



**London**  
CANADA

## **London Community Grants Administrative Procedures**

**Last Review Date:** April 2019

**Service Area Lead:** Manager, Neighbourhood, Strategic Initiatives and Funding  
Neighbourhood, Children and Fire Services

### **1. Purpose**

The purpose of the London Community Grants Administrative Procedure is to outline the operational details of the London Community Grants Policy and will be used by City of London employees to carry out day to day business operations. See link below for the London Community Grants Council Policy.

<http://www.london.ca/city-hall/city-council/Pages/Policy-Manual.aspx>

#### **1.1. Objectives:**

- a) To make sure that an adequate administrative review of grant requests takes place;
- b) To provide funding amounts to community groups or organizations that are eligible and approved under the grants criteria and according to their suitability in relation to the City's goal and other submitting organizations;
- c) To make sure that those applying for assistance are evaluated on an equitable basis, utilizing the same evaluation criteria; and
- d) To make sure that a system of accountability is developed and maintained between the organization requesting funds and the City of London.

#### **2. Application Process:**

2.1. All agencies who meet the eligibility criteria for the grant applied for are given the opportunity of making an application for City of London grants, except those excluded by law.

2.2. Principles of Funding:

The following are overriding principles of funding and must be addressed in each application:

- the project/program responds to a community need and clearly aligns with at least one strategic priority of the City's Strategic Plan;
- support for innovation and collaboration with community organizations, funders and the City;
- encouragement of diversity, equity, accessibility and environmental friendliness;
- recognition of community support for the proposed activity;
- demonstration of community outreach, neighbourhood accessibility and value to the community;
- accountability of outcomes and benefits related to the proposed activity;
- demonstrated financial viability, no deficits or loans will be considered for assistance;
- increased accountability and commitment;
- simple, clear, fair and transparent process; and
- strong/responsible financial management and stewardship.

2.3 The relevant Application is to be completed with all pertinent information and forwarded to the designated City Staff person within the time frame specified for that category. No applications will be accepted after the due date.

2.4. Civic Administration will annually advertise the open call for applications through a communication plan which will include but is not limited to:

- City of London website
- Community Information Sessions
- City of London social media campaigns i.e.: Facebook, Twitter
- Local Newspaper ads
- Email distribution to local networks i.e.: Pillar Nonprofit Network

2.4.1 The application process includes a mandatory community information session for all interested organizations. It will be held at the beginning of the application process (see complete process as outlined in the attached flow chart for the London Community Grants program below).

2.5 Organizations may request an “application interview” meeting with Civic Administration (designated City Staff) prior to the application deadline date to review their application and ask questions related to the application form itself and/or the granting process.

2.6 Applicants will be notified of the funding decision in a timely manner, dependent on the grant to which they have applied.

2.7 The Application:

2.6.1 Each applicant is required to complete (where applicable) an appropriate "Grant Application Form" within the specified time frame. Late or incomplete applications will not be accepted.

2.7.2. Grant Applications must be accompanied by financial statements for the previous year (preferably the audited statements), budgets or forecasts as well as evidence of adequate effort to secure financial support from the public or other levels of government, if applicable.

2.6.2.1. The City has the right to request additional financial information to determine the viability of an organization.

2.7.3. All applicants receiving funding from the Municipality in order to provide a service to the citizens shall produce on request, adequate information which may be required. This is to ensure that the service being provided is in the best interest of the people served and that the City funds are being used in an effective and efficient manner.

2.7.4. In most cases, only one request per organization, is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated in the one request.

2.7.4.1. An additional application may be made in the same fiscal year as Multi-Year applications to the Capital and/or Innovation grants stream.

2.7.5. All grant applications must meet all of the required criteria in order to be considered for a City grant. All grants will be assessed in terms of their alignment with the Strategic Plan; need for the project; cost/effectiveness; financial viability; contribution to the quality of life in the community; community response and apparent quality.

2.7.6. Priority will be given to Innovation or Capital stream projects that make a unique contribution to or are of special significance to the City.

2.7.7. Priority will be given to Innovation applicants that are willing to create dynamic partnerships and share learned experiences with the community.

2.7.8. The organization must indicate other City contributions that are made to the organization (purchase of service, tax exemptions etc.)

### **3. Community Review Panel**

3.1. A community review panel of up to 11 individuals will be convened to make decisions regarding the allocation of municipal grants. The community review panel will be comprised of community members and City Staff as outlined in the London Community Grants Policy.

3.2. Members of the community review panel will assess applications and make decisions based on the City of London's Strategic Plan and the criteria laid out in the evaluation criteria document.

#### **3.3. Role of Staff**

- Staff will provide relevant contextual and historical information to support informed decision making; and,
- City of London staff will sit on the community review panel and will participate in the decision making process.

3.3.1 Interviews between the City of London staff and the Board of Directors and senior staff of organizations applying may, in some cases, be requested for the purposes of reviewing grant requests and assessing service or program needs.

3.3.2 The City of London retains the right to share funding information received on the "grant application" form with other relevant funding bodies. The City of London also retains the right to obtain information from other funders regarding grant requests. This is for the purpose of providing additional information so that a co-ordinated approach to the funding of organizations in London might be achieved.

#### **3.4. Confidentiality and Conflict of Interest**

- Any community member directly or indirectly connected to organizations submitting an application to receive funding from the City of London will not be a member of the community review panel;
- Community review panel members will be required to sign a confidentiality and conflict of interest agreement prior to participation in a meeting and/or allocation of funding decisions;
- Members of the community review panel will remain anonymous until all funding decisions have been made. At this time, the committee membership will be released to the public;
- Members of the panel will be strictly required to adhere to the confidentiality and conflict of interest policies in order to uphold the values of integrity and fairness throughout the granting process. Adherence includes, but is not limited to the following:
  - Maintaining the confidentiality of information received, including the applicant's information, financials, etc.
  - Disclosing any potential or perceived conflict of interest at the time of their application to the committee, as well as throughout