



City of
Peterborough

To: **Members of the General Committee**

From: **Allan Seabrooke, Commissioner of Community Services**

Meeting Date: **March 11, 2019**

Subject: **Report CSD19-003**
2019 Community Investment and Project Grants

Purpose

A report to recommend the award of Community Investment Grants in the amount of \$209,500 and Community Project Grants in the amount of \$20,050 to eligible community groups in 2019, and that the Peterborough Folk Festival be moved into the Service Grant Program.

Recommendations

That Council approve the recommendations outlined in Report CSD19-003 dated March 11, 2019 of the Commissioner of Community Services, as follows:

- a) That the 2019 Community Investment Grants in the total amount of \$209,500 be allocated to various local charitable and Not-For-Profit organizations (NFP's) as set out in the attached Appendix A;
- b) That the 2019 Community Project Grants in the total amount of \$20,050 be allocated to various community groups as outlined in Appendix B;
- b) That approved organizations be authorized and required to use the City Logo to acknowledge City support on promotional material such as flyers, brochures and posters throughout 2019;
- d) That the current Community Investment Grant Review Committee be convened for a meeting as a focus group to give input on updating the application forms;

- e) That a review of the process, eligibility criteria and financial reporting requirements for the Community Investment & Project Grants Program be undertaken in 2019 as requested; and
- f) That the Peterborough Folk Festival be moved into the Service Grant Program, beginning in 2019, and that the 2019 allocation of \$21,450 be funded through the uncommitted balances in the Community Investment and Project Grant Programs.

Budget and Financial Implications

Recommendations a), b), and f) have budget and financial implications.

Recommendations a) and b) can be accommodated within the approved \$230,000 Community Investment Grants budget, and the approved \$21,000 Community Project Grants budget. The Investment Grant Advisory Committee has allocated \$209,500 to 2019 applicants and pre-approved multi-year funding recipients. A City Staff Committee has allocated \$20,050 to 2019 applicants in the Community Project Grant Program.

If recommendation f) is approved, the \$21,450 expense can be accommodated through a combination of the uncommitted balances in the approved 2019 Investment and Project Grant budgets. The budget requirement for future years will be requested in the annual Draft Operating Budget.

Background

Community Investment Grants Program

A community-based Grant Advisory Committee was appointed in 2017 for a two-year term (2017/2018) to review all Community Investment Grant applications and to make recommendations for the preparation of this report. Through report CSD18-002, dated February 26, 2018, their term was extended to February 2019 as the new appointments would not be active until after the review process for 2019.

The Grant Advisory Committee met as two sub-committees. One reviewed Social Services, Health, and Environment applications and the other group reviewed Arts, Culture, Heritage and Sport applications. City Staff administered, facilitated, and supported the process.

The respective sub-committees reviewed all of the applications and applied the eligibility and evaluation criteria. After the ratings were tallied, the sub-committees merged in a final committee meeting, and collectively recommend the grant allocations as outlined in Appendix A.

2019 Applications

This year, the City received twenty-four applications for Investment Grant funding, plus an additional twelve pre-approved multiyear funding requests. Two applicants are new and have transitioned from the Community Project Grant category.

The following chart illustrates how the Investment Grant program has evolved over the last decade. Since 2011, 24 organizations have progressed through the Project Grants program into the Investment Grant program.

| Year | Number of Applications | Number of New Applicants | Number of Approved (including organizations in multi-year funding) | Number Denied | Number Redirected to Withdraw/not submitted | Total Allocation | Average Allocation |
|------|------------------------|--------------------------|--|---------------|---|------------------|--------------------|
| 2010 | 39 | 0 | 35/90% | 3 /8% | 1 | \$205,000 | \$5,857 |
| 2011 | 35 | 1/3% | 34/97% | 1 /3% | 0 | \$205,000 | \$6,029 |
| 2012 | 40 | 4/10% | 39/97% | 1 /3% | 0 | \$205,000 | \$5,256 |
| 2013 | 42 | 3/7% | 40/95% | 2/5% | 0 | \$205,000 | \$5,125 |
| 2014 | 40 | 2/5% | 37/92% | 1/3% | 2 | \$210,000 | \$5,675 |
| 2015 | 48 | 4/10% | 46/96% | 2/4% | 4 | \$210,000 | \$4,565 |
| 2016 | 44 | 3/8% | 42/95% | 2/5% | 0 | \$212,000 | \$5,048 |
| 2017 | 44 | 2/5% | 42/95% | 2/4% | 0 | \$230,000 | \$5,476 |
| 2018 | 36 | 1/3% | 33/92% | 3/8% | 0 | \$208,766 | \$6,326 |
| 2019 | 36 | 2/5% | 34/94% | 2/5% | 0 | \$209,500 | \$6,162 |

