



# The Corporation of the Town of Milton

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Report To:	Council
From:	Kristene Scott, Commissioner, Community Services
Date:	March 30, 2020
Report No:	COMS-002-20
Subject:	Milton Community Fund Program Guideline – Eligibility Update
Recommendation:	<b>THAT the proposed guideline change as outlined in COMS-002-20 for the Milton Community Fund program be approved.</b>

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## EXECUTIVE SUMMARY

The Milton Community Fund (MCF) program supports activities that enhance the quality of life and/or image of our community. Funds for this program are provided based on proceeds received from the Ontario Lottery and Gaming Corporation (Woodbine Mohawk Park location).

The Fund is a valued resource that has assisted many organizations to maintain, enhance and expand their programs and services for the betterment of our community. In consultation with the Community Fund Advisory Committee (CFAC), staff are recommending a change to the program's applicant eligibility criteria in recognition that additional organizations providing activities aligned with the Fund priorities should be eligible. The change is intended to encourage organizations to provide activities that educate, showcase and support the community's cultural vibrancy.

## REPORT

### Background

Staff assess the application and guideline package for clarity to both applicants and the review teams on an annual basis. Guidelines are brought to Council for approval when substantive changes are being recommended, such as a change to the eligibility for application or a new category of funding.

Members of the CFAC were provided with orientation and training in the fall of 2019 and provided allocation recommendations to Council for the 2019 program (COMS-012-19). As part of the evaluation process for the program, staff and CFAC members discussed if changes to the program guidelines should be considered.

A staff team met in January and provided input regarding the program's eligibility criteria. CFAC members then met in February to review a number of items raised during their allocation meeting

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and to review results of an individual member survey that was conducted following their first calendar year working together.

## Discussion

The program's purpose is to support activities that increase the quality of life in the community and enhance the image of the Town. Priority is given to organizations that provide recreation, sport, artistic and cultural services for the benefit of the Milton community. The program is intended to assist organizations in their efforts to serve the community with responsive and cost effective programs and services.

During discussions about who is eligible to make application to the Milton Community Fund, it became evident the program should be encouraging groups to educate, showcase and support our community's cultural vibrancy. The program currently restricts organizations whose purpose and/or facility is related to religious and belief system activities from accessing the program. Removal of this restriction is one measure the Town can take to encourage cultural groups to be more open to general public participation.

Activities however, whose purpose is to promote religious doctrine or are being led by a person whose mandate includes the promotion of religious doctrine are currently ineligible. No change is being recommended to this criteria.

In addition, activities that are intended to upgrade facilities where religious or belief system activities occur are currently ineligible. No change is being recommended to this criteria.

In summary, a change to applicant eligibility is being recommended as follows:

Recommended change: removal of the following statement from the program guidelines

- Organizations whose purpose and/or facility is related to religious and belief system activities (Contained on page 2 of the proposed guidelines within the applicants not eligible for funding section)

Impact of this recommended change:

- Religious and belief system based organizations will be able to access funds from this program based on eligible activities

In order to understand the community benefit associated with proposals received, the application form will focus more directly on information to assess demonstrated need, impact to the organizations members, and the broader community impact (if any) that will be achieved as a result of a grant.

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## Financial Impact

None arising from this report.

Respectfully submitted,

Kristene Scott  
Commissioner, Community Services



For questions, please contact: Joy Anderson

Phone: Ext. 2529

## Attachments

Schedule A: PROPOSED Milton Community Fund Program Guidelines

CAO Approval  
Andrew M. Siltala  
Chief Administrative Officer

# Milton Community Fund Organization Guidelines 2020



## Purpose and Background

The Milton Community Fund Program is available to support not-for-profit organizations whose initiatives add to the quality of life within our community or enhance the image of the Town. The Milton Community Fund was established by Town of Milton Council to distribute a portion of the funds received from the Ontario Lottery and Gaming Corporation (Woodbine Mohawk Park) for the benefit of the community.



To date, more than \$6,659,052 has been distributed. The Town of Milton is grateful to the OLG for their financial contribution to our municipality.

## Relationship to the Town of Milton's Strategic Plan

The purpose of the Community Fund program is in keeping with the Town's strategic plan goal of a vibrant and connected community. The program assists the Town in achieving a complete, sustainable and livable community where people live, work, learn and play.

