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| Responsible Dept.: Community Services | Effective Date: September 26, 2023 |
| Author: | Next Review: |
| Approved by: Director of Community Services | Relevant Corporate Policy/By-law: |

1 PURPOSE

1.1 “The Community Vibrancy Fund” developed through the Municipality’s agreement with Jericho Wind, LP (NextEra), offers financial assistance to provide for programs, projects, services or activities that enhance the quality of life for its residents in the areas of health, arts, culture, leisure, heritage, recreation, education and the environment.

1.2 Funding through the Community Vibrancy Fund is available based on the terms and conditions of the Municipality’s agreement with Jericho Wind, LP.

1.3 Council has the sole authority to approve or deny any funding requests, at its discretion.

2 FUNDING OPTIONS AND CRITERIA

2.1 Each year, Council will determine the financial commitment to the Community Vibrancy Funding Stream – Small Projects.

The amount of the total grant money available per year will equal the previous years interest earned on the segregated Vibrancy Reserve Fund established in 2024.

2.2 The Community Vibrancy Fund – Small Projects will provide funding of up to 50% of eligible project costs to a maximum of \$10,000 in available funding. Matching funds must be cash, no matching of in-kind services.

2.3 Capital funding for projects on municipal property is limited to the following:

- The project does not intend to replace existing municipal assets prior to their scheduled replacement.
- The project does not involve the renovation of existing municipal buildings.

Applications that request capital funding for municipal property must include a business case with the application that details how the project will not require ongoing municipal funding or operations support (e.g., maintenance).

3 APPLICATIONS

3.1 Completed application forms and supporting documents must be received no later than 4:30 p.m., November 15 each year. If November 15 falls on a Saturday or Sunday, applications will be accepted until 4:30 p.m. the following Monday. Applications can be mailed, hand-delivered or emailed.

3.2 Applications must include two quotations for services/materials required for the project. Some exceptions may be made if the service/item is unique and is only provided by one supplier.

3.3 Application forms are available on the Municipal website. Only applications submitted in type and on the municipally approved forms will be considered. Handwritten applications will not be considered.

3.4 Organizations may submit one application per year.

4 ELIGIBILITY CRITERIA

The following criteria must be met for projects:

- Takes place in Lambton Shores on property that is accessible to the public and is used for community purposes.
- Falls under one or more of the following categories:
 - Energy sustainability
 - Land stewardship
 - Recreation projects
 - Agriculture / Rural Affairs
 - Arts / Culture / Community Heritage
 - Community / Special Events
 - Community Beautification / Environmental Awareness
 - Supporting Youth / Seniors
 - Tourism / Economic Development
 - Funding for ongoing and/or annual cultural and/or historical events that are not capital projects, but promote tourism and/or historical significance to Lambton Shores, but does not include Canada Day Celebrations
- The project must not require operational support from the Municipality.
- There is demonstrated community need and support for the project.

The following criteria must be met for applicants:

- A non-profit community group or organization based in Lambton Shores.
- Demonstrates an active Board of Directors or other appropriate governance structure.
- Can provide meeting minutes, policies, by-laws and financial statements as required.
- Demonstrates capacity for fundraising and/or ability to match granted funds.
- Demonstrates its ability to successfully complete projects.
- Membership must be open to anyone in Lambton Shores. An exception may be made for projects where there is a general and broader community benefit.
- Complies with reporting requirements of past grants.

5 INELIGIBLE FOR FUNDING

The following are ineligible applicants:

- Agency or board of the Municipality of Lambton Shores.
- For-profit organization, a business or individual.
- Organizations that operate outside of the Municipality of Lambton Shores.
- Organizations that have a political mandate or exclusive membership.
- Organizations that provide a share or membership which may be held or disposed of for personal gain.
- Organizations and agencies that operate under the authority of another level of government.
- Sports teams or sports organizations and groups. An exception may be made for a sports organization if the project is open and accessible to the general public.
- Organizations that have a primary education mandate – school or home-based formal education.
- Registered charitable organizations. Exceptions may be made for registered charitable organizations that operate solely in the Municipality of Lambton Shores.

Grants will not be provided for the following expenses:

- To cover budget deficits.
- On a retroactive basis.
- For operational expenses such as wages, utilities, office supplies, rent, rental fees, taxes, general maintenance, contractor fees (unless part of capital expenditure), consulting, etc.
- To fund renovations to existing municipal buildings.
- To fund replacement of municipal assets prior to scheduled replacement.
- Religious activities or instruction, including renovations to a place of worship unless the use includes community activities that are available and open for anyone in the community to participate.
- As donations to charitable causes.
- To offset capital depreciation costs.
- For travel, accommodation, uniforms, attendance at conferences, workshops or seminars, or any other item, service or activity that could be used for personal gain by individuals.
- To fund a third party.
- Contingency costs.
- General contributions to capital fundraising drives and/or capital campaigns.
- Loans.

The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years. In addition, the Municipality will not provide guaranteed funding beyond the current year. In providing funds, the Municipality may impose conditions as it sees fit.

6 MUNICIPAL REVIEW

6.1 Staff will review completed applications to determine eligibility of the request. Eligible requests are subject to review by Jericho Wind, LP (NextEra, Cordelio).

6.2 Eligible applications will be given a score based on the following criteria:

- There is demonstrated community need for the project.
- There is demonstrated community support for the project.
- The project provides opportunities that are accessible to all.
- The applicant has a committed fundraising strategy, sufficient funds available and/or an identified funding partner.
Note: funds requested or received through other municipal grant programs shall not be used as matching funds towards the Community Vibrancy Fund.
- The applicant has demonstrated the financial need for the project.
- The applicant has a demonstrated ability to complete projects.
- The project does not result in operations for the Municipality, including through maintenance or staff time. Events taking place on municipal property will not be assessed for this criterion provided the event does not require staff support outside of normal operations (e.g., equipment supply).

6.3 Council will review the eligible applications and staff assessments.

6.4 Council has the sole authority to approve or deny funding requests through the Community Vibrancy Fund.

7 ACCOUNTABILITY

7.1 Successful applicants will be required to sign a funding agreement with the Municipality of Lambton Shores.

7.2 Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants. Any unused funds shall be returned to the Municipality.

7.3 Funds granted are not transferable between projects without prior Council approval and must be used for the specific purposes outlined in the application. Misuse of funds may result in the applicant being disqualified from receiving a future grant.

7.4 Project evaluation forms (provided) with supporting documents must be completed and submitted to the Community Services Department within two months of the completion of the event or project, but in all cases, by November 15. Exceptions may be made for projects not completed by this date.

8 RECOGNITION

8.1 Organizations receiving funding through the Community Vibrancy Fund must recognize the contribution of both the Municipality and Jericho Wind, LP. Recognition may take the form of including the logo of Jericho or its affiliates and the Municipality on promotional material and advertising for events and projects that have received funding.

9 APPROVAL AUTHORITY

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| CAO | Date: |
| Amended/Modified/Replaced | Date: |