



Township of Laurentian Valley Policy

Policy #	FIN-07		
Policy Name	Community Support Policy		
Effective Date:	April 7, 2026	Last Revision Dates:	June 17 th , 2025
Coverage:	Financial Contributions to Community Organizations		
Approval - Committee Motion#		Approval - Council Motion#	

POLICY STATEMENT

The Township of Laurentian Valley is committed to supporting community organizations and community partners within the Township of Laurentian Valley and surrounding areas of the Ottawa Valley to help enrich the lives of its residents by providing financial support for organizations who help grow our community and assist in providing beneficial services to Laurentian Valley residents.

Laurentian Valley is one of the most interconnected townships in the County of Renfrew with seven shared municipal boundaries along its borders. The Township believes in supporting our neighbors in hopes they too will support our local community endeavors where possible. The Township also believes in supporting organizations who, regardless of location, provide essential services to our community through programming, events, capital projects, community initiatives and auxiliary community services.

Support for these community organizations helps grow our community and provides essential support to organizations that need financial assistance for important projects and initiatives that will benefit our community and the residents of the Township of Laurentian Valley.

PURPOSE

The purpose of this policy is to establish a clear set of criteria for defining community organizations while implementing strategic priorities and principles that the Township of Laurentian Valley will utilize to determine how applications for funding will be assessed and reviewed to determine how these funds are allocated to community organizations and community partners.

The goal of the policy is to establish a straightforward and transparent process for which these organizations may apply for or receive financial assistance from the Township of Laurentian Valley based on a clear set of criteria meant to gauge the anticipated impact and benefit to the residents of Laurentian Valley.

SCOPE

The following organizations are eligible for funding under the Community Support Policy.

The chart below outlines what shall be known as the Laurentian Valley Community Support Network. The chart outlines the specific categories of community support within the network, with approved organizations, community partners and initiatives that are eligible for financial support under this policy.

Laurentian Valley Community Support Network

Recreation Associations	Auxiliary Community Services	LV Community Grants	Annual Sponsorships	Agreements and Partnerships
Forest Lea Park	Micksburg Community and Cultural Center	Intake One	Airport	Recreation Facilities Agreement
Shady Nook	Micksburg Athletic Association	Intake Two	Pembroke Handi-Bus	Festival Hall Consortium Agreement
Stafford Park	Pembroke and Area Cross Country Ski Club		Student Sponsorship	Library Service Agreement
Alice & Fraser			Sponsorships supported under staff budgets	
LV Four Seasons Trail			Special events and programming supported under staff budgets	
Pleasant View Park				
Fit & Feisty				

Note: Fit and Feisty does not receive financial support due to SALC agreement.

The following definitions clearly explain each category within the Community Support Network.

Each category has specific requirements and reporting, with varying criteria for approvals. These definitions also explain how each benefactor is chosen and how they are added or removed from each category.

Recreation Associations

Recreation Associations are defined as those organizations that provide beneficial services, operate facilities and provide programming for the residents of Laurentian Valley that fall under the Committees of Council governance structure.

Community organizations outlined under this policy must be approved by council and must be classified as a Recreation Associations under this policy.

These include:

- Forest Lea Park
- Shady Nook
- Stafford Park
- Alice & Fraser
- LV Four Seasons Trail
- Pleasant View Park
- Fit & Feisty

Auxiliary Community Service Organizations:

Auxiliary Community Service Organizations are defined as those organizations that provide beneficial services for the residents of Laurentin Valley that do not fall under the townships existing Committees of Council structure but have been recognized to be eligible for yearly funding based on need, impact to the community and programming provided to the residents of the Township of Laurentian Valley. These do not include community organizations and municipal entities that are funded through joint recreation agreements.

Community organizations outlined under this policy must be approved by council and classified as an Auxiliary Community Service Organizations under this policy.