Allocation of Funding by Sector Including Pre-approved Multi-Year Funding

| Year | Arts, Culture and Heritage | Environment | Health & Social Services | Recreation & Sport | Total |
|-------------|---|--------------------|---|-----------------------------------|--------------|
| 2014 | 16/\$109,000 | 2/\$6,000 | 16/\$87,000 | 3/\$8,000 | 37/\$210,000 |
| 2015 | 17/\$109,000 | 4/\$11,000 | 16/\$85,000 | 1/\$5,000 | 38/\$210,000 |
| 2016 | 18/\$93,000 | 3/\$5,500 | 20/\$110,500 | 1/\$3,000 | 42/\$212,000 |
| 2017 | 18/\$122,000 | 2/\$5,500 | 20/\$94,400 | 2/\$8,100 | 42/\$230,000 |
| 2018 | 19/\$124,660 | 2/\$5,000 | 10/\$68,500 | 2/\$10,606 | 33/\$208,766 |
| 2019 | 18/\$114,000 | 3/\$9,000 | 12/\$79,000 | 1/\$7,500 | 34/\$209,500 |

Multi-Year Funding

Twelve organizations have been allocated funding based on previous year's approval for multi-year funding. Seven organizations requested multi-year funding in 2019 and two are recommended for multi-year funding.

Eligibility Criteria

As a result of Reports CSD07-003 dated April 2, 2007 and CSD07-004 dated April 23, 2007, Council approved significant changes to the former Community Grants Program, now referred to as the Community Investment Grant Program. Through the formal application process, applicants must meet the following eligibility criteria as approved by Council:

- be NFP's that are located, and conduct the majority of their activities within the geographic boundaries of the City of Peterborough
- have sustained a history of activity over two years prior, normally achieved as past recipient of at least two Community Project Grants
- have been in existence for five years if requesting multi-year funding
- have demonstrated sound financial management and good standing with the City of Peterborough and be able to demonstrate that they provide those services and programs in an effective, accessible, open and inclusive manner

The following are considered ineligible applicants:

- organizations receiving Community Project Grants or Community Service Grants
- individuals
- for-profit businesses
- organizations with political affiliation
- organizations serving as funding sources for others, e.g. Service Clubs
- faith-based organizations where services/activities include the promotion and/or required adherence to a faith
- hospitals, clinic-based services or medical treatment programs
- fund-raising events
- school boards, primary and secondary schools, post secondary institutions
- programs within legislated mandates of other government or city departments
- provincial/national organizations unless a local chapter exists to service the residents of Peterborough
- organizations receiving 80% or more of funding from senior levels of government
- organizations that conduct the majority of their activities outside of the City
- costs for major capital equipment/renovations and minor renovations; and financing of deficits.

Community Project Grants

Application forms were once again made available for the 2019 program. Past applicants were notified by email that the application process had begun. A notice was circulated in two local newspapers on two occasions, and published on the City's Social Media pages. Staff also held an information session at 210 Wolfe Street on Tuesday, October 30, 2018 to review the program eligibility criteria, application process and to ask questions. Over 30 individuals attended this session from both the Community Investment and Community Project Grant categories.

A Staff committee was formed to reflect the approved funding streams: Arts/Culture/Heritage; Environment; Health and Social Services; Recreation and Sports. This year, Community Project Grants were submitted and reviewed by staff using a newly developed online platform which reflects how other communities review grant applications of this nature.

The Committee met and reviewed all of the applications, applied the eligibility and evaluation criteria to award funding to successful eligible groups.

The Committee recommends the grant allocations as outlined in Appendix B. The total allocation for 2019 is \$20,050.

The Community Services Department received 41 applications for Project Grants, including 16 new applicants. Of the 41 applications, 7 eligible applicants were not

recommended for funding and 5 organizations were deemed ineligible. One former applicant moved into the Investment Grant Program.

The following chart illustrates how the Project Grant program has evolved over the last decade.

| Year | Number of Applications | Number of New Applications | Number Approved | Number Denied/ Withdrawn | Total Allocation | Average Allocation |
|-------------|-------------------------------|-----------------------------------|------------------------|---------------------------------|-------------------------|---------------------------|
| 2010 | 34 | 15/44% | 29/85% | 5/15% | \$20,000 | \$689 |
| 2011 | 33 | 17/52% | 30/91% | 3/9% | \$20,000 | \$667 |
| 2012 | 44 | 20/45% | 31/70% | 13/30% | \$20,000 | \$645 |
| 2013 | 42 | 17/40% | 31/74% | 11/26% | \$20,000 | \$645 |
| 2014 | 47 | 16/34% | 32/68% | 15/32% | \$21,000 | \$656 |
| 2015 | 48 | 16/34% | 33/69% | 15/31% | \$21,000 | \$636 |
| 2016 | 39 | 10/26% | 27/69% | 12/31% | \$19,000 | \$704 |
| 2017 | 41 | 20/49% | 34/83% | 7/17% | \$21,000 | \$618 |
| 2018 | 24 | 5/20% | 22/92% | 2/8% | \$14,950 | \$679 |
| 2019 | 41 | 16/39% | 29/73% | 12/27% | \$20,050 | \$691 |

