



Community Wellbeing Fund Policy

Department:	Community Services
Division:	N/A
Section/Function:	N/A
Approval Level:	Council
Effective Date:	2025/04/01
Revision #:	N/A

1.0 Purpose

- 1.1. The City recognizes that supporting the activities of local not-for-profit, community-based organizations and charities is an investment in the community across various local sectors and in the quality of life of City residents.
- 1.2. This Policy contributes to the fulfillment of the City's Strategic Plan through its support of and alignment with the Plan's Vision, Mission, Values, and Strategic Pillars.
- 1.3. The purpose of this Policy is to formalize the City's Community Wellbeing Fund, as approved by Council.
- 1.4. This Policy facilitates the City's compliance with Section 107 (1) of the Municipal Act, 2001 and ensures that financial assistance is provided to non-profit, community-based organizations in a transparent, accountable, and consistent manner.
- 1.5. The fundamental goal of this Policy is to provide a framework for administering the Community Wellbeing Fund across various local sectors in the community.

2.0 Application

- 2.1. This Policy applies to:
 - a) All those responsible for overseeing, administering, supporting, and/or approving the Community Wellbeing Fund program and the provision of funding under that program.
 - b) All those responsible for or involved in the decision-making processes related to the allocation of Community Wellbeing Fund funding.
 - c) All those eligible for funding through the Community Wellbeing Fund.
 - d) All funds that form part of the Community Wellbeing Fund program grants.

2.2. This Policy does not apply to:

- a) Those who do not qualify for the Community Wellbeing Fund.
- b) Financial Support provided through other means such as Community Service Agreements which are addressed through separate Policies.

3.0 Definitions/Acronyms

Charity – An organization registered with the Canada Revenue Agency with an approved charitable number.

Community Service Delivery Agreement – A funding agreement between the City and a local organization for the delivery of programs or services that are mandated or approved by the municipality.

Local Sectors – The categories commonly used to identify the local agencies being supported. These sectors include:

- **Arts:** Creative activity by professionals or non-professionals in various fine and applied art forms including but not limited to: visual, performing and performance, literary, media, and decorative arts;
- **Culture:** Beliefs, customs and traditions of certain communities, societies, or cultural groups relating to language, ethnicity, race, gender, sexual identity, disability, religion, class, and diversity;
- **Environment:** Beautification, conservation, documentation, interpretation, preservation, restoration, and research of the environment/natural heritage (air, water, flora, fauna, and natural landscape);
- **Heritage:** Identification, documentation, interpretation, or preservation of built heritage (structure, building or group of buildings, landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums and galleries/collections), historic people and events, and traditions (customs and beliefs);
- **Recreation:** Activities contributing to physical health and well-being including: participation in sports leagues, instructional sports, fitness and wellness activities, leisure and hobby activities;
- **Social Services & Health:** Programs and services supportive to the social determinants of health (state of complete physical, mental and social well-being with a focus on prevention; access to housing, food and clothing, freedom from violence).

Not-for-Profit Organization (NFP) – A federally or provincially incorporated organization.

Strategic Plan – A Plan approved by City Council April 24, 2023 that sets out the Vision, Mission, Values, and Strategic Pillars for the City.

a) The Plan’s Vision:

Peterborough2050 – Build a Future-Ready City with a forward-looking, contemporary community, thriving in creativity and a modern economy. The Peterborough of tomorrow will be bold, innovative, progressive, caring, vibrant, inclusive, prosperous, and sustainable, a place that respects its past, heritage, culture, and readily embraces its future with excitement and renewed vigor. Leading Today for Tomorrow will ensure our City’s fair share of respect and economic growth, locally as well as globally.

b) The Plan’s Mission:

The Corporation of the City of Peterborough is committed to deliver proactive, effective, and efficient service delivery through a collaborative, engaged, and value-driven organizational culture to Peterborough’s growing and diverse community.

c) The Plan’s Values:

- Trust & Integrity
- Engagement & Openness
- Compassion & Teamwork

d) The Plan’s Strategic Pillars:

- Growth and economic development
- Infrastructure
- Community and wellbeing
- Governance and fiscal sustainability

4.0 Policy Statement(s)

4.1. Community Wellbeing Fund Purpose

- The Community Wellbeing Fund supports local not-for-profit (NFP) organizations, community-based organizations, and charities that deliver programs or services that provide direct programs, services, or activities that enhance the quality of life for Peterborough residents.
- The Community Wellbeing Fund is not intended to be the primary source of funding that supports an organization.