These include:

- Micksburg Community and Cultural Center
- Micksburg Athletic Association
- Pembroke and Area Cross Country Ski Club

LV Community Grants

Community organizations/ events located in Laurentian Valley and the seven neighboring municipalities of Whitewater Region, City of Pembroke, Town of Petawawa, Laurentian Hills, Admaston/Bromley, Killaloe, Hagarty and Richards and North Algona Wilberforce will be permitted to apply for sponsorship funding from the Township of Laurentian Valley under LV Community Grants. However, any community organization from inside the boundaries of County of the Renfrew is welcome to apply but will only be considered in extenuating circumstances.

Priority will be given to Laurentian Valley community organizations and events located within the township that demonstrate a strong need for funding and for events/initiatives that are in alignment with the Strategic Priorities listed under the Community Support Policy.

Neighboring municipalities will then be considered at a secondary level based on these same factors and only in extenuating circumstances will other community organizations located within Renfrew County be considered for funding.

Funding amounts will be determined at budget time and will be split equally among the intake periods. Funds will be awarded based on need and impact assessment. Council may choose not to allocate the entirety of the funds based on the assessment of the intake of candidates and may choose to roll over or not spend allocated funds should they deem it appropriate under this policy. Council may also choose to allocate more than 50% of the funds under the first intake but must reserve at least 25% of the funding envelope for the second intake.

Annual Sponsorships

Annual sponsorships represent long-term, existing partnerships for which the municipality has agreed to provide yearly financial support to a given community partner or organization.

Given the nature of these partnerships, these sponsorships need not fall under the same scrutiny as others regarding alignment with strategic priorities and community benefit as they have long been determined to be in sync.

Therefore, the main factor for determining funding will be based on budget availability for the year based on the amount requested and so these sponsorships must be outlined at budget time, with requests received well in advance of the upcoming budget deliberation.

Annual sponsorships are to be handled at the staff level, meaning it is up to staff to present all annual sponsorships to council within their respective budgets. Staff may utilize any of the forms and tools outlined in this policy to gain the required information needed to present to council at budget time. Council will then decide if and how much sponsorship/support these community organizations and community partners will receive for the coming year.

Agreements and Partnerships

The scope of organizations that fall under Agreements and Partnerships are defined under the following by-laws:

- Recreation Facilities Agreement (By-Law # 2011-12-061)
- Festival Hall (By-Law # 2013-03-015)
- Library Service Agreement (By-Law # 2024-05-034)

RESPONSIBILITY

Recreation Associations and Auxiliary Community Services

The Recreation Coordinator will be responsible for the initial intake and review of all applications for sponsorship funding under these categories. All requests for funding must be directed to the Recreation Coordinator and community organizations must complete the mandatory intake form within the required deadline to be considered for funding.

Once the intake deadline has passed, the Recreation Coordinator will review all applications to determine if they have properly completed the intake form and may request additional information if required. However, applications that are missing information or do not qualify for funding may be dismissed at the discretion of the Recreation Coordinator.

Applications that pass initial review will be submitted to council at budget time for review and community organizations may be called upon to attend meetings to provide additional details, in relation to their funding requests to council.

LV Community Grants

The Community Development Officer will be responsible for the initial intake and review of all applications for sponsorship funding under this category. All requests for funding must be directed to the CDO and community organizations must complete the mandatory intake form within the required deadline to be considered for funding.

Once the intake deadline has passed, the CDO will review all applications to determine if they have properly completed the intake form and may request additional information if required.

However, applications that are missing information or do not qualify for funding may be dismissed at the discretion of the Community Development Officer.

Applications that pass initial review will be examined in detail by a team of four that include: the Community Development Officer, the Recreation Coordinator, the Chair of the Community Development, Recreation and Culture Committee and the Mayor. Additional staff such as the CAO/Clerk or Treasurer/Deputy CAO may also be consulted as needed.

Proposals will be graded via scoring rubric, and the committee will individually assess each application before meeting to share results among the four members. Applications will be ranked, and a report will be prepared for council's final approval of the successful applicants.

Annual Sponsorships and Agreements/ Partnerships

Staff will be responsible for submitting, reviewing and obtaining the required documentation needed for council's review at budget time.

