**City of Belleville Grant Policy**

**Subject: Grants issued by the City of Belleville**

**Dated: December 2012**

**Revised: June 24, 2013**

**Revised: February 4, 2019**

**Revised: November 2023**

**Revised: November 2024**

**Revised: October 2025**

**Revised: September 2026**

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## 1. POLICY STATEMENT

The City of Belleville recognizes that many municipally located organizations, groups, and events provide a valuable contribution to the residents of the City of Belleville. The Municipality understands the financial constraints that these organizations operate under and the impact and social responsibility that the Municipality has to ensure the viability / financial stability of these community organizations, groups, and events.

## 2. PURPOSE

The purpose of this policy is to provide a consistent procedure for the issuance of monetary grants to community organizations, groups, and events.

The objective of grants issued by the City of Belleville is to promote the well-being of the community and the growth and/or recognition of individuals in the community through providing resources to organizations, groups, and events in a fair and equitable manner.

## 3. SCOPE

This policy applies to any direct monetary contribution which is not eligible for assistance under any other Council program. Direct monetary contributions do not include upload payments.

## 4. RESPONSIBILITY

### 4.1. Council

- Approves all monetary grants (except for Tourism – Stream 2 grants~~)~~
- Approve policies, procedures, and guidelines as they relate to monetary grants

### 4.2. Grant Committee

- To review staff recommendations for grant allocations and make recommendations to Council (except for Tourism – Stream 2) for the approval of all Grant submissions based on staff recommendations.
- To review staff recommendations for Tourism – Stream 2 grants. Applications recommended by the grant committee under Stream 2 of the Tourism Grant Program will not proceed to Council for a resolution. Instead, they will refer Stream 2 applicants to the

Bay of Quinte Regional Marketing Board (BOQRMB) who has delegated authority to allocate funds for Stream 2 of the City's Tourism Grant Program for 2026 only.

- The membership and organization of the Grant Committee will be determined by the Terms of Reference of the Committee.

Committee Structure:

Three (3) voting members consisting of:
Three (3) City Councillors

Quorum consists of 2 members.

- Establish intake periods and deadlines for each Grant stream.

**4.3. Staff Review Grant Committee**

- Members of the Staff Review Committee will consist of (per Terms of Reference).
- Director of Finance/Treasurer, or designate
- Director of Community Services, or designate.
- General Manager of Transportation and Operations or designate.

Other staff as necessary

- All requests will be assessed by the staff committee based on the evaluation criteria, and which generally consider the items listed:
  - 4.3..1. Availability of the requested resource
  - 4.3..2. Potential financial impact to the municipality
  - 4.3..3. Contribution to the well-being of members of the community
  - 4.3..4. Recognition of a worthwhile program/cause
  - 4.3..5. Overall community impact
  - 4.3..6. Any other criteria deemed suitable by the Grant Committee

**4.4. Chief Administrative Officer**

- Develop processes to reflect corporate priorities.

**4.5. Department Heads**

- Provide the Grant Committee with information as requested

**4.6. Treasurer**

- Recommends policies and procedures surrounding the management of Municipal grants.
- Ensuring adherence to statutory and policy requirements

**4.7. Coordinator of Revenue and Customer Service**

- Prepare agenda for Staff Review Committee and Grant Committee
- Prepare report to Grant Committee and Council

## 5. DEFINITIONS

5.1. None

## 6. FURTHER RESOURCES

6.1. None

## 7. PROCEDURES

7.1. All requests for grants should be directed to the Grant Committee in conformance with the application form.

7.2 Grant applications will be funded from money determined at the annual operating budget. The budgeted grant money for the year will fund all approved monetary

7.3 Grants made by the municipality are not to be regarded as a commitment by the municipality to continue such grants in the future. Grants will be approved and issued for the current operating period, some pre-approvals for the following year may be granted at the discretion of the Grant committee and Council. Applicants requiring funding beyond the current operating period will be required to re-apply on an annual basis.

