

Township of Brock Corporate Policy



Policy Name: Support of Community Organizations Policy

Policy Type: Finance

Policy Number: F19 (Repeals: F3 - Free Use Policy and F4 - Community Grant)

Reference: XXXX Council Report Number

Date Approved: XXX

Date Revised: XXX

Approval By: Council

Point of Contact: Support for Community Organizations Committee (Internal Staff Committee)

1. Policy Statement

The Township of Brock recognizes the importance of non-profit organizations and community groups in the municipality and offers support to them to ensure the continued health, wellness, and social wellbeing of our residents and visitors. This policy sets out the parameters of support provided and the conditions to be met by non-profit and community organizations to be eligible for the support.

This policy is administered by the internal staff Support for Community Organizations Committee (SCOC). This committee is comprised of representatives from the following departments: Public Works, Parks and Recreation, Clerk's and Treasury.

2. Eligibility Requirements

- A Non-Profit or Community Organization whose service falls within the Organizational Categories as listed in Section 2.1
- Serving the residents of the Township of Brock
- In good financial standing with the Township of Brock

The request for support must be submitted by a member of the elected Board of Directors / Executive Committee for the community organization that is making the application.

A successful application does not establish a precedent for the automatic approval of the same request for subsequent rentals or events.

2.1 Organizational Categories

In order to establish clear benchmarks regarding the type of organizations and events that receive support, the municipality has established the following categories:

- **Arts, Heritage and Cultural Organization:** organizations that promote the arts, heritage and culture and offer activities in the following areas: literary arts, performing arts, visual arts, media arts, and museology.
- **Social Development Organization:** organizations that mainly offer services, activities or initiatives aimed at improving the welfare of the population.
- **Recreational Organization:** organizations that mainly offer the practice of a leisure activity for entertainment, recreation or pleasure.
- **Sports Organization:** organizations that offer the practice of a sport or physical activity involving physical and technical skills that require specific equipment and facilities.
- **Elementary and Secondary School:** local elementary and secondary schools play an important role in the areas of community cultural, social and recreational activities. Therefore, support is also available to elementary and secondary schools in the region.
- **Community Service Group:** Organizations providing community improvement and service across a broad spectrum of events and activities.

3. Exclusions

This policy will not support the following:

- Individuals
- For Profit Organizations
- Political Organizations
 - Organizations with a political mandate, such as citizen ratepayers associations
- Organizations which are religious entities or faith-based groups and are registered charities or not-for-profit corporations, may be eligible if they provide direct programs and services to the community at large which are not religious activities and do not include a requirement to participate in any dimensions of faith
- Organizations whose activities may breach the [Ontario Human Rights Code or Charter of Rights](#).
- Regularly recurring rentals (example ice rentals, monthly meetings etc.)
- Programs and services that are the responsibility or funded by other levels of government
- Programs and services that are currently offered by the municipality

4. Exemptions

This policy does not apply to the following groups who may receive support from the municipality through means outside of the parameters of this policy, except for the requirement to complete the Special Event Application.

- Municipally appointed Boards and Committees
- Municipally organized and hosted events
- Organizations that have entered into a lease agreement with the municipality (terms of free/reduced rate use are listed within that existing agreement)

5. Supports Available

Community organizations and non-profit groups may request the following types of support from the Township of Brock:

- Physical Support
- Promotional Support
- Financial Support

5.1 Physical Support

Physical support includes Facility Rentals and Equipment Lending.

5.1.1 Facility Rental

Community Organizations and Non-Profit groups may [book municipal facilities](#) (halls, community centres, fields, meeting spaces etc.) through the Recreation Department. Bookings are subject to availability and must adhere to municipal facility policies.

5.1.2 Equipment Lending

Community Organizations and Non-Profit Groups may request in-kind support through equipment lending. This includes but is not limited to: garbage receptacles, road barriers, pylons, picnic tables, grass cutting, grading, safety vests, etc.

Should a request for equipment be approved, the municipality shall arrange with the requester the pickup and/or drop off of the items during regular business hours (Monday-Friday 8:30 a.m. - 4:30 p.m.) All items lent by the municipality must be returned within 3 business days. Failure to return items, items returned in disrepair, and/or items inspected by staff and identified as damaged following use by a Community / Non-Profit Organization will result in the requester being invoiced for the cost of replacement.

Applicants may request use of portable toilets that are already placed at municipality facilities for their events. Additional portable toilets and/or handwash stations may be requested and arranged for by the municipality but paid for by the Community Organization / Non-Profit Group. Requests for servicing of existing portable toilets in conjunction with the event may be arranged through the municipality but paid for by the Community Organization / Non-Profit Group.

5.2 Promotional Support

The Township of Brock offers many promotional tools for community organizations and non-profit groups. Requests for promotional support can be submitted through the below links or by contacting communications@brock.ca.