The chart below outlines which staff have been assigned to various organizations and initiatives under this policy:

Treasurer/Deputy CAO	Community Development Officer	Recreation Coordinator	Deputy Clerk
Airport	CD Special Events	RC Special Events	Student Sponsorship
Pembroke Handi-Bus	CD Programming	RC Programming	
	CD Sponsorships	RC Sponsorships	

Agreements and Partnerships

These agreements will be reviewed and brought to council for approval by the CAO/Clerk and Treasurer/Deputy CAO at budget time.

BUDGET

Yearly funding budgets and specific grant allocations will be determined during the budgetary process.

Note: At least 25% of the funding envelope must be reserved for the second intake of the LV Community Grant.

QUALIFICATIONS FOR FUNDING

1. The applicant must be a community organization operating within the County of Renfrew and meet all other qualifying factors outlined under their respective category withing the Laurentian Valley Community Support Network.
2. Activities, events, programs and projects must occur within the County of Renfrew, except for in extenuating circumstances that must be approved by staff and council.
3. The applicant must fill out any required application forms and must clearly outline the activities, events, project or program their organization plans to facilitate, showing how it meets the needs of the community.
4. The applicant must demonstrate sound organizational ability.
5. The applicant must provide financial statements as well as annual project budgets, demonstrating good financial management. An organization must clearly demonstrate financial need or may be disqualified from funding.

6. Applications must be received by the set deadline.

Note: Recreation Associations and Auxiliary Community Service organizations are not eligible to apply for LV Community Grants.

CRITERIA FOR FUNDING

Applications will be evaluated based on the conditions outlined in the Purpose and Scope sections of this policy based on the following criteria:

- Demonstrated need
- Contributions to the community
- Promotion of the Township's strategic priorities
- Good financial management and organizational ability
- Other partners, other sources of funding, support of volunteers
- Benefit to the residents of Laurentian Valley.
- Existing agreements

FUNDING CATEGORIES

Recreation Associations	Auxiliary Community Services	LV Community Grants	Annual Sponsorships	Agreements and Partnerships
Yearly Operating	Yearly Operating	One-Time Capital Projects	NA	NA
Capital Projects	Capital Projects	Organizational Support/Operating		
Special Events	Special Events	Programming Events (<i>must be free to the public</i>)		

STRATEGIC PRIORITIES

- Recreation
- History, Arts and Culture
- Economic Development and Tourism
- Capacity Building (includes volunteerism, accessibility, age-friendly initiatives)

- Health & Well-being
- Embracing Rural Identity

MAXIMUM CONTRIBUTIONS

Recreation Associations	Auxiliary Community Services	LV Community Grants	Annual Sponsorships	Agreements and Partnerships
Based on need	\$10,000 limit	\$2500 limit	Based on need	Based on agreements

INELIGIBILITY

Funding cannot be used:

- To cover deficits
- To retire debts
- To increase endowment funds
- To fund activities that serve primarily the membership or purposes of religious or political organizations.

Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds, will not be eligible for funding until such time proper documentation is remitted and evaluated.

Organizations that can operate and provide an adequate level of service without public funding and who cannot demonstrate need should not receive funding. The funding generally cannot be used in such a fashion to achieve an operating surplus that can be donated to a separate group or entity.

INTAKE PERIODS

Recreation Associations	Auxiliary Community Services	LV Community Grants	Annual Sponsorships	Agreements and Partnerships
September 1 st	September 1 st	Intake 1: February 1 st Intake 2: August 1 st	September 1 st	Based on agreements

DEADLINES

Recreation Associations	Auxiliary Community Services	LV Community Grants	Annual Sponsorships	Agreements and Partnerships
September 30 th	September 30 th	Intake 1: March 31 st Intake 2: August 31 st	September 30 th	Based on agreements

FUNDING APPROVALS

After initial review and evaluations are completed, a full report will be submitted to council for final review and approval as part of yearly budget deliberations.

REPORTING

Each grantee will be required to submit a final report outlining how the funds were used, how the project/event/program contributed to the community and Council's strategic priorities, as well as a final budget summary.