## Eligibility of Applicants

The Milton Community Fund is intended to support not-for-profit organizations and groups whose programs and services are aligned with the goals of the Town of Milton's strategic action plan. Priority will be given to organizations that provide recreation, artistic and cultural programs and services for the benefit of the Milton community.

## Organizational Requirements

### Organizations applying for a grant must:

1. Operate under the authority of an active volunteer board/executive/organizing committee with at least 5 members and a minimum of 4 members not related by blood or marriage.
2. Hold an annual general meeting and have a board of directors or executive committee elected from the general membership through a democratic election process.
3. Provide financial statements for the previous 2 years.
4. Have a minimum of 75% of its membership/registrants comprised of Milton residents/ratepayers **unless** evidence is provided to support the exceptions noted below\*.
5. Provide an operating budget for the organization's operating year in which funds received would be utilized.
6. Have completed all program requirements associated with a previous grant received from the Milton Community Fund.
7. Complete and submit an official grant application form according to the Milton Community Fund deadline.

**\*Exceptions to 75% Milton residency:** Recognizing that a broader population base is sometimes required for an organization to be successful, applicants may be exempted from this standard if the organization meets one of the following criteria:

- Provides an emerging or unique service.
- Services a population with special needs.
- Caters to a high performance/elite level of activity.
- Showcases community events which draw a significant audience base.

Community Services Department, **Mailing Address:** 150 Mary Street, Milton, ON, L9T 6Z5

For more information, contact Denise Black, **Phone:** 905-878-7252, ext. 2539, **Fax:** 905-864-3222

**Email:** [denise.black@milton.ca](mailto:denise.black@milton.ca)

Information provided by the applicant and contained within the application form and any applicable attachments, is collected under the authority of the Municipal Act, 2001, Section 11, and will be used to evaluate and recommend funding allocations for the Town of Milton, Community Services Department programs. If you have questions about this collection, please contact the Community Development Coordinator, 150 Mary Street, Milton, ON L9T 6Z5, 905-878-7252, ext. 2539.

Last Updated: March 11, 2020

## Funding Opportunities

Funding to organizations will be considered for the following:

- Start-up funds for emerging groups.
- Start-up funds for new programs and services.
- Program and service expansion.
- New projects.
- Equipment for programs and skills training.
- Educational or celebratory events (festivals, concerts, tournaments, championships, workshops, etc.).
- Training clinics or certification programs for coaches and trainers; activity must be considered a minimum certification requirement (maximum \$200 per person) <sup>1</sup>
- Training clinics or certification programs for officials (umpires, referees, etc.); activity must be considered an entry level certification requirement by the governing body (maximum \$200 per person) <sup>2</sup>
- Conferences (maximum \$1,000 per person).
- Facility upgrades and new construction of properties owned or leased by not-for-profit organizations serving Milton residents up to a maximum of \$30,000 (priority will be on projects located within the Town's municipal borders) <sup>3</sup>
- Matching support for projects which will enhance Town property<sup>4</sup>

### Notes

1. Organizations may request monies for more than one of the above funding options, but must consolidate all requests within one submission.
2. Training proposals will only be accepted from organizations with 75% Milton resident/ratepayers (exceptions to this requirement are not applicable to training requests).
3. For capital and/or facility upgrade requests, organizations are required to provide a financial and/or in-kind commitment to the project.
4. Organizations should contact the Town of Milton before starting a "matching grant" request at 905-878-7252 ext. 2539.

### Activities not eligible for funding

The following activities are not eligible for funding:

- Programs/services not aligned with the Town of Milton's strategic action plan.
- Invitational or discretionary travel.
- Travel or training associated with team tryouts.
- Uniforms for sport teams.
- Beautification projects.
- Flow-through funding (where the intent is to directly redistribute funds to others for example bursaries or scholarships).
- Facility upgrades where religious or belief system activities take place.
- Debt retirement, depreciation or deficit funding.
- Retroactive funding (activities or costs incurred before grant approval).
- Duplication of funding received or requested from another funding organization or level of government.
- Activities that could be deemed discriminatory as defined by the Ontario Human Rights Code.
- Activities whose purpose is to promote religious doctrine or are being led by a person whose mandate includes the promotion of religious doctrine.
- Political and/or advocacy activities.

