



# The Corporation of the Town of Milton

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**Report To:** Council

**From:** Kristene Scott, Commissioner, Community Services

**Date:** March 27, 2023

**Report No:** COMS-005-23

**Subject:** Milton Small Grant Program Update - 2022 Allocation and 2023 Program Update

**Recommendation:** THAT COMS-005-23 be received for information  
AND THAT up to \$125,000 be allocated in 2023 from the Milton Community Fund budget to support the Milton Small Grant Program;  
AND THAT the maximum grant per application be increased from \$400 to \$2,500.

## EXECUTIVE SUMMARY

- The Milton Small Grant program (MSGP) encourages events and activities that support relationship building among community members and provide opportunities for connection, knowledge sharing, cultural exchange and community-building.
- The program was introduced in 2022 as a pilot to encourage and enhance support for small scale citizen-led activities.
- 15 recipients (includes Milton residents and organizations) were supported in 2022.
- The program is currently funded through an allocation of up to \$20,000 from the Milton Community Fund (MCF).
- Based on feedback from applicants, Town facility rental fees will now be included in the MSGP as an eligible expense.
- In response to the recent funding increase to the 2023 MCF budget, trends within the community, and providing additional flexibility and capacity for the in-year award of funding, staff recommend that allocation for the MSGP be increased to \$125,000 and that the maximum grant be increased from \$400 to \$2,500 per application.
- Staff will report back to Council with a status update, recommendations on the pilot program and summary of the 2023 funding allocations in Q1 2024.



## REPORT

### Background

In response to our growing and increasingly diverse community, staff recommended the introduction of a funding stream to encourage and enhance support for small scale citizen-led activities.

The Milton Small Grant program (MSGP) was introduced in 2022 as a pilot project for Milton residents and not-for-profit organizations planning small scale, citizen-led activities/events that enhance the well-being of Milton residents. The application process is less onerous than the Milton Community Fund (MCF), therefore allowing groups who do not have the organizational capacity or expertise to access funding.

In 2022, there were 15 successful recipients that were allocated a total of \$6,000 to support events and activities including: neighbourhood street parties, neighbourhood community rinks, games nights and workshops (Schedule A). The balance of available funding was returned to the MCF and re-distributed through the annual allocation process.

While it is understood that the Milton Community Fund Program is a valuable resource for established not-for-profit organizations, the alternative to access the MSGP has provided options for organizations to consider relative to their objectives. The additional flexibility in the timing of applications that is offered by the MSGP also compliments the MCF while still ensuring that funding is directed towards the Town's intended utilizations and purposes.

### Discussion

The MSGP is intended to support not-for-profit organizations, individuals and groups whose events and activities are aligned with the goals of the Town of Milton's strategic action plan and supports relationship building among community members; providing opportunities for connection, knowledge sharing, cultural exchange and community-building. The 2023 Milton Small Grant Program Guidelines are attached as Schedule B.

#### Funding Increase

In response to the Milton Community Fund budget increase, and with consideration for trends within the community and additional flexibility offered by the MSGP, staff recommend that \$125,000 of the \$500,000 budget be directed to the MSGP. The funding increase for the MSGP will assist organizations with in-year requests which is the biggest challenge staff experience with groups looking for financial support.

#### 2023 Milton Small Grant Program Timelines

- Media launch and applications available: April 4, 2023
- Deadline for applications: Rolling deadline (or until funds are exhausted)
- Staff approvals based on fund parameters: April - December, 2023

## Financial Impact

When the MSGP was introduced through report COMS-011-21, it was noted that funding would be provided from within the approved budget for the MCF, with any unused portion being redirected back to the broader MCF each November. With an increase in the overall size of the MCF (from \$250,000 to \$500,000) being approved as part of the 2023 Budget process and the first year of the MSGP now complete, a review of the funding available for the 2023 MSGP program is timely. As noted above, the recommended increase in the upset limit of the MSGP from \$20,000 to \$125,000 is intended to be funded entirely from the existing approved budget for the MCF, therefore no further impact is expected to the Town's reserve balances or operating budget.

COMS-011-21 indicated that with a limit of \$400 per application and an overall funding envelope of \$20,000, that the MSGP could support approximately 50 events per year. This estimate remains valid with the revised limit of \$2,500 and an envelope of \$125,000, noting that the number of events could potentially increase as not all applications will require or be approved for the full \$2,500 limit.

Respectfully submitted,

Kristene Scott  
Commissioner, Community Services

For questions, please contact:      Scott Stuart,      Phone: Ext. 2220  
Manager, Business and Support  
Services, Community Services

## Attachments

Schedule A – 2022 Milton Small Grant Program Allocation Summary  
Schedule B – 2023 Milton Small Grant Program Guidelines

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.

**MILTON SMALL GRANT PROGRAM  
2022 Allocations**

	<b>Applicants</b>	<b>Funded (\$)</b>	<b>Declined (\$)</b>
1	Meet the Neighbours and Lawn Bowling Event	400.00	-
2	Introduction to Chess	400.00	-
3	Board Game Event	400.00	-
4	Neighbourhood Street/Block Party	400.00	-
5	Community Clean-Up - Ford Neighbourhood	-	400.00
6	Milton Community Clean-Up	-	400.00
7	Neighbourhood Clean-Up	-	400.00
8	Mela Eid	-	400.00
9	Community Gathering	400.00	-
10	Batty About Bats Workshop	400.00	-
11	Community Dance and Celebration	400.00	-
12	Milton Canada Day Celebration	400.00	-
13	Soccer and Leadership Camp	400.00	-
14	Community of Care Workshop	400.00	-
15	Local Music Night	400.00	-
16	Music Series and High Tea Seniors Program	-	400.00
17	Islamic Heritage Month Event	-	400.00
18	Short Film - Food for Thought	-	400.00
19	Neighbourhood Rink: Meighen Park	400.00	-
20	Neighbourhood Rink: Laurier Park	400.00	-
21	Neighbourhood Rink: Scott Neighbourhood Park E	400.00	-
22	Neighbourhood Rink: Wilmott Park	400.00	-
	<b>Total:</b>	<b>6,000.00</b>	<b>2,800.00</b>

*Declined applications did not meet Milton Small Grant Program eligibility criteria.*

Milton residents and not-for-profit corporations/non-profit organizations planning small scale, citizen-led activities that will enhance the well-being of Milton residents, can apply for the Milton Small Grant Program. The total funding available for cash grants from the 2023 Milton Small Grant program is \$125,000 with a maximum applicant allocation of \$2,500.

## Applicant Eligibility and Requirements

1. Be a Milton resident/resident group **or** a Milton-based not-for-profit corporation/non-profit organization, in good financial standing with the Town of Milton.
  - **Resident/Resident Group:**
    - Applicant must be 18 years of age or older
    - One (1) application, per Milton residential address, per year (proof of residence status may be requested)
    - Resident applications cannot involve organization(s) partnering, presenting, sponsoring the event/activity
  - **Not-For-Profit Corporation/Non-profit Organization:**
    - Operate under the authority of an active volunteer board/executive/organizing committee with at least five (5) members and a minimum of four (4) members not related by blood or marriage
    - A minimum of 75% of its membership/registrants comprised of Milton residents/ratepayers
    - One (1) application, per organization, per year
2. Completed any previous Town of Milton grant requirements.
3. Successful recipients become ineligible for any other Town of Milton grant funding for the same calendar year that the Milton Small Grant has been allotted.
4. Grant recipients must provide proof of General Liability Insurance coverage for any approved allocations or associated events, with a limit of not less than \$5 million proof of insurance, listing the Corporation of the Town of Milton, 150 Mary St., Milton., ON L9T 6Z5 as an additional insured and it must include an indication that cross liability is included under the General Liability Policy.
5. Grant recipients are responsible for all arranging and applying for any and all inspections/permits/licenses/approvals related to the approved items of their application.

## Funding opportunities are available for events/activities that:

- ✓ Take place in, or directly benefit the Milton community.
  - ✓ Provide for community building, opportunity for connection, knowledge sharing and relationship building; and can include:
    - Knowledge sharing (i.e. arts and culture workshops/events, cooking demonstrations, games nights, storytelling workshops);
    - Support for vulnerable or isolated community members;
    - Health and wellness workshops, gardening events;
    - Neighbourhood street or block parties;
    - Walking tours.
- NOTE:** *The examples above are not a complete list; all ideas that meet and align with the program's purpose are welcome to be submitted for funding consideration.*
- ✓ Are free, accessible for the Milton public to attend.
  - ✓ Are held on: public property; not-for-profit corporation's/non-profit organization's operating location; private property rental space (that has been publicly available for at least one (1) year).

## Steps to apply:

1. Applicant reviews these guidelines to confirm eligibility.
2. Applicant submits an application (30 business days prior to the event/activity) at the [www.milton.ca](http://www.milton.ca) (on the Milton Small Grant Program webpage).
3. Applications are reviewed by Town staff to assess eligibility/alignment with the program's requirements.
  - Funding may be allocated in any amount as deemed appropriate. **All decisions are final.**
4. Applicants will be notified of application status within 15-business days of submission. Approved applications are considered pending, until a Post-event Summary Form is submitted upon event/activity conclusion, then validated.
5. Applicants that receive pending approval, run the event/activity.
  - Applicant follows all municipal, provincial and federal legislation and by-laws related to the event/activity.
  - **For Town of Milton property reservation:** Applicant secures reservation via the [Facility Booking Office](mailto:facilitybooking@milton.ca) ([facilitybooking@milton.ca](mailto:facilitybooking@milton.ca); 905-875-5418).
  - **For neighbourhood street/block parties:** Applicant secures permit via the [Street Party Petition form](#) (permit is free; however insurance will be required).
6. Applicants that receive pending approval submit a Post-event Summary Form (including all receipts) **within ten (10) business days after the event/activity (and by December 31)** to demonstrate program adherence.

7. Approved grant recipients receive payment.
  - Individuals/organizations unable to accept funding from the OLG, can contact Town staff for more details, as there are alternate funding sources available.
  - Grant recipients can be subject to an audit conducted by the Town of Milton.

The following **elements** are eligible for funding; and include, but are not limited to:

- ✓ Contract fees (e.g. artists, service people, security, etc.)
- ✓ Equipment
- ✓ Food and/or beverages (non-alcoholic)
- ✓ Music
- ✓ Operating costs (e.g. liability insurance, road closures, etc.)
- ✓ Promotion
- ✓ Rental Fees
- ✓ Supplies

The following **events/activities** are **not** eligible for funding:

- ✗ Neighbourhood clean-ups: The Town has an annual spring program and partnerships in place for neighbourhood clean-up initiatives. Clean-up days are listed on the [Town of Milton website](#)
- ✗ Flow-through funding (Redistribution of funds to others, for example bursaries/scholarships)
- ✗ Requests to reimburse individuals for time invested
- ✗ Invitational or discretionary travel
- ✗ Duplication of funding received 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
- ✗ Fundraising events or drives
- ✗ Purchase of items that need to be “owned” by someone after the event/activity (excludes not-for-profit corporations/non-profit organizations)
- ✗ Purchase of any alcohol beverages, tobacco, or cannabis products

The following **applicants** are **not** eligible for funding:

- ✗ For-profit organizations
- ✗ Foundations that raise funds for a not-for-profit corporation, non-profit organization, 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

## Application Submission Information

- Applications are accepted **throughout the year**.
- This grant is allocated on a first-come, first-served basis. Should annual program funding be depleted prior to the end of the calendar year, the application window will be closed from that point and for the remainder of the year.
- The online application form is available at [www.milton.ca](http://www.milton.ca) (on the Milton Small Grant Program webpage)

## For questions, please contact:

**Contact:** Community Services Department  
**Web:** [www.milton.ca](http://www.milton.ca) (on the Milton Small Grant Program webpage)  
**Phone:** 905-878-7252, ext. 2539  
**E-mail:** [miltoncommunityfund@milton.ca](mailto:miltoncommunityfund@milton.ca)

## Background

The Milton Small Grant Program was approved by **Town of Milton Council** as a 2-year pilot for 2022 and 2023. It aims to advance the [Culture Plan's](#) mission, which speaks to the role of the Town in collaborating and investing in Milton's diverse people and places in order to elevate local capacity, talent, experiences and relationships. The program is funded via the [Milton Community Fund](#), which receives funding from the **Ontario Lottery and Gaming Corporation (OLG)**'s Mohawk location [Page 85 of 108](#) the community.