ADDING OR REMOVING ORGANIZATIONS FROM THE COMMUNITY SUPPORT NETWORK

Recreation Associations

The process to add or remove a Recreation Association must be facilitated in conjunction with the processes outlined for doing so under the Volunteer Committees Appointed by Council Requirements Policy C-10.

After which, council may add or remove an organization from the approved list of eligible recipients by revising this policy.

To do so, a motion approved by council must be made to revise this policy to remove the organization.

New organizations will not be eligible for funding until the next intake cycle. However, council may provide funding to said organization in extenuating circumstances provided they submit all relevant documentation and meet all requirements of this policy.

Auxiliary Community Services

At any time, council may add or remove an organization from the approved list of eligible recipients.

To do so, a motion approved by council must be made to revise this policy to remove the organization.

New organizations will not be eligible for funding until the next intake cycle. However, council may provide funding to said organization in extenuating circumstances provided they submit all relevant documentation and meet all requirements of this policy.

Annual Sponsorships and Agreements/Partnerships

Annual Sponsorships are determined on a yearly basis at budget time through staff budget requests/reports. Staff or Council may propose new additions or revisions at this time for councils' approval as part of the budget deliberation process.

Agreements and Partnerships

Agreement and Partnership supports are also determined on a yearly basis at budget time through staff budget requests/reports. Staff or Council may propose new additions or revisions at this time for councils' approval as part of the budget deliberation process.

MONITORING

The Chief Administrative Officer/Clerk shall be responsible for receiving complaints and/or concerns related to this policy.

AUTHORITY

This policy is established pursuant to Section 107 of the Municipal Act, 2001 which allows a municipality, subject to section 106, to make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.

CONTACT

Chris Neff

Community Development Officer

Township of Laurentian Valley

Telephone: 613-735-5820, Ext 217

Email: cneff@lvtownship.ca



Laurentian Valley Recreation Association Grant Application

Part 1: Organization Information

Organization Name:			
Address:			
Website:			
Contact Person:		Organization Role:	
Contact Phone		E-mail:	
Alternate Contact:		Organization Role:	
Alternate Phone		Alt. E-mail	

Is your organization, project or even a charitable, not-for-profit,
or volunteer-based group or organization?

Yes ☐ No ☐

Charitable number
(if registered):

Part 2: Grant Request

Funds requested:

(Yearly Operating – based on previous years funding and anticipated increases)

(Capital Projects – based on need and feasibility)

(Special Events - maximum \$1,500 per event)

Brief description of the project for which you are applying for funds.

Timeframe of Project:

Part 3: Detailed Project Information

1. Give details of the normal activities of your group or organization, including your connection to the Township of Laurentian Valley.

2. Which grant category does your event, program or initiative fall under? (Check all that apply)

- ☐ Yearly Operating
- ☐ Capital Projects
- ☐ Special Events

3. Describe in detail the project, event or initiative for which you are applying for funding. Include information regarding expected total costs, number of participants and the target audience and any other details that may be applicable.

4. Check all strategic priorities that your initiative supports or contributes toward.
- Recreation
 - History, Arts and Culture
 - Economic Development and Tourism
 - Capacity Building (includes volunteerism, accessibility, age-friendly initiatives)
 - Health & Well-being
 - Embracing Rural Identity
5. Has funding been requested from sources other than the Township of Laurentian Valley? If yes, please indicate the amount and source.

6. How will any funding be used? **Please note:** funds cannot be used for deficits, debt, endowment funds or for religious or political purposes or to achieve an operating surplus that can be donated to a separate group.

Please attach:

- Organizational Budget Event/Initiative Budget
- Financial Statements
- List of Board/Committee members
- Any supporting documentation about your initiative or organization

Applicant Signature:



Laurentian Valley Committees of Council Final Report

Organization:
Contact Information:
Project:
Funding Received:
Describe your initiative and did it meet its intended goals?
How were the funds spent?
What did you learn?
Share any feedback you may have.

