbourhood residents in the project planning and implementation process.
- Have received advanced permission from the landowner.

Capital projects are eligible for this grant.

FUNDING REQUESTS

- a) Applicants may request amounts up to \$30,000. Projects occurring on non-city land are eligible to receive up to \$10,000 and events are eligible to receive up to \$2,000.
- b) For larger grant amounts, funds may be distributed in installments at the discretion of the City of Kitchener.
- c) The applicant's matching contribution must be appropriate to the needs of the proposed project, and may include:
 - Cash donations.
 - Ongoing volunteer labour/time (valued at \$20 per hour).
 - Donated professional or contractor services, including services from artists and arts organizations (valued at the reasonable retail value of the product/service).
 - Donated materials and supplies (valued at retail prices).
 - Borrowed equipment (valued at the cost necessary if it were to be rented).
- d) The total value of the group's entire contribution to the project must equal or exceed the dollar amount requested. While the match can include contributions from partnerships, including businesses and community organizations, a portion of the match must come from the applicant group itself.
- e) Funds from other City of Kitchener or sponsor grants cannot be counted as match. In a greater effort to support new and emerging groups, City staff may consider providing additional funding to projects on a case-by-case basis.
- f) The City's matching contribution may include a combination of in-kind services (e.g. rental of space, city services, installation costs, etc.), and cash.
- g) Groups that do not complete their project as proposed, or have leftover funds, will be required to return the funds. Of course, plans and timelines may be adjusted if you experience challenges. Please communicate these changes with City staff.

HOW TO APPLY

Applications will be accepted through an online form available at <https://www.lovemyhood.ca/en/tools-money/matching-grant.aspx> beginning on Tuesday, January 21, 2020.

If you require assistance or accommodations with your application, please contact the Neighbourhood Development Office at:

- E-mail: LoveMyHood@Kitchener.ca
- Phone: 519-741-2200 x HOOD (4663)

SELECTION PROCESS

- All grant requests will be reviewed and evaluated by the Love My Hood Matching Grant Selection Committee. The committee consists of a maximum of 11 members, including four City of Kitchener staff, six resident volunteers and one representative from a sponsoring organization.
- The selection committee will begin reviewing applications after each quarterly grant deadline, which will occur in February, May, August and November.
- Groups will be notified of the outcome of their application as soon as possible, but typically within 4 to 6 weeks of application submission. This will give City staff time to navigate internal processes and departments on your behalf and determine the next steps to make approved projects a reality.
- To ensure multiple areas of the city benefit from this grant, preference will be given to awarding at least one grant per year for each of the city's 10 wards, provided qualified applications exist.
- To ensure an equitable distribution of grants, priority will be given to new or emerging neighbourhood groups who will benefit the most from funding support. Applications from these new and emerging groups will be given priority consideration during each quarterly intake period over applications from neighbourhoods and groups that have previously received considerable funding through LoveMyHood.
- The selection committee may choose not to distribute the full funding amount available per intake period. Any remaining funds will be carried forward into the next intake period.
- A group may apply for multiple grants during each intake period, but may only receive one grant per intake.
- This is a one-time grant not intended to provide financial support on a recurring basis. *Please note that this grant is not intended for ongoing maintenance costs.*
- Each LoveMyHood Matching Grant applicant and project is unique, and these guidelines cannot address every possible project scenario. Please connect with City of Kitchener staff for additional information.

THINGS TO CONSIDER

Before you submit an application, we recommend that all applicants connect with our team of neighbourhood liaisons for assistance. Whether it's helping to ensure your budget is accurate or providing

insight on permits and licenses, your neighbourhood liaison can provide useful knowledge on navigating city processes. Please contact city staff at lovemyhood@kitchener.ca to get started!

If approved for a grant, city staff will continue to help you along the way and will navigate city hall on your behalf. As we review your application, we may identify potential approvals or conditions that may be necessary, including:

Neighbourhood Support: It is important to make sure that your neighbours support your project, including, at minimum, notifying all residents within 120 m of the project site. Depending on the type of project, you may need to take additional steps to demonstrate neighbourhood support. City staff can help you determine how many residences are within 120 m of the project site and understand what steps are most appropriate, and how to involve your neighbours in a way that is fair, open and inclusive.

Agreements: All projects funded by the LoveMyHood Matching Grant require a written agreement or letter of understanding. Staff recognize the need to adapt, negotiate and compromise so that we can develop an agreement that works for everyone. All LoveMyHood agreements are guided by principles of collaboration, respect, and safety. Our agreement serves as your project's road map to success and creates accountability for all of us. It covers requirements and expectations for the following:

- Financial Details
- Community Engagement
- Insurance
- Design
- Implementation
- Maintenance
- Communications
- Recognition and Sponsorships

Recognition: Successful applicants are expected to acknowledge the contributions of the City of Kitchener and other grant sponsors on all promotional materials, and are encouraged to use #LoveMyHood on social media. Recognition in the form of a plaque or other medium is expected for long-term capital projects and community gardens.

Evaluations: Successful applicants are required to complete an evaluation form related to improving the LoveMyHood Matching Grant and provide a financial report following the conclusion of the project. A group's eligibility for future grants may be impacted if the evaluation is not completed.

The City of Kitchener is extremely grateful that you are taking the initiative to make your neighbourhood even better!