

Milton Community Fund Organization Guidelines 2018



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 in 2001 to distribute a portion of the funds received from the Ontario Lottery and Gaming Corporation (Woodbine at Mohawk Park) for the benefit of the community.



To date, more than \$6,196,000 has been distributed in cash grants to a wide range of not-for-profit community organizations and individuals. 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 "Destiny Milton 3." 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

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 Advisor, 150 Mary Street, Milton, ON L9T 6Z5, 905-878-7252, ext. 2539.

Last Updated: May 9, 2018

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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) ¹
- 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) ²
- 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) ³
- Matching support for projects which will enhance Town property⁴

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 "Destiny Milton 3"
- 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)
- 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 Services Advisory Committee (CSAC), which is a group of volunteers comprised of 7 people, including two Milton Town Councillors
- CSAC 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 CSAC are forwarded to Milton Council for final approval

Notification of Application Status

- Applicants will be notified in January 2019
- 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 Advisor of their intent within 30 days of receiving notice of their status

Available Funds

The total funding available for cash grants from the 2018 Milton Community Fund program is \$275,000.

Timing for Use of Funds

Successful candidates must use the grant funding by January 2020. Exceptions can be made upon request.

Application Submission Details

Organization Submission Deadline: Monday, September 10, 2018 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 Advisor

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

Drop off: Town Hall, 150 Mary Street

Additional Information

Contact: Denise Black, Community Development Advisor

Phone: 905-878-7252, ext. 2539

Fax: 905-864-3222

E-mail: denise.black@milton.ca

Web: www.milton.ca