

THE CORPORATION OF THE CITY OF WINDSOR POLICY

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		Approved By:	CR214/2015
Subject:	Waiver of Fees & Grant	Effective Date:	IMMEDIATE
	Funding Policy	Procedure Ref:	F1.B2.15
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1. POLICY STATEMENT

1.1. The City of Windsor will consider grant funding requests, or the waiving of City fees, for community organizations that support social and/or community objectives.

2. PURPOSE

- 2.1. To provide a systematic and consistent approach in assessing requests for grant funding or waiving City fees.
- 2.2. To provide support, where appropriate, to community organizations that provide facilities and/or services that maintain and improve the quality of life for residents of the City of Windsor.
- 2.3. To ensure that approved grant funding or waiver of fees will not materially impact the City’s budgets and overall fiscal objectives.

3. SCOPE

- 3.1. This policy applies to all, external, third party requests for grant funding and/or a waiver of City fees.
- 3.2. Notwithstanding section 3.1, the following requests for grant funding and/or a waiver of City fees are **excluded** from the scope of this policy:
 - 3.2.1. Fees which cannot be waived by the City.
 - 3.2.2. Those grant and/or waiver of fees requests that are subject to separate review and consideration under the City’s Arts, Culture & Heritage Fund Program and Farmers Market Program or any other program designated by City Council under specific rules.
 - 3.2.3. Agency grants pre-approved during budget deliberations.

4. RESPONSIBILITY

- 4.1. The **Applicant** is responsible to:
 - 4.1.1. Submit to “The Corporation of the City of Windsor–City Clerk” a request for grant funding or waiver of fees along with required pertinent information to facilitate an evaluation of the request based on the criteria as set out in this policy. **This request should be provided, at a minimum, 90 days prior to the required funding date.**
 - 4.1.2. Recognize the City’s contribution and acknowledge the support it receives in all public announcements, launch, media interviews and other promotions including but not limited to social media and digital technologies.

- 4.2. The **Appropriate Department Head**, or designate, (as determined by the City Clerk) is responsible to:
- 4.2.1. Determine whether the request meets the eligibility criteria contained within this policy.
 - 4.2.2. Obtain input from the Legal Department as relates to any legal implications associated with the request.
 - 4.2.3. Obtain input from the appropriate city/regional department(s) that can knowledgably evaluate the community and/or social and/or economic benefits that are associated with the initiative that has generated the request for the grant or waiver of fees.
 - 4.2.4. Obtain input from the Finance Department as relates to financial implications of the request.
 - 4.2.5. Prepare a report with a recommendation (where applicable) relative to the grant or waiver of fees request.
- 4.3. The **Chief Financial Officer & City Treasurer**, or designate, is responsible to:
- 4.3.1. Provide financial information as it relates to the grant or waiver of fees request.
 - 4.3.2. Report operating budget variances, relative to grant or waiver of fees funding approvals under this policy, as part of the regular operating budget variance report.
 - 4.3.3. Direct the review of this policy, at a minimum every five years, and update as required.
- 4.4. The **Chief Administrative Officer (CAO)**, or designate, is responsible to:
- 4.4.1. Review and consider the Departmental report as per section 4.2.5.
 - 4.4.2. Render a decision for waiver of fee requests consistent with criteria outlined within this Policy and by delegation of authority as granted by Council.
- 4.5. **City Council** is responsible to:
- 4.5.1. Review and consider the Departmental report as per section 4.2.5.
 - 4.5.2. Render a decision on the request using the overall criteria in this policy as a general guideline.
 - 4.5.3. Determine the permanent listing, as per section 5.6 which shall be updated at a minimum every five years or sooner in the event that the applicant or other material change for an event occurs, or upon a proposal for earlier review by the City Treasurer, City Clerk or CAO.

5. **GOVERNING RULES AND REGULATIONS**

- 5.1. This policy is intended to consider the provision of grant and/or waiver of fees funding under exceptional circumstances only. It is not intended to cover regular and/or on-going financial support issues which should be dealt with as part of the annual operating budget.
- 5.2. The general intent of the eligibility guidelines is to consider only requests from **non-profit** or **not-for-profit** organizations that provide broadly based and valuable services to Windsor residents, and responsibility for which does not normally rest with other levels of government.
- 5.3. Organizations which are specifically **excluded** from eligibility include the following:
 - Government institutions (federal, provincial, regional and municipal)

- Charitable organizations that have charity status from Canada Revenue Agency and are able to issue official donation receipts.
- For profit entities
- Faith based organizations
- Political organizations
- Educational institutions
- Hospital and/or Medical facilities

Notwithstanding the above, in circumstances where the initiative that is generating the grant/waiver request is based on a partnership of the City of Windsor and another government entity, consideration may be given for the grant/waiver.