7.4 No grant will be considered approved unless specifically authorized by Mayor and Council in the form of a resolution of support , except for Tourism – Stream 2 grants. Applications recommended by the grant committee under Stream 2 of the Tourism Grant Program will not proceed to Council for a resolution. Instead, the Committee will refer Stream 2 applicants to the Bay of Quinte Regional Marketing Board (BOQRMB) who has delegated authority to allocate funds for Stream 2 of the City's Tourism Grant Program.

7.5 In making grants, the municipality may impose specific contractual conditions and/ or restrictions as it deems fit.

7.6 Grants will not be available to groups that have failed to comply with any reporting requirements from previous grants.

7.7 No deputation to Council will be received from applicant organizations regarding requests for funding while applications are being considered.

7.8 Grants will not be available to assist with annual operating expenses of an organization, except Social Infrastructure Funding and Belleville Arts & Culture Fund Applications.

7.9 Grants will not be available to assist with annual salaries of event organizers, prize money, development related waiver of fees, building permit fees, development related charges, electrical hook-up fees, security expenses, projects that will be the city's responsibility or become city assets, organization's internal events/ celebrations

7.10 Funding sources for each individual grant fund is as follows:

Community Impact Grant – Municipal Taxes
Tourism Grant – MAT Tax
Social Infrastructure Grant – Casino Funds
Arts & Culture Grant – MAT Tax

7.11 Grant applications must be submitted by the deadlines determined by the Grant Committee. Intake for each funding stream will be as follows:

Community Impact Grant – semi-annual
Tourism Grant - semi-annual
Social Infrastructure Grant – once per year
Arts & Culture Grant – once per year

7.12 Only one application per organization can be submitted per year, per funding stream. The initiatives for each funding stream must be different.

7.13 The city reserves the right to limit the number of applications an organization submits.

7.14 Staff will review grant applications and make recommendations to the committee based on set criteria.

7.15 Organizations with past due amounts owing to the City of Belleville will not be eligible for grants.

7.16 A final report must be submitted within 60 days of the event.

7.17 Financial Assistance cannot exceed a total of $10,000 (applicable to: Community Impact Grant and Tourism Grant)

## 8 **ASSESSMENT FORM/TEMPLATE**

8.1 Schedule "A"

***General Eligibility Criteria***

- Applicant must be a registered not-for-profit or charitable organization, and provide proof of status except for Tourism – Stream 2 applicants

- One time funding for registration fees to become a not-for-profit or charity (up to $2,500). This amount is included within the $10,000 maximum grant request. This is only available through the Community Impact and Tourism funding streams. Applicant can only apply for this through one funding stream. This is only available to an organization if their mandate involves a Community Impact or Tourism initiative. If the applicant is not successful in becoming a registered not-for-profit or charitable organization this one-time funding must be paid back to the City.

- Applicants must demonstrate the need for the specific request. Each request must be made in the prescribed form. (See Application Form)

- The municipality reserves the right to limit the number of grants made to a particular organization in any given year.

- The event or service delivery must be located in the City of Belleville and promote the well-being of Belleville residents.

- The City Council's decisions regarding eligibility are final.

- Organizations and/or charities whose primary focus is not within the municipality shall not be considered for a municipal grant.

- Applicants must not have any outstanding grant reports or past due balances owing.

- Applicant must have a bank account in the organization's name.

- Applicants should not rely on this funding as a recurring source of support

- Applicants for a grant being held on municipally owned property will be required to hold sufficient commercial general liability insurance as determined by the City of Belleville. At a minimum commercial general liability coverage $5,000,000 will be required, but increased coverage may be necessary based on assessment of the application/applicant during the grant review process.

- Applicants for a grant being held on municipally owned property are required to provide an insurance certificate outlining the insurance coverage and listing the *Corporation of the City of Belleville* as an additional insured.

***Ineligible Applicants for Community Impact Grant, Tourism Grant and Social Infrastructure Grant only***

- Individuals
- Political parties
- For-profit businesses (except Tourism – Stream 2)
- School boards
- Organizations whose primary focus is not within the City of Belleville.
- Applicants who have failed to comply with any reporting requirements from previous grants or have failed to demonstrate favourable outcomes from previous grants.
- Cannot obtain $5M liability insurance
- Do not have bank account in organization's name.
- Organizations with past due balances owing to the City of Belleville.
    - Organizations serving as funding sources for others example: service clubs