Supporting Documentation:
☐ final budget
☐ other, please specify: _____
Contact Name:
Signature:
Date:



Laurentian Valley Auxiliary Community Service Organization Grant Application

Part 1: Organization Information

Organization Name:			
Address:			
Website:			
Contact Person:		Organization Role:	
Contact Phone		E-mail:	
Alternate Contact:		Organization Role:	
Alternate Phone		Alt. E-mail	

Is your organization, project or even a charitable, not-for-profit,
or volunteer-based group or organization?

Yes ☐ No ☐

Charitable number
(if registered):

Part 2: Grant Request

Funds requested:

(maximum \$10,000):

Brief description of the project for which you are applying for funds.

Timeframe of Project:

Part 3: Detailed Project Information

1. Give details of the normal activities of your group or organization, including your connection to the Township of Laurentian Valley.

2. Which grant category does your event, program or initiative fall under?
 - Organizational Support/Operating
 - One-Time Capital Projects
 - Events (must be free to the public)
3. Describe in detail the project, event or initiative for which you are applying for funding. Include information regarding expected total costs, number of participants and the target audience.

4. Check all strategic priorities that your initiative supports or contributes toward.
- Recreation
 - History, Arts and Culture
 - Economic Development and Tourism
 - Capacity Building (includes volunteerism, accessibility, age-friendly initiatives)
 - Health & Well-being
 - Embracing Rural Identity
5. Has funding been requested from sources other than the Township of Laurentian Valley? If yes, please indicate the amount and source.

6. How will any funding be used? **Please note:** funds cannot be used for deficits, debt, endowment funds or for religious or political purposes or to achieve an operating surplus that can be donated to a separate group.

Please attach:

- Organizational Budget Event/Initiative Budget
- Financial Statements
- List of Board/Committee members
- Any supporting documentation about your initiative or organization

Applicant Signature:



Laurentian Valley Auxiliary Community Service Organization Final Report

Organization:
Contact Information:
Project:
Funding Received:
Describe your initiative and did it meet its intended goals?
How were the funds spent?
What did you learn?
Share any feedback you may have.

Supporting Documentation:
☐ final budget
☐ other, please specify: _____
Contact Name:
Signature:
Date:



Laurentian Valley Community Grant Application

Part 1: Organization Information

Organization Name:			
Address:			
Website:			
Contact Person:		Organization Role:	
Contact Phone		E-mail:	
Alternate Contact:		Organization Role:	
Alternate Phone		Alt. E-mail	

Is your organization, project or even a charitable, not-for-profit,
or volunteer-based group or organization?

Yes ☐ No ☐

Charitable number
(if registered):

Part 2: Grant Request

Funds requested:
(maximum \$5,000):

Brief description of the project for which you are applying for funds.

Timeframe of Project:

Part 3: Detailed Project Information

1. Give details of the normal activities of your group or organization, including your connection to the Township of Laurentian Valley.

2. Which grant category does your event, program or initiative fall under?

- ☐ One-Time Capital Projects
- ☐ Organizational Support/Operating
- ☐ Programming
- ☐ Events (must be free to the public)

3. Describe in detail the project, event or initiative for which you are applying for funding. Include information regarding expected total costs, number of participants and the target audience.

4. Check all strategic priorities that your initiative supports or contributes toward.
- Recreation
 - History, Arts and Culture
 - Economic Development and Tourism
 - Capacity Building (includes volunteerism, accessibility, age-friendly initiatives)
 - Health & Well-being
 - Embracing Rural Identity
5. Has funding been requested from sources other than the Township of Laurentian Valley? If yes, please indicate the amount and source.

6. How will any funding be used? **Please note:** funds cannot be used for deficits, debt, endowment funds or for religious or political purposes or to achieve an operating surplus that can be donated to a separate group.

