



The Corporation of the Town of Milton

Report To: Council

From: Kristene Scott, Commissioner, Community Services

Date: March 27, 2023

Report No: COMS-007-23

Subject: Milton Community Fund Program Guideline Update

Recommendation: THAT COMS-007-23 be received for information;
AND THAT United Way Halton & Hamilton be required to follow the same reconciliation process as other organizations receiving proceeds from the Milton Community Fund.

EXECUTIVE SUMMARY

- The Milton Community Fund (MCF) supports not for profit groups in their activities that enhance the quality of life and/or image of our community. Funds for this program are provided from the proceeds received from the Ontario Lottery and Gaming Corporation (Mohawk location).
- In consultation with the Community Fund Advisory Committee (CFAC), staff has updated the 2023 Program Guidelines including: the requirement for general liability insurance when receiving funds, removing the appeal process and simplifying the documentation groups submit to demonstrate residency requirements.
- Deadline for applications for the 2023 program is September 11, 2023. Allocation recommendations will be presented to Council on December 18, 2023 and funding will be distributed for use in 2024.
- Organizations seeking in-year funding requests will be directed to the Milton Small Grant Program.
- Staff has included additional information in this report regarding eligibility and previous funding allocations for Halton Healthcare Services and the United Way Halton & Hamilton as per previous Council resolutions (COMS-018-05 and COMS-015-09); since 2016, an average of 23% of the MCF has been allocated to these organizations.
- Within Council's previous resolution to make the United Way eligible, staff has put forward a recommendation that the United Way Halton & Hamilton follow the same reconciliation process as other organizations receiving proceeds from the Milton Community Fund. This ensures transparency regarding how funds are disbursed to social sector agencies in the community.



REPORT

Background

Community Benefit

The Milton Community Fund (MCF) is a valued resource that has assisted many organizations to maintain, enhance and expand their programs and services for the betterment of our community.

Since its initiation in 2001, the MCF has received requests for financial support totaling \$18,031,827 and provided cash grants totaling \$7,332,799 to organizations in the Milton community.

In 2021, the Milton Small Grant Program (MSGP) was introduced as a pilot project for Milton residents and not-for-profit organizations planning small scale, citizen-led activities/events that enhances the well-being of Milton residents. A portion of the Milton Community Fund budget (up to \$20,000) is allocated to this pilot program. The application process is less onerous than the MCF, therefore allowing groups who do not have the organizational capacity or expertise to also have opportunities for funding in-year requests.

Consultation & Evaluation Process

Staff assess the application and guideline package on an annual basis. Guidelines are brought to Council for approval when substantive changes are being recommended including: changes in eligibility; a new category of funding; a focus on the guidelines to support a new strategic program objective (as per Council Report COMS-008-15).

Consultation and opportunities to provide feedback on program guidelines, concerns, and potential improvements is on-going:

- Staff consult regularly to potential applicants which helps identify barriers to the program. At times this has led to changes in the guidelines to clarify eligibility, application process improvements and general clarity of the documents.
- As staff review applications, areas where further clarity could assist the review teams are identified.
- Based on comments made during the application review process, staff note of areas that require further attention and discussion. Recommendations for change are discussed at staff team meetings and with the CFAC.
- Staff invest time consulting with applicants whose proposals are not recommended for funding; this provides an opportunity to offer feedback to the applicants and hear applicants' challenges and concerns.



Background

Staff continue to increase their knowledge of activities related to supports for the not-for-profit sector through workshops and research of regional, provincial and national initiatives (e.g. Halton Region Community Investment Fund, Ontario Arts Council, Ontario Trillium Foundation).

Discussion

The MCF 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 is provided to organizations that provide recreation, sport, artistic and cultural programs, events and services for the benefit of the Milton community and eligibility is determined on this basis.

MCF 2023 Program Guideline Updates

Based on CFAC feedback and staff review, the following changes to the existing guidelines are being implemented for the 2023 Milton Community Fund program.

Recommended Change	Impact of Change	Rationale
Insurance requirement for all MCF funded items and activities; limit of not less than \$5 million proof of insurance, listing the Corporation as an additional insured.	Organizations/Individuals will be required to obtain applicable insurance.	This additional requirement will protect grant recipients and the Town of Milton by ensuring allocated items and activities are covered by insurance in the event of injury/damage.
Removal of the appeal process.	All decisions recommended by CFAC and approved by Town Council will be final.	Council approves the allocation of funding via CFAC recommendations. This change is consistent with similar grant programs in surrounding municipalities.
Change the documentation required to demonstrate residency requirements to a declaration versus submission of a membership list.	Simplified process for organizations; minimizes the paperwork submitted to the Town.	Streamlined process for organizations; minimizes FOI issues. Organizations may still be subject to an audit if there are questions related to their declaration.



Discussion

Funding Increase

In response to the 2023 Milton Community Fund budget increase, and trends within the community, staff have recommended through (COMS-005-23) that \$125,000 of the \$500,000 budget be directed to the Milton Small Grant Program to address in-year funding requests which is the biggest challenge staff experience with groups looking for assistance.

Subject to Council approval, the balance of \$375,000 will be allocated through the normal annual process (December 2023) and benefit organizations wishing to apply for larger amounts of funding for purchased goods, equipment, capital improvements and/or events for use in 2024.

As the MSGP is still a pilot program, staff will be providing an update to Council including recommendations for future funding allocations from the MCF in Q1 2024.

2023 Milton Community Fund Timelines

The following is the proposed 2023 Milton Community Fund timetable.

- Media launch and applications available: May 8, 2023
- Deadline for applications: September 11, 2023
- CFAC Allocation Meeting: November 14-15, 2023
- Recommendations to Council: December 18, 2023

Halton Healthcare/United Way - Council Direction

During the December 13, 2021 Council meeting, Council initiated a discussion regarding allocations from the Milton Community Fund (MCF) to Halton Healthcare Services and the United Way Halton & Hamilton and directed staff to provide more information regarding allocations to these organizations.

Following that meeting, staff issued a memo to Council that included a history of allocation information and a recommendation to not make any changes to the program guidelines until staff presented updates/changes to the MCF program which would then be implemented for future allocations.



Discussion

2016-2022 MCF Allocation Review - Halton Healthcare Services Corp./ United Way Halton & Hamilton

Year	Halton Healthcare Services Corp.			United Way		
	Requested	Funding	% of Total MCF Funding	Requested	Funding	% of Total MCF Funding
2016	\$29,702.00	\$29,702.00	13%	\$ -	\$5,000.00	2%
2017	\$26,097.00	\$26,097.00	9%	\$ -	\$25,000.00	9%
2018	\$88,652.15	\$48,527.13	18%	\$ -	\$20,000.00	7%
2019	\$75,694.76	\$26,084.00	10%	\$ -	\$20,000.00	8%
2020	\$68,976.25	\$29,906.00	11%	\$ -	\$35,000.00	13%
2021	\$54,192.75	\$54,193.00	21%	\$ -	\$20,000.00	8%
2022	\$43,042.70	\$43,042.70	17%	\$ -	\$38,667.56	16%
Grand Total	\$386,357.61	\$257,551.83	14%	\$ -	\$163,667.56	9%

*% of Total MCF Funding is based on the amount allocated in a particular year which varies.

Like many social service agencies and healthcare organizations, United Way Halton & Hamilton and Halton Healthcare play an important role in the community and positively impact the lives of Milton residents.

The United Way Halton and Hamilton does not meet the eligibility requirements as outlined in the MCF Guidelines. However, in 2009, Council approved the following recommendation: “THAT social service agencies be restricted from direct access grants from the Milton Community Fund. As part of the fall funding phase, CSAC will review funds available and will make a recommendation to provide a portion of funding to the United Way who can use these funds to best support social service agencies serving the Milton community” (COMS-015-09).

The decision of the day was based on two factors (a) Most of the MCF funding support was to be directed towards arts, culture and heritage groups, sport and recreation organizations and community groups providing leisure activities; at the time there were two intake periods and the United Way would only be eligible to receive funding as part of the second intake period (fall); (b) That Social Service agencies may have the opportunity to access grants through an agency who more fully understands the sector and issues facing Milton.



Discussion

As a result of this Council decision, the committee (now called the Community Fund Allocation Committee) presents a separate funding recommendation for the United Way to Council for approval each year as part of the MCF Allocation report without the submission of a formal application. There are no parameters associated with the allocation of funding and no direct reconciliation process. As a result, there is no knowledge of how the funds will be directed in advance of the committee making a funding recommendation to Council. In addition, the United Way is not currently required to submit a reconciliation of how funds were disbursed to social sector agencies in the community.

Within Council's previous resolution to make the United Way eligible, staff has put forward a recommendation that the United Way Halton & Hamilton follow the same reconciliation process as other organizations receiving proceeds from the Milton Community Fund.

Other alternatives Council may wish to consider is (a) Setting an upset limit for United Way versus a subjective dollar amount determined by the CFAC, (b) Directing a certain percentage of the annual remaining MCF balance to United Way (this would occur after money has been allocated to other applicants), or (c) Removing United Way as an eligible applicant.

Halton Healthcare does not meet the intended spirit of the current MCF program as their organization does not provide recreation, artistic or cultural programs for the benefit of the Milton community. However, in a 2005 Council report (COMS-018-05), staff indicated that feedback was received from the allocations committee and members of Council that there was interest in supporting the hospital via the MCF. Based on this feedback, staff at the time recommended that Halton Healthcare applications for small equipment needs at the Milton Hospital with an upset limit of \$75,000 should be considered by the committee. Halton Healthcare continues to be eligible based on the previous Council resolution and traditionally requests funding for medical equipment each year.

Similar to the alternative options outlined above, Council may wish to consider (a) Reducing the upset limit of \$75,000 previously set by Council (b) Directing a certain percentage of the annual remaining MCF balance to Halton Healthcare (this would occur after money has been allocated to other applicants), or (c) Removing Halton Healthcare as an eligible applicant.

Financial Impact

The 2023 approved budget provides \$500,000 for the MCF, with funding from the Ontario Lottery and Gaming Association revenue that the Town receives each year. A portion of these funds are dedicated towards the implementation of the MSGP pilot program, with the balance being awarded in December following the application and review process.

Respectfully submitted,



Kristene Scott
Commissioner, Community Services

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

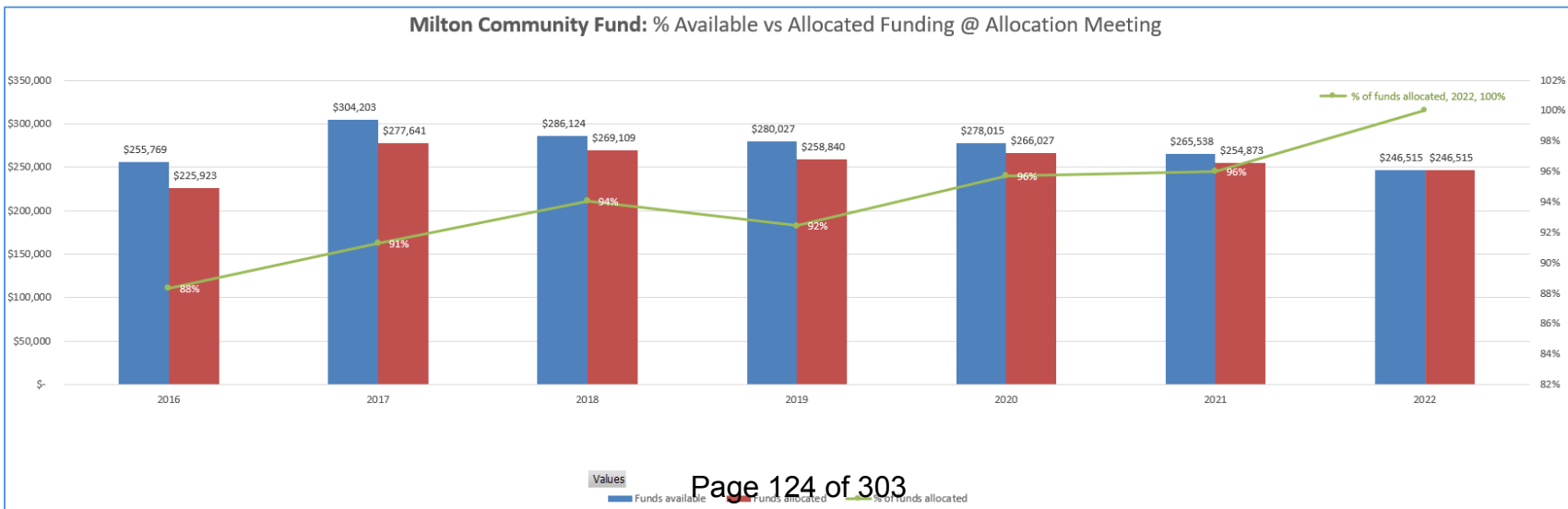
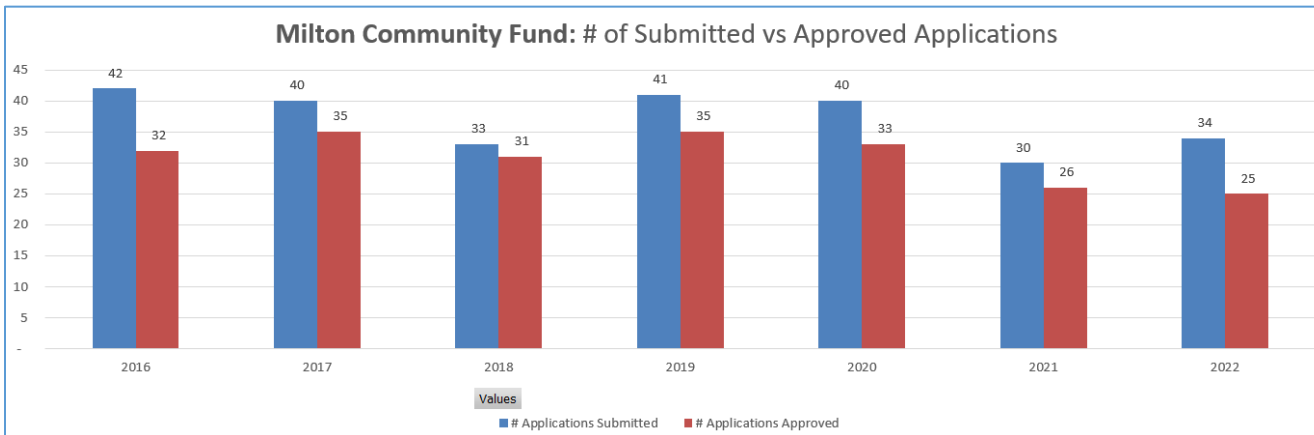
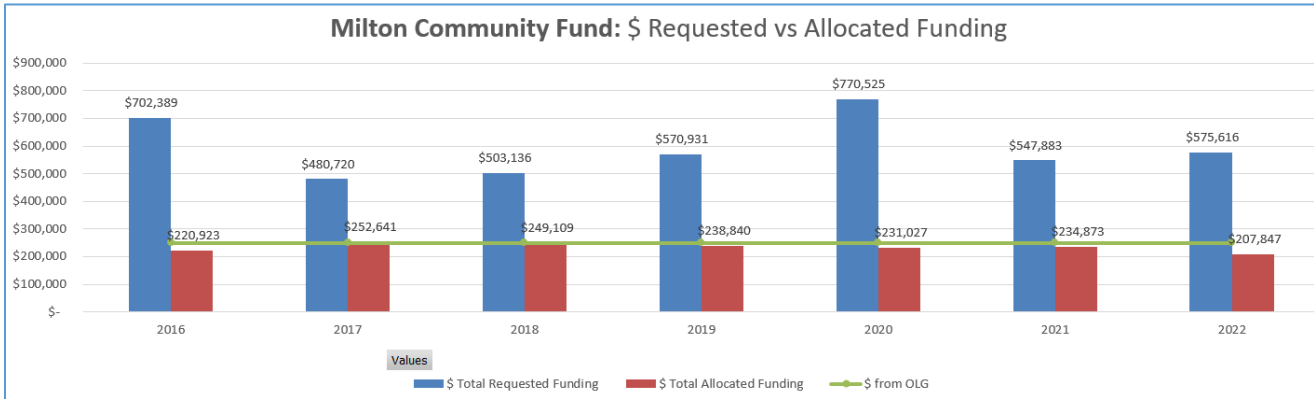
Attachments

Schedule A – Summary of requests and allocations from 2016 to 2022
Schedule B – 2023 Milton Community Fund 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.



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 \$7.3 million 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. Have existed in the community for three (3) years or more years.
2. 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.
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. Hold an Annual General Meeting and have a board of directors or executive committee elected from the general membership through a democratic election process.
5. Have completed all program requirements associated with a previous Milton Community Fund grant.
6. Provide an operating budget for the organization's operating year in which funds received would be utilized. If this has not been established by application submission, the organization must submit either a draft or the previous year's.
7. Provide financial statements for the previous two (2) years.
8. Organizations unable to accept funding from the OLG, can contact Town staff for more details, as there are alternate funding sources available.
9. Complete and submit a Milton Community Fund Grant Application Form in accordance with deadline; applications will not be accepted or considered after this point.
10. Successful recipients become ineligible for any other Town of Milton grant funding for the same calendar year that the Milton Community Fund has been allotted.

***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

Funding Opportunities

The following activities **are** eligible for funding:

- ✓ 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)
- ✓ 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). Training proposals will only be accepted from organizations with 75% Milton resident/ratepayers (exceptions to this requirement are not applicable to training requests).
- ✓ 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). For capital and/or facility upgrade requests, organizations are required to provide a financial and/or in-kind commitment to the project.
- ✓ Matching support for projects which will enhance Town property. Organizations should contact the Town of Milton before starting a "matching grant" request at 905-878-7252 ext. 2539.

Please be aware of the following requirements

- Submission of an application does not guarantee funding. Organizations are cautioned from relying on the Milton Community Fund for annual support, as funding determinations are made in context with the total number of submissions made each year and the total amount of funding available.
- Organizations may request monies for more than one of the above funding options, but must consolidate all requests within a single application.
- 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.
- 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.

Ineligible

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
- ✗ Miscellaneous expenses

Milton Community Fund Organization Guidelines 2023



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 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 receiving this grant.

Review/Approval Process for Grant Applications

- Applications are reviewed for completeness and clarity by Town of Milton staff members, and then forwarded to members of the Community Fund Advisory Committee (CFAC), which is a group of volunteers comprised of seven (7) people, including one (1) 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.
- Funding may be allocated in any amount as deemed appropriate by CFAC. All decisions are final.

Notification of Application Status

- Applicants will be notified of their application status by January 2024.
- All grant recipients will receive written notification regarding the amount and specific uses of the funding, any funding conditions, and any applicable agreement requirements.
- Funding will be released with documentation of expected evaluation and reporting requirements.
- Grant recipients can be subject to an audit conducted by the Town of Milton.

Available Funds

The total funding available for cash grants from the 2023 Milton Community Fund program is approximately \$325,000.

Timing for Use of Funds

Successful candidates must use the grant funding within one (1) year of receiving the funds. Exceptions can be made upon request.

Application Submission Deadline

Monday, September 11, 2023, by 4:30 pm.

Submit your application package as follows:

The Corporation of the Town of Milton (Community Services Department)

Attention: Milton Community Fund

By Mail or In-Person: Town Hall, 150 Mary Street, Milton, ON, L9T 6Z5

For more information

Contact the Milton Community Fund Administrator, **Phone:** 905-878-7252, ext. 2539

Email: miltoncommunityfund@milton.ca

Purpose and Background

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Relationship to the Town of Milton's Strategic Plan

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Eligibility of Applicants

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Organizational Requirements

Emerging Organizations applying for a grant must:

1. Have existed in the community for three (3) years or more years.
2. 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.
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. Have completed all program requirements associated with a previous Milton Community Fund grant.
5. Provide an operating budget for the organization's operating year in which funds received would be utilized. If this has not been established by application submission, the organization must submit either a draft or the previous year's.
6. Organizations unable to accept funding from the OLG, can contact Town staff for more details, as there are alternate funding sources available.
7. Complete and submit a Milton Community Fund Grant Application Form in accordance with deadline; applications will not be accepted or considered after this point.
8. Successful recipients become ineligible for any other Town of Milton grant funding for the same calendar year that the Milton Community Fund has been allotted.
9. 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
- ✓ Caters to a high performance/elite level of activity
- ✓ Showcases community events which draw a significant audience base

Funding Opportunities

The following activities **are** eligible for funding:

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- ✓ 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). For capital and/or facility upgrade requests, organizations are required to provide a financial and/or in-kind commitment to the project.
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