5.4. For eligible organizations approval will generally be guided by the following criteria:

5.4.1. Social/Community Benefits

- Significant social/community benefits accrue broadly to Windsor residents, and/or the community as a whole, from the services provided by the applicant.
- The dollar value of the grant funding, is considered to be outweighed by the social/community benefits and/or the potential economic spin-off.
- The extent to which the services being provided by the applicant will reduce/eliminate the need for the City to deliver that service within the community.
- The services provided by the applicant assist in meeting the vision of the Community Strategic Plan and Council Priorities.

5.4.2. Applicant History/Financial Well Being

- The applicant has a history of good management and success in delivering the services provided to the community.
- Ability of the applicant to provide financial statements upon request with a strong preference given to audited financial statements.
- The frequency of requests by the applicant for grant funding or the waiving of fees.
- The requestor is willing to sign a Letter of Understanding upon approval of the grant funding, or waiver, which states that “the City of Windsor reserves the right to audit the financial statements or operating affairs of the applicant upon reasonable request to do so. The applicant will make available all books and records to the City and/or its agents.”
- The extent to which the City’s contribution can be used by the applicant to obtain (leverage) additional funding from other sources.

5.4.3. Other Funding Options available to the applicant

- The availability of other funding options to the applicant (fundraisers, senior level of government grants, etc.). The request for City funding should be viewed as a last resort.
- The extent to which responsibility for the applicant’s funding normally rests with the federal government, province, or other agencies. It is not the City’s intent to take over funding responsibilities that generally rest with other levels of government.

Notwithstanding this requirement, a grant or waiver of fees may be considered in those extraordinary cases where an applicant is undertaking a special project that falls outside the normal ongoing funding envelope of the applicant but would otherwise meet all of the guidelines of this policy.

- Where the requesting organization provides services which are also used by residents from outside of the City, the extent of the contributions received from other municipalities will also be considered in the recommendation/decision.

5.4.4. City Budgetary Considerations

- If the request is made during budget deliberations, consideration will be made taking into account the impact on council's fiscal objectives and other budget pressures for the year in question.
- If the request is made after budget approval, considerations will include the City's projected surplus/deficit for the fiscal year in question.
- The cumulative total of grants/waiver already approved within the fiscal year.

5.5. A report will not be presented to Council, where the waiver and/or grant request which is materially consistent with previous years' requests, (event, value requested and applicant), has been pre-approved by City Council to be added to the up to date permanent listing, as further described in section 5.6.

5.6. City Council will, from time to time, add events to a permanent listing of special events which will be entitled to a grant and/or waiver of fees for the items identified in such permanent listing. Eligibility criteria for the permanent listing, which may be considered by Council, includes but is not limited to the following:

- (a) There is a history of past waiver of fee and/or grant approvals for the event and a further waiver of fees and/or grant is being requested;
- (b) The organization is a non-profit or not-for-profit organization;
- (c) The organization has provided evidence that it does not pay wages;
- (d) The organization proves, to the satisfaction of the City Clerk, that the event is for a historical or traditional reason, including but not limited to the commemoration of a national holiday;
- (e) the request is otherwise in accordance with this policy; or
- (f) such other matters deemed appropriate by City Council.

5.7. As Veteran events (e.g. Remembrance Day celebration) have been historically highly regarded by the community, Department Heads or designates are authorized to provide certain requested services, such as chairs and speaker equipment on city property, where such requests are deemed reasonable and for which sufficient resources are available within the respective departmental budgets and staffing complement to accommodate such requests. Where the requests are such that they cannot be accommodated within the respective departmental budgets and/or within existing staffing resources available, then Department Heads or designates may consider such request under the general guidelines of this policy.

6. REFERENCES AND RELATED DOCUMENTS

- 6.1. Distribution of Grant Funding Policy CS.A2.03 (M20-2013)
- 6.2. Waiver of Fees and Grant Funding Procedure (F1.B2.15)
- 6.3. Waiver of Fees and Grant Funding Review and Assessment Form (for internal use only)
- 6.4. Letter of Understanding – Waiver of Fees
- 6.5. Letter of Understanding – One Time Grant Funding