Please attach:

- Organizational Budget Event/Initiative Budget
- Financial Statements
- List of Board/Committee members
- Any supporting documentation about your initiative or organization

Applicant Signature:

Date:



LV Sponsorship Final Report

Organization:
Contact Information:
Project:
Funding Received:
Describe your initiative and did it meet its intended goals?
How were the funds spent?
What did you learn?
Share any feedback you may have.
Supporting Documentation: ___ final budget ___ other, please specify: _____
Contact Name:
Signature:
Date:



Laurentian Valley Annual Sponsorship Application

Part 1: Organization Information

Organization Name:			
Address:			
Website:			
Contact Person:		Organization Role:	
Contact Phone		E-mail:	
Alternate Contact:		Organization Role:	
Alternate Phone		Alt. E-mail	

Is your organization, project or even a charitable, not-for-profit, or volunteer-based group or organization?

Yes ☐ No ☐

Charitable number
(if registered):

Part 2: Grant Request

Funds requested:

Brief description of the project for which you are applying for funds.

Timeframe of Project:

Part 3: Detailed Project Information

1. Give details of the normal activities of your group or organization, including your connection to the Township of Laurentian Valley.

2. Describe in detail the project, event or initiative for which you are applying for funding. Include information regarding expected total costs, number of participants and the target audience.

3. Check all strategic priorities that your initiative supports or contributes toward.
- Recreation
 - History, Arts and Culture
 - Economic Development and Tourism
 - Capacity Building (includes volunteerism, accessibility, age-friendly initiatives)
 - Health & Well-being
 - Embracing Rural Identity
4. Has funding been requested from sources other than the Township of Laurentian Valley? If yes, please indicate the amount and source.

5. How will any funding be used? **Please note:** funds cannot be used for deficits, debt, endowment funds or for religious or political purposes or to achieve an operating surplus that can be donated to a separate group.

Please attach:

- Organizational Budget Event/Initiative Budget
- Financial Statements
- List of Board/Committee members
- Any supporting documentation about your initiative or organization

Applicant Signature:

Date:



LV Sponsorship Final Report

Organization:
Contact Information:
Project:
Funding Received:
Describe your initiative and did it meet its intended goals?
How were the funds spent?
What did you learn?
Share any feedback you may have.
Supporting Documentation: ___ final budget ___ other, please specify: _____
Contact Name:
Signature:
Date:



Laurentian Valley Agreement and Partnerships Application

Part 1: Organization Information

Organization Name:			
Address:			
Website:			
Contact Person:		Organization Role:	
Contact Phone		E-mail:	
Alternate Contact:		Organization Role:	
Alternate Phone		Alt. E-mail	

Is your organization, project or even a charitable, not-for-profit,
or volunteer-based group or organization?

Yes ☐ No ☐

Charitable number
(if registered):

Part 2: Grant Request

Funds requested:

Brief description of the project for which you are applying for funds.

Timeframe of Project:

Part 3: Detailed Project Information

1. Give details of the normal activities of your group or organization, including your connection to the Township of Laurentian Valley.

2. Describe in detail the project, event or initiative for which you are applying for funding. Include information regarding expected total costs, number of participants and the target audience.

3. Check all strategic priorities that your initiative supports or contributes toward.
- Recreation
 - History, Arts and Culture
 - Economic Development and Tourism
 - Capacity Building (includes volunteerism, accessibility, age-friendly initiatives)
 - Health & Well-being
 - Embracing Rural Identity
4. Has funding been requested from sources other than the Township of Laurentian Valley? If yes, please indicate the amount and source.

5. How will any funding be used? **Please note:** funds cannot be used for deficits, debt, endowment funds or for religious or political purposes or to achieve an operating surplus that can be donated to a separate group.

Please attach:

- Organizational Budget Event/Initiative Budget
- Financial Statements
- List of Board/Committee members
- Any supporting documentation about your initiative or organization

Applicant Signature:

Date:



LV Sponsorship Final Report

Organization:
Contact Information:
Project:
Funding Received:
Describe your initiative and did it meet its intended goals?
How were the funds spent?
What did you learn?
Share any feedback you may have.
Supporting Documentation: ___ final budget ___ other, please specify: _____
Contact Name:
Signature:
Date: