

MUNICIPALITY OF BRIGHTON

Community Grants in Aid Program — Policy FI 40 (Revised) — Schedules A to D

Schedule A — Scoring Matrix

Community Grants in Aid Program — Streams B and C — published with the annual application materials (Policy ss. 6.3, 7.2)

A.1 Purpose and Application

Every eligible application under Stream B (Community Project and Investment Grants) and Stream C (Major / Strategic Grants) is scored against this matrix, regardless of the amount requested. The matrix is published on the municipal website with the application materials so that applicants know how requests are evaluated. Stream A and Stream D requests are not scored (Policy ss. 4.1, 4.3).

A.2 Process

- Staff first screen each application for eligibility and completeness (Policy ss. 6, 7.1). Ineligible or incomplete applications are not scored.
- The Review Panel (Policy s. 3) — at least two staff members appointed by the Treasurer — scores each eligible application independently, then settles a consensus score for each criterion with a brief written rationale.
- Stream B: applications meeting the recommendation threshold are approved by the Treasurer or CAO within the approved budget, in rank order, subject to the 50% envelope safeguard (Policy s. 5.4). All allocations are reported to Council.
- Stream C: Council receives the scored summary for all applications, staff recommendations, and requested amounts, and makes final allocation decisions by resolution. Where Council's allocation departs from the staff scoring, the rationale is documented in the minutes.

A.3 Scoring Scale

Each criterion is scored 0–4 using the descriptors below. The weighted score for a criterion equals the criterion weight multiplied by (score ÷ 4); the total score is out of 100.

Score	Descriptor
4	Excellent — criterion fully and convincingly demonstrated with specific evidence
3	Strong — criterion clearly demonstrated with minor gaps
2	Adequate — criterion demonstrated in general terms; limited evidence
1	Weak — criterion addressed but not meaningfully demonstrated
0	Not demonstrated or not addressed

A.4 Criteria and Weights

Criterion	Weight	What Reviewers Ask
1. Local Operation and Benefit	20	Does the organization operate within Brighton? Are the majority of participants and beneficiaries Brighton residents? (Per Policy s. 6.3, an application scoring 0 or 1 here will generally not be recommended, regardless of total score.)
2. Community Need	15	Is there a demonstrated, current need in Brighton for this activity? Is that need unmet by existing programs or by other levels of government?

Criterion	Weight	What Reviewers Ask
3. Community Benefit and Impact	15	How many residents will benefit, and how meaningfully? Is participation affordable? Will the activity be delivered in an accessible and inclusive way?
4. Strategic Alignment	10	Does the activity advance the Municipal Strategic Plan or the Municipality's core services and mandates?
5. Financial Need	10	Does the organization genuinely need municipal funding for this activity? Have other revenue sources been pursued? Is the amount requested proportionate?
6. Sound Financial Management	10	Is the budget realistic and complete? Are accurate records and the required financial controls (Policy s. 6.2) in place? If there is a deficit, is there a credible plan to address it?
7. Community Support and Collaboration	10	Who else is contributing — funders, sponsors, donors, volunteers, or partner organizations — and how much of the load do they carry?
8. Feasibility	5	Can this organization deliver the activity as proposed — a realistic plan and timeline, arrangements confirmed, and relevant experience?
9. Accountability and Evaluation	5	How will success be measured? For returning applicants: did prior municipal funding deliver results, and was reporting complete and on time?
Total	100	

How the criteria differ: Criteria 1–3 ask, in turn, who and where (1), why the activity is needed (2), and what difference it will make (3). Criteria 7–9 ask who else is helping (7), whether the organization can deliver (8), and how results will be shown (9). Reviewers score each question on its own evidence.

A.5 Recommendation Thresholds and Oversubscription

- An application must achieve a total weighted score of at least 60 out of 100 to be recommended for funding, subject to available funding.
- Consistent with Policy s. 6.3, an application scoring 0 or 1 on Criterion 1 (Local Operation and Benefit) will generally not be recommended, regardless of total score. This does not apply to Stream D, which is not scored.
- Applications are ranked by total score. Where scores tie, the higher score on Criterion 1, then Criterion 2, prevails.
- Where qualifying requests exceed available funding, staff may recommend proportional reductions across qualifying applications rather than eliminating otherwise-qualifying applicants (Policy s. 5.3).

Schedule B — Standing Grants (Stream A): Qualification Criteria and Annual Renewal Form

Cemeteries and Comparable Heritage / Essential Service Organizations (Policy ss. 3, 4.1)

B.1 Qualification Criteria

To qualify for Stream A, an organization must meet all four criteria (Policy s. 4.1). Organizations do not self-classify: additions to, and removals from, the Stream A qualifying list require Council approval, on the recommendation of the Treasurer.

- (a) The organization delivers an ongoing heritage or essential community service to Brighton residents that would otherwise fall to the Municipality (for example, operation of an active cemetery);
- (b) The organization is volunteer-operated or maintains minimal paid administration;
- (c) The organization has a stable, predictable annual funding need, rather than project-based requests; and
- (d) The organization has a multi-year history of municipal support.

An organization seeking addition to the Stream A list applies in writing to the Treasurer, addressing each criterion. Organizations that do not qualify may apply through the competitive streams. Qualifying organizations remain subject to the Good Standing (s. 11) and accountability (s. 10) requirements of the Policy, and funding remains conditional on the annual budget.

B.2 Annual Renewal Form

To be completed annually by organizations on the approved Stream A list and submitted to the Treasurer by September 30 at 4:00 p.m. (2026 only: October 31 at 4:00 p.m.).

Organization: _____

Contact person and position: _____

Mailing address: _____

Telephone: _____ Email: _____

Funding requested for the coming year (based on organizational need): \$ _____

Briefly describe the need and the planned use of funds (attach a budget or estimate):

Municipal funding received in the prior year: \$ _____

Briefly describe how prior-year funds were used (a financial report per Policy s. 10.1 must be attached or already on file):

The organization confirms that (check each):

- ☐ It continues to meet the four Stream A qualification criteria in B.1;
- ☐ Its financial policies include two signing authorities on cheques, segregation of bank reconciliation duties from cheque-signing authorities, and no cash withdrawals from bank accounts (Policy s. 6.2);

- ☐ Its financial records are maintained in the name of the organization;
- ☐ It has no amounts owing to the Municipality, including property taxes where it is a property owner;
- ☐ It remains active, in operation, and compliant with applicable law; and
- ☐ Its most recent financial statements, as approved by its governing body, are attached.

Multi-year agreement: ☐ The organization requests a multi-year agreement of ☐ 2 or ☐ 3 years. Multi-year agreements require Council approval and annual confirmation of Good Standing (Policy s. 9).

Authorized signatures (two required):

1. Signature: _____ Name/Title: _____
Date: _____
2. Signature: _____ Name/Title: _____
Date: _____

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, information gathered is used to administer the Community Grants in Aid Program. The identity of funded organizations and amounts awarded are made available to the public on the municipal website and through budget reports.

Office use only		
Good Standing confirmed: ☐ Yes ☐ No	Amount approved: \$	Reported to Council (date):
Approved by (Treasurer or CAO):	Signature:	Date:

Schedule C — Funding Area Definitions

Carried forward from Policy FI 40 as amended June 2018, with two definitions added for completeness (Policy s. 1)

The funding areas describe projects, events, activities, or programs that support, sustain, promote, inform or educate, celebrate, preserve, and/or provide access to the following:

- **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 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 and natural heritage (air, water, flora, fauna, and natural landscape).
- **Heritage:** identification, documentation, interpretation, or maintenance and preservation of built heritage (a structure, building, group of buildings, or landscape), cultural heritage (archaeology, archives, genealogy, monuments, museums, and galleries or collections), historic people and events, and traditions (customs and beliefs).
- **Recreation:** activities contributing to physical, mental, and social well-being, with a focus on prevention.
- **Social Services and Health (added 2026):** programs and services that support the well-being, safety, inclusion, or health of Brighton residents, delivered outside the legislated mandates of other levels of government or their agencies.
- **Youth Initiatives (added 2026):** programs, activities, or services directed primarily to children and youth in Brighton, including access to recreational, cultural, and educational opportunities.

The first five definitions are carried forward from the current policy without substantive change. The Social Services and Health and Youth Initiatives definitions are added so that every funding area named in Section 1 of the Policy is defined; the current policy names these areas in its purpose statement but does not define them.

Schedule D — Application Form: Community Grants in Aid Program

Streams B and C (Policy ss. 4.2, 7) — submit to the Treasurer, Municipality of Brighton, 35 Alice Street, P.O. Box 189, Brighton ON K0K 1H0, or by email to the address published with the intake, by September 30 at 4:00 p.m. (2026 intake only: extended to October 31 at 4:00 p.m.)

Before You Apply

- One form serves both streams. Requests up to \$5,000 (Stream B — Community Project and Investment Grants): complete Parts 1–4. Requests over \$5,000 (Stream C — Major / Strategic Grants): complete Parts 1–5.
- Every application is scored against the published Scoring Matrix (Schedule A). The questions in Part 3 correspond to the scoring criteria — answer them with that in mind.
- Review the eligibility criteria in Section 6 of the Policy before applying. Late or incomplete applications will not be considered, and no exceptions will be made. There is no appeal process; funding is competitive and not guaranteed.
- Organizations with several projects or sub-committees under one lead or umbrella organization must submit all projects under one cover application, with project budgets and information as attachments.
- Commitments made before written notification of approval are at the applicant's risk. No funding is paid until the annual municipal budget is approved. Funds not spent for the approved purpose in the year provided must be returned.