Allocation to Successful Applicants by Sector

| Year | Arts Culture Heritage | Environment | Health & Social Services | Recreation & Sports | Total |
|-------------|------------------------------|--------------------|-------------------------------------|--------------------------------|--------------|
| 2014 | 9/\$5,050 | 6/\$4,900 | 8/\$5,450 | 9/\$5,600 | 32/\$21,000 |
| 2015 | 13/\$7,100 | 3/\$2,550 | 12/\$8,250 | 5/\$3,100 | 33/\$21,000 |

| | | | | | |
|------|------------|-----------|-------------|-----------|-------------|
| 2016 | 10/\$7,400 | 2/\$1,250 | 12/\$8,050 | 3/\$2,300 | 27/\$19,000 |
| 2017 | 9/\$6,750 | 7/\$3,850 | 17/\$9,500 | 1/\$900 | 34/\$21,000 |
| 2018 | 6/\$4,500 | 2/\$900 | 13/\$8,350 | 1/\$400 | 22/\$14,950 |
| 2019 | 13/\$8,500 | 5/\$3,300 | 11/\$10,050 | 0/0 | 29/\$20,050 |

Review of Community Grant Programs

In 2019, staff will undertake a review of both the Community Project and Investment Grant programs.

City Recognition

In the Investment Grant and Project Grant application, organizations were asked how they would recognize the City as a sponsor, should they be successful in obtaining funding. Many indicated they would use the City logo on their websites, flyers, and posters. Staff is requesting that permission to use the City logo be extended to grant recipients to acknowledge City support. The City logo will be provided to all successful applicants electronically once approval is confirmed.

Applicant Feedback

City staff encourages organizations denied funding or receiving reduced funding to contact the Community Services Department administration office for feedback.

Program History and Eligibility Criteria for Community Project Grants

As a result of Reports CSD07-003 dated April 2, 2007 and CSD07-004 dated April 23, 2007, Council approved the creation of a new Community Project Program of up to \$20,000 to provide seed money (from \$200 to \$1,000) for informal or new NFP's for specific projects and special events.

Through the formal application process, community groups were required to meet the following eligibility criteria as approved by Council:

- Be new or existing, incorporated or unincorporated NFP's, or Neighbourhood Associations
- Be located and conduct the majority of activities within the geographic boundaries of the City of Peterborough

The following are considered ineligible:

- Organizations receiving Community Investment Grants or Community Service Grants
- Individuals
- For-profit businesses
- Organizations with political affiliation
- Organizations serving as funding sources for others, e.g. Service Clubs
- Faith organizations where services/activities include the promotion and/or required adherence to a faith
- Hospitals, clinic-based services or medical treatment programs
- Fund-raising events
- School boards, primary and secondary schools, post secondary institutions
- Programs within legislated mandates of other government or City departments
- Provincial/national organizations unless a local chapter exists to service the residents of Peterborough
- Organizations receiving 80% or more of funding from senior levels of government
- Organizations that conduct the majority of their activities outside of the City
- Costs for major capital equipment/renovations and minor renovations; and financing of deficits

Through the application process, community groups must demonstrate:

- One or more City priorities and participant priorities within target sectors
- Community need for proposed activity or service
- Community support (funding support or sponsorship from other organizations, local businesses, industry, service clubs)
- Community benefit/impact
- Financial need (operating surpluses or reserve accounts should not exceed 25% of total operating without acceptable explanation, e.g., capital campaign)
- Sound financial management and revenue generation (accurate records, responsible budget, various sources of income; if deficit, then reduction plan)
- Accountability/mechanism for evaluation (identification of key performance measures and outcomes)
- Feasibility (organization's ability to complete the proposed activity or service)
- Evidence of community collaboration, partnerships
- Impact of previous year's funding support.

Uncommitted Balances of the 2019 Investment & Project Grant Budgets

The Investment Grant Advisory Committee has allocated \$209,500 to 2019 applicants, resulting in an uncommitted balance of \$20,500. The Project Grant Staff Committee has allocated \$20,050 to 2019 applicants, resulting in an uncommitted balance of \$950. Staff is recommending the uncommitted balances be allocated to support a \$21,450 Service Grant to Peterborough Folk Festival. The organization has been a long-standing

recipient of multi-year funding through the Investment Grant program, and had reached the maximum funding of \$15,000, as of 2018. Their 2019 event marks the 30th anniversary of the festival. They are primarily a volunteer run operation, governed by a Board of Directors. Their mandate is to foster the artistic and professional development of local culture. There is no admission fee to the three-day annual music and arts festival, which is held in the City-owned Nicholls Oval Park. The event provides a significant economic benefit to the City through tourism.

The Folk Festival did not apply for a Community Investment Grant in 2019 due to ongoing discussions with Staff about transitioning to the Service Grant category in 2019.

Summary

This is the thirteenth year the Community Grant Programs have been operating under the current model, to support not for profit organizations in their on-going activities to enrich local quality of life. Following the evaluation criteria approved by Council, this report recommends the disbursement of \$209,500 to qualified applicants in the Community Investment Grant Program, and \$20,050 in the Community Project Grant Program. It is recommended that the combined uncommitted balance from the two programs, in the amount of \$21,450 be allocated to the Peterborough Folk Festival in the form of a Service Grant.

Submitted by,

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Commissioner of Community Services Department

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Attachments:
Appendix A – 2019 Proposed Community Investment Grant Funding
Appendix B – 2019 Proposed Community Project Grant Funding