



Corporation of the Township of Brock

Staff Report to the Mayor and Members of Council

From: Crystal Doucette

Position: Manager of Accounting

Title / Subject: Charity Golf Tournament Application Funding

Date of Report: February 15, 2023

Date of Meeting: February 27, 2023

Report No: 2023-FI-002

1.0 Issue / Origin

That Council receive the following report for its information and approve the allocation of funds to those deserving applicants as contained herein.

2.0 Background

The Annual Charity Golf Tournament has supported youth programs in our community since 1999. The tournament has been supported by local business and individuals, making it the success it has been. Applications for funding were received from applicants until November 30th, 2022, from which the Golf Tournament Committee reviewed these applications and are recommending the funds be distributed as per Attachment No.1.

3.0 Analysis

The golf tournament committee met January 12, 2023 to review the 9 applications received totaling \$13,975.00 for the distribution of funds from the Township of Brocks 23rd annual Charity Golf Tournament. A summary of all applicants received is shown in Attachment No.1.

An amount of \$30,474.00 was available for distribution. All applicants were examined and evaluated based on the application criteria found below.

Eight of the nine applications received were recommended for funding with 2 being approved for only partial funding, while all others were approved for full funding. One application was deemed to not be considered as the work to be completed is on

Township owned property and an arrangement has been made with the Public Works Department to include this work in their maintenance of the property.

4.0 Related Policies / Procedures

Application Criteria:

Youth-oriented projects only – this is viewed as the fundamental or core purpose of the grant Program.

Completed by a local non-profit organization or group within or serving the residents of the Township of Brock – this applies to any organization offering programs for youth. It is purposely open ended as some groups are unincorporated and others are set up as one-time groups organized for a specific purpose based on the needs of the youth in the community.

An innovative project that promotes the health, wellness, and physical activity of our youth; general operating costs are excluded – operating costs include the general administrative costs required to run the organization. These are not directly related to a specific program or project that is being considered for funding in other words, the cost will continue regardless of the applications outcome. Although the focus is on innovative or new programs, proposing improvements to existing programs will also be considered for funding. These improvements may include the purchase of new camping equipment for outdoor trips; the purchase of rink boards for minor hockey programs; or other items that make an existing program or project more attractive to participants. Costs can be from minor capital items that will be used for this (or subsequent) year's program, supplies, busing, speakers, and anything needed to run the program or complete the project.

Projects will be funded to a maximum of 50% with other fund-raising efforts for the remainder of the project – the grant program is intended to supplement the efforts of community groups not to replace them.

No project will be awarded more than \$2,500 from the annual golf tournament proceeds – The limit is intended to ensure small organizations with programs received a fair share of the funding available. It was also intended to inform organizations with larger projects of the limits up front to avoid the expectation that the tournament funds would be allocated proportionally based on the request.

Proof of expenditure must be provided upon completion of the project – for funding to be disbursed to the group/organizations that have been approved by Council, the group must first provide proof that they held the proposed program or completed the

project and paid the related expenditures as outlined in the initial application. Once proof has been sent to the Treasurer, a reimbursement cheque is issued to the group. The cheque will be for 50% of the total of all receipts provided to a maximum of the funds allocated by Council.

The project should be completed within 18 months of the funds being awarded with extensions considered with reasonable explanation – funding for each grant approved by Council is held in reserve until the funds are claimed or until sufficient time has passed to assume no claim will be made. Additionally, releasing unclaimed proceeds after four years as an addition to the current year’s proceeds was introduced as a streamlined way to ensure all tournament proceeds are eventually reused in the community.

Deadline for submissions – late submission will be advised that they can resubmit their project or program for consideration in the subsequent year.

5.0 Financial / Budget Assessment

If the funding of this report is approved the balance of funds available are as follows:

Uncommitted Golf Reserve Dec 31/22	\$38,707.53
Previously committed funding	(5,352.56)
Proposed funding - 2022	(11,162.00)
Balance of funds available for 2nd intake	\$22,192.97

Previously committed funding of \$5,352.56 represents 7 previously awarded grants from 2018 and 2019 that staff are working with organizations to finalize this year.

6.0 Climate Change Impacts

n/a

7.0 Communications

Staff will work to notify all applicants of their approval status and amount during the first half of March giving the organizations ability to start their projects immediately.

The Golf Tournament Committee is suggesting a second application intake process this year. Given that we were unable to complete the application process in 2020 due to Covid-19 and in 2021 due to timing constraints of a later tournament and staffing changes. This has created a surplus of available funds even after these grant applications are approved. With \$22,192.97 remaining available the committee is suggesting an application intake to be advertised in March 2023 with a submission

deadline of April 30th, 2023. This should allow for any groups who were not fully operational and prepared to apply last fall, to make applications for this second intake.

8.0 Conclusion

The application for funding from the 2022 Charity Golf tournament was a success with enough funds remaining for a second intake. The committee will begin planning for the 24th Annual Charity Golf Tournament set to take place June 22, 2023.

9.0 Recommendation

BE IT RESOLVED THAT Council receive report 2023-FI-002, Charity Golf Tournament Application Funding, for information; and

THAT Council approve the disbursement of funds as outlined in Attachment No.1. to report 2023-FI-002; and

THAT Council approve implementing a second intake for applications this year.