



100 John West Way  
Aurora, Ontario  
L4G 6J1  
(905) 727-3123  
aurora.ca

Town of Aurora

## Community Partnership Grant

Community Services

Contact: Community Services Department

Approval Authority: Council

Effective: April 25, 2023

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### Purpose

The Community Partnership Grant (“the Grant”) provides temporary financial assistance to community groups and individuals within the Town of Aurora, (“The Town”) or those who provide services within The Town, with respect to the delivery or implementation of cultural and/or recreation-based initiatives that serve and benefit the Aurora community. The Town’s funding contribution is intended to assist groups or individuals to build capacity and sustainability within their organization and further their mandate/mission, while supporting the Town’s strategic plan. This Policy ensures that the funds provided by the Town are allocated in a fair, transparent and impactful manner.

### Scope

This Policy applies to not-for-profit organizations, charitable community groups, and individuals applying for grant funding. All applicants must primarily service the Aurora community to be eligible for the Grant.

### Definitions

#### Criteria:

A standard established by the Town that will be used to evaluate Grant applications and to make decisions on Grant eligibility and approval based on how the Grant will be used to benefit the Aurora community.

#### Grant Review Committee:

A committee made up of Town staff who are required to use a Rubric tool to objectively score each Grant application and make recommendations to the Director of Community Services for a final decision on the approval of the issuance of a Grant.

#### Rubric:

An evaluation tool established by the Town to evaluate the Criteria to ensure the consistent, fair and transparent measurement of Grant applications.

**Semi Annual Report:**

A semi annual report submitted to Council, identifying all applicants, their application status and the amount of any approved Grant.

**Policy****Funding Framework:**

The Grant funding framework as set out below, describes Criteria and the process for the allocation of Grant funding.

- Base Grant funding is allocated by Town Council through the Town's annual Operating Budget deliberation process.
- Town staff will develop a Grant Application and a Rubric to evaluate grants objectively.
- Town staff will establish a Grant Review Committee
- Grant applications may be made by the following categories of applicants who provide services within the Town with respect to the delivery or implementation of cultural and/or recreation-based initiatives that serve and benefit the Aurora community:
  - Organized community groups
  - Not for profit organizations
  - Charitable community groups, and
  - Individuals who provide cultural and/or recreation-based services primarily in the Aurora community.
- Four (4) grant application intake due dates will be defined annually, and Town Staff will host information sessions for interested/prospective Grant applicants prior to each intake due date.
- For Grant applications under five hundred dollars (\$500), intake dates will be continuous throughout the year, unless funds are no longer available.
- The maximum amount of a Grant to an eligible organization or individuals will be no more than ten thousand dollars (\$10,000) annually as determined by the Grant Review Committee. Funding in this category is subject to the final approval of the Director of Community Services.
- Grant applications will be evaluated by the Grant Review Committee using a rubric based on the following Criteria:
  - Scale, inclusivity, direct and indirect benefits;
  - Strength of the concept including resources and other funds;
  - The importance of the Town's contribution;
  - How the project will support the Town's vision and strategic plan; and

- How the success of the project will be determined
- If the Town's Grant funding becomes exhausted in the calendar year prior to year end, applications will no longer be accepted.
- All Grant recipients shall enter into an agreement with the Town that outlines various provisions, including but not limited to the expectations for payment, reporting on expenditures of all Grant funds provided by the Town and usage of the Town's name and logos.
- Town staff will prepare a semi-annual report.
- The John West Memorial grant will continue to be administered under the umbrella of this new grant program and the process for that specific grant will not change. Funds have been allocated within the Community Partnership grant for the John West Memorial grant.

## **Responsibilities**

### **Community Services Department**

- To promote the Grant in coordination with the Town's Communications Division
- To ensure sufficient funds are available to administer the Grant from the Town's Operating Budget and are included in the Operating Budget submission for consideration during the Town's annual Operating budget deliberations.
- Approve or deny Grant applications, based on the recommendations of the Grant Review Committee.

### **Grant Review Committee**

- Develop a Grant application and Rubric
- Review Grant applications and provide recommendations for approval to the Director of Community Services based on the Community Partnership Grant Guidelines and the approved Policy. All decisions made by the Director of Community Services will be final.
- Prepare a semi-annual report.

### **Applicants**

- Comply with the terms and conditions set out in the Policy and Community Partnership Grant Guidelines.

## **Monitoring and Compliance**

In accordance with the Town of Aurora policies, collective agreement and applicable legislation and policies any employee found to be demonstrating actions / behaviours that are not consistent with the terms of this policy will result in an investigation. Any employee found to be disrespecting the terms of this policy other than under exceptional circumstances, emergencies or operational requirement is subject to possible discipline up to and including termination. CAO / Director / Managers /

supervisors and employees should work collaboratively to resolve issues related to this policy. Employees can escalate issues to Human Resources where difficulties continue.

### **References**

- Community Partnership Grant Guidelines (Procedure)
- Town's Strategic Plan

### **Review Timeline**

This Policy will be reviewed two (2) years after the initial approval date.