Part 1 — Organization Information

Name of organization: _____

Civic address: _____

Mailing address (if different): _____

Contact person and position: _____

Telephone: _____ Email: _____

Website / social media (if any): _____

Not-for-profit status (incorporation or registration number, if any):

Funding area (choose the ONE that best fits — see Schedule C): ☐ Arts ☐ Culture ☐ Environment
☐ Heritage ☐ Recreation ☐ Social Services and Health ☐ Youth Initiatives

Briefly describe the purpose or mandate of the organization:

Part 2 — The Request

Name of proposed activity, project, or program: _____

Amount requested: \$ _____ of which in-kind (if any): \$ _____

Stream (by amount requested): ☐ Stream B — up to \$5,000 ☐ Stream C — over \$5,000

Is this activity: ☐ New ☐ Recurring (if recurring, attach results and attendance from the previous two years)

Date(s) of the activity: _____

Venue / location: _____ Confirmed? ☐ Yes ☐ No

Part 3 — Proposal

Answer each question; each corresponds to a Scoring Matrix criterion. Attach a separate sheet where more space is needed. Every question must be answered.

3.1 Local benefit (Criterion 1): Where does the organization operate, and who benefits? How many participants are expected, and what proportion are Brighton residents? Will there be a charge to participate?

3.2 Community need (Criterion 2): What need in Brighton does this activity fill, and how do you know it is not otherwise met?

3.3 Benefit, impact, and inclusion (Criterion 3): Describe the expected impact and how the activity will be delivered in an accessible, open, and inclusive way, including health, safety, accessibility, and environmental measures.

3.4 Strategic alignment (Criterion 4): How does the activity support the Municipal Strategic Plan or the Municipality's core services and mandates? (Documents available at www.brighton.ca.)

3.5 Financial need (Criterion 5): Why is municipal support needed? What other funding has been pursued or secured?

3.6 Community support and collaboration (Criterion 7): What other support exists — funding, sponsorship, in-kind contributions, volunteers, or partnerships?

3.7 Evaluation (Criterion 9): How will you measure the success of the activity?

3.8 Funding history (Criterion 9): If the organization received municipal funding in a prior year, report on the results, including participation. (A report-back under Policy s. 10.1 must be on file before this application is considered complete.)

3.9 Recognition (optional): How will the Municipality's contribution be recognized if the grant is approved?

Part 4 — Budget, Attachments, and Declarations

Complete the budget below or attach a budget approved by the organization's governing body.

Revenues	Description	Confirmed / Projected	\$ Amount
Grant requested (this application)			
Federal / provincial assistance			
Fundraising			
Donations / sponsorships			
Earned revenue (admission, fees, sales)			
In-kind (list)			
Other (specify)			
Total revenue			
Expenditures	Description	Estimate / Confirmed	\$ Amount
Marketing / advertising			
Administration (insurance, legal, office)			
Project / activity costs (staging, instructors, etc.)			
Other (specify)			
Total expenditures			
Net surplus / (deficit)			

Attachments checklist:

- ☐ Completed application (all questions answered) and activity budget;
- ☐ Financial information demonstrating need — at the organization's discretion (for example, recent financial statements, the activity budget, or other financial records);
- ☐ Accessible Customer Service Training certification;
- ☐ If recurring: results and attendance from the previous two years;
- ☐ If requesting more than \$20,000: audited financial statements or review-engagement statements (Policy s. 7.3);
- ☐ If an umbrella application: project budgets and information for each project.

The organization declares that (check each):

- ☐ It has read the eligibility criteria in Section 6 of the Policy and complies with all requirements, including the financial controls in s. 6.2 (two signing authorities, segregated bank reconciliation, no cash withdrawals) and financial records in the organization's name;

- ☐ The information in this application, including financial information, is true and correct;
- ☐ If approved, it will report back on the use of funds, including a financial report, within three months of completing the activity (Policy s. 10.1); and
- ☐ It acknowledges that unspent funds must be returned, that commitments made before written notice of approval are at its own risk, and that the Municipality may audit the use of any grant.

Authorized signatures (two required):

1. Signature: _____ Name/Title: _____
Date: _____
2. Signature: _____ Name/Title: _____
Date: _____

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, information gathered is used for the selection of applications for community grants. The identity of successful applicants and the funding awarded are made available to the public on the municipal website and through budget reports.

Part 5 — Stream C Only (requests over \$5,000)

5.1 Feasibility and capacity (Criterion 8): Describe the organization's capacity to complete the activity: plan and timeline, key people, relevant experience, and status of arrangements.

5.2 Financial detail (Criteria 5–6): Explain the organization's overall financial position, including any deficit and the plan to address it, and how this request fits the organization's longer-term plans.

5.3 Multi-year request (if applicable): ☐ The organization requests a multi-year agreement of ☐ 2 or ☐ 3 years. State the amount requested for each year and why multi-year certainty is needed. Multi-year agreements require Council approval and annual confirmation of Good Standing (Policy s. 9).

Stream C applications are decided by Council by resolution. The applicant may be asked to present to Council at Council's request.