4.2. Community Wellbeing Fund Parameters

The Community Wellbeing Fund will be in accordance with the following parameters:

1. All funds granted must be used during the current fiscal period of the recipient.
2. Be located and conduct the majority of activities within the geographic boundaries of the City of Peterborough
3. Funded organization will be in good standing with the City
4. Organizations funded under the Community Wellbeing Fund may continue to be eligible for two of the following:
 - property tax rebates to registered charities
 - property tax exemptions
 - Municipal Capital Facilities
 - waiver of fees
 - support for parades and processions
 - capital projects and special events
 - in-kind support
 - interest-free loans
 - direct project specific appeals.

4.3. Funding Guidelines

1. Community Project Grants
 - Grants are between \$250 - \$1000.
 - Grant cover up to 50% of project costs.
 - Recipients must be a new or existing, incorporated or unincorporated not-for-profit organizations, charities, or neighbourhood associations
 - Grants are not eligible to:
 - Organizations that receive a Community Development Grant, Arts Investment Grant, or have a Community Service Agreement
 - Individuals
 - For-profit businesses
 - Organizations demonstrating any political affiliations within the previous 5 years
 - Organizations serving as funding sources for others, e.g. Service Clubs
 - Faith organizations where funding is directly supporting services/activities that 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 the City
- Expenses incurred prior to funding being granted
- Cost-of-living increases.
- Costs for major capital equipment/renovations and minor renovations; and financing of deficits
- Organizations that already receive over \$100,000 in funding or revenue from the City.
- Organizations with overall revenue of over \$500,000.

2. Community Development Grants

- Grants are between \$1000 - \$15,000.
- Grant should not exceed 33% of project cost or total operating budget of the organization.
- Recipients must be incorporated not-for-profit organization or charity with a local Board of Directors.
- Sustained a history of activity for a minimum of the past 2 years.
- Demonstrated sound financial management and good standing with the City, and must submit one of the following documents: Audited Financial Statement, a Notice to Reader; or a profit and loss statement.
- Able to demonstrate that organization provides services and programs in an effective, accessible, open, and inclusive manner.
- Grants are not eligible to:
 - Organizations receiving an Arts Investment Grant or have a Community Service Agreement.
 - Individuals
 - For-profit businesses
 - Organizations demonstrating any political affiliations within the previous 5 years
 - Organizations serving as funding sources for others, e.g. Service Clubs
 - Faith organizations where funding is directly supporting services/activities that 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 the City
- Expenses incurred prior to funding being granted
- Cost-of-living increases.
- Costs for major capital equipment/renovations and minor renovations; and financing of deficits
- New unincorporated not-for-profit organizations or organizations receiving a Community Project Grant, Arts Investment Grant, or having a Community Service Agreement.
- Organizations acting as a sponsor to fund another organization.
- Applications deemed an employment program.

3. Arts Investment Grants

- These grants may be administered by external organizations and subject to their funding guidelines.
- Any grants under this category administered by the City will have appropriate guidelines developed

4.4. Approval Process

- a) Community Project Grants will be evaluated by a staff committee. Funding recommendations will be submitted and approved by Council.
- b) Community Development Grant will be evaluated by the Community Grants Advisory Committee. Funding recommendations will be submitted and approved by Council.
- c) Arts Investment Grants administered by external organizations will be subject to their approval process. Only the total budget amount will be approved by Council on an annual basis.
- d) Arts Investment Grants administered by the City will have an approval process approved by Council.

4.5. Reporting Requirements

Recipients of funding through the Community Wellbeing Fund do not have formal reporting requirements unless deemed necessary by City staff.

5.0 Appendix, Related Documents & Links

Note: All references refer to the current version, as may be amended from time to time.

5.1. Pertinent Resources:

- [City of Peterborough Strategic Plan](#)
- [Municipal Act, 2001, Section 107 \(1\)](#)

5.2. Related Policies:

- Community Service Agreement Program

5.3. Related Procedures:

- N/A

5.4. Related Forms:

- N/A

5.5. Miscellaneous:

- N/A

6.0 Amendments/Reviews

Date (yyyy-mm-dd)	Section # Amended	Comments

Next Review Date:	March 1, 2027
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