The municipality will actively communicate with community organizations to encourage submissions to the below promotional channels.

- Inclusion of events and organization listings in the Recreation Guide
- [Listing on the municipal website](#)
- [Inclusion of events and programs on the municipal events calendar](#)
- Inclusion of events and programs in the monthly municipal e-newsletter
- Inclusion of events and programs on the Choose Brock tourism website
- [Proclamations](#)
- [Flag Raisings](#)
- [Presentations at Council](#)
- [Messaging on digital displays at the Municipal Administration Building, Beaverton Town Hall and Manilla Hall](#)

5.3 Financial Support

The Township of Brock also offers financial support to community organizations in two forms:

- Partial refunds of the cost to rent a municipal facility.
- Proceeds raised at the annual Township of Brock Charity Golf Tournament.

5.3.1 Partial Refunds of Cost to Rent Municipal Facilities

Facility bookings by Community Organizations and Non-profit Groups made in advance through regular booking procedures (online, via staff) and paid in full will guarantee the space and are eligible for partial refund.

If an organization is unable to pay the full amount to book a facility in advance, they may still follow the steps in section 6 to request physical and financial support, however the booking cannot be secured until the request has been reviewed and approved by the SCOC committee.

Requests for partial refunds of rental costs will be processed quarterly.

Following the completion of the event, community organizations and non-profit groups may submit a Request for Support in the form of a Partial Refund of Rental Cost for Municipal Facilities as per the Application Procedures (Section 6) outlined below.

Should the request be approved, a portion of the rental cost of the municipal facility will be refunded to the account that paid the rental fee. Insurance costs will not be refunded.

Damage deposits will be refunded pending satisfactory facility checks.

5.3.2 Application for Proceeds from the Annual Township Charity Golf Tournament

On an annual basis, community organizations are invited to submit an application for funds raised at the annual municipal Charity Golf Tournament. The municipality shall publicize when applications will be collected and eligibility requirements. Further information can be found on the [Township of Brock website](#).

5.3.3 Budget

Each application is subject to committee consideration and budget availability. Annually a budget is set by Council for this program. Applications may not be approved if funding is not available. The available funds shall be split equally into quarters to ensure there is adequate funding through out year.

6. Application Procedure

Community Organizations and Non-Profits groups requesting Physical or Financial support from the Township of Brock shall follow the application procedure as outlined below.

The request for support must be submitted in writing to clerks@brock.ca and shall include:

1. The name and contact information of the requesting Community Organization
2. The classification of the Community Organization (as per Section 2.1)
3. The specific supports (physical /financial) that are being requested.
4. The date(s), time and location of the event – as per the Special Event Application
5. Must be submitted by a member of the Board of Directors or Executive Committee with position and direct contact information listed.
6. List of elected Board of Directors/ Executive Committee
7. Provide evidence of non-profit or charitable organization status
8. Explanation of how the free use will benefit users and the residents of the municipality
9. Copy of the organizations mandate

Submissions requesting booking of facilities at no cost, must be made no later then 6 weeks in advance of large events. As much advance notice of possible is appreciated by the committee to consider the request. If the request for a booking conflicts with a booking that has already been made and paid in full, the request may be denied. A damage deposit is required for all bookings and must be received in order for the space to be guaranteed.

Each application will be reviewed in accordance with this policy.

The committee will also review the organizations accounts with the municipality to determine they are in good financial standing with the Township of Brock.

A report will be provided to Council on a quarterly basis and will include each of the Requests for Support that have been processed and will indicate the following:

1. The total number of support requests and corresponding financial implications that have been granted and/or denied by the municipality year to date,
2. A summary of requests year to date from all organizations and the corresponding dollar amounts.
3. A summary of requests in each category (Section 2.1)

6.1 Evaluation Criteria

Requests for support will be evaluated by an internal committee and considered according to the following criteria:

- The relationship between the event and the goals and plans of the Township of Brock
- How the event responds to a needs or interests of the community
- If the planned activities at the event duplicate services offered by the municipality
- The collaboration with other community organizations for the event
- The diversity of funding sources for the event
- The energy and commitment of the organization within the community
- The economic and social benefits of the event
- The consideration of accessibility for persons attending the event
- The correlation between municipal policies and the documentation submitted

The municipality has limited funding available and must make choices among competing projects. In certain cases, although the organization may be admissible, support may not be offered.

Financial support granted under the conditions of this policy will be payable in full as soon as possible after the request has been approved. Amounts received are a one-time non-recurrent grant.

7. Specifications

This policy applies only to municipally owned facilities and assets.

This policy shall be reviewed on an annual basis, at which time staff will also provide a report on total amount of support (financial and in-kind) granted.

The Township of Brock reserves the right to make discretionary changes to the Support for Community Organizations Policy at any time.