### Applicants not eligible for funding

The following applicants will not be eligible for funding:

- Individuals.
- For-profit organizations.
- Foundations that raise funds for a not-for-profit, for-profit organization or another level of government and their associated groups or agencies.
- Universities, colleges, schools and their associated/auxiliary groups or agencies.
- Organizations considered to be within the social service sector.
- Organizations whose activities could be deemed discriminatory as defined by the Ontario Human Rights Code.
- Organizations whose purpose is related to political activity.
- ~~Organizations whose purpose and/or facility is related to religious and belief system activities~~
- Organizations that are not in good financial standing with the Town of Milton.

## Assessment Criteria

- The benefit to the Milton community and the need for the items proposed must be clearly demonstrated.
- Organizations must demonstrate how the community is made aware of the programs and services they provide and how the community can participate.
- The relationship between an organization's annual budget and the amount of funding requested should be realistic.
- Organizations must demonstrate their ability to manage and sustain growth that may result from a grant.

## Review/Approval Process for Grant Applications

- Applications are reviewed by members of the Community Fund Advisory Committee (CFAC), which is a group of volunteers comprised of 7 people, including one Milton Town Councillor.
- CFAC members will prioritize recommendations with respect to community benefit, lasting impact of the initiative and future sustainability.
- Other community funding organizations and levels of government may be consulted during the review process.
- Recommendations from CFAC are forwarded to Milton Council for final approval.

## Notification of Application Status

- Applicants will be notified in December, 2020.
- All grant recipients will receive written notification regarding the amount and specific uses of the funding, any funding conditions and applicable agreement requirements.
- Funding will be released with documentation of expected evaluation and reporting requirements.
- Grant recipients may be subject to a Town of Milton audit.

## Program Appeals

- Applicants who wish to appeal the decision made by Council must notify the Community Development Coordinator of their intent within 30 days of receiving notice of their status.

## Available Funds

The total funding available for cash grants from the 2020 Milton Community Fund program is \$269,000.

## Timing for Use of Funds

Successful candidates must use the grant funding by January, 2022. Exceptions can be made upon request.

## Application Submission Details

**Organization Submission Deadline:** Monday, June 15, 2020, by 4:30 pm.

### Submission Details

Submit your application package (no faxes, please) as follows:

The Corporation of the Town of Milton: Community Services Department

**Attention:** Denise Black, Community Development Coordinator

**Mail:** 150 Mary Street, Milton, ON L9T 6Z5

**Drop off:** Town Hall, 150 Mary Street

## Additional Information

**Contact:** Denise Black, Community Development Coordinator

**Phone:** 905-878-7252, ext. 2539

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**Web:** [www.milton.ca](http://www.milton.ca)

# Milton Community Fund

## Emerging Organization Guidelines 2020



### Purpose and Background

The Milton Community Fund Program is available to support not-for-profit organizations whose initiatives add to the quality of life within our community or enhance the image of the Town. The Milton Community Fund was established by Town of Milton Council to distribute a portion of the funds received from the Ontario Lottery and Gaming Corporation (Woodbine Mohawk Park) for the benefit of the community.



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### Relationship to the Town of Milton's Strategic Plan

The purpose of the Community Fund program is in keeping with the Town's strategic plan goal of a vibrant and connected community. The program assists the Town in achieving a complete, sustainable and livable community where people live, work, learn and play.

## Eligibility of Applicants

The Milton Community Fund is intended to support not-for-profit organizations and groups whose programs and services are aligned with the goals of the Town of Milton's strategic action plan. Priority will be given to organizations that provide recreation, artistic and cultural programs and services for the benefit of the Milton community.

## Organizational Requirements

### Emerging Organizations applying for a grant must:

1. Operate under the authority of an active volunteer board/executive/organizing committee with at least 5 members and a minimum of 4 members not related by blood or marriage.
2. Have existed in the community for less than 3 years.
3. Have a minimum of 75% of its membership/registrants comprised of Milton residents/ratepayers **unless** evidence is provided to support the exceptions noted below\*.
4. Provide an operating budget for the organization's operating year in which funds received would be utilized.
5. Have completed all program requirements associated with a previous grant received from the Milton Community Fund.
6. Complete and submit an official grant application form according to the Milton Community Fund deadline.
7. Request funding up to a maximum of 25% of their annual operating budget.

**\*Exceptions to 75% Milton residency:** Recognizing that a broader population base is sometimes required for an organization to be successful, applicants may be exempted from this standard if the organization meets one of the following criteria:

- Provides an emerging or unique service.
- Services a population with special needs.
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Last Updated: March 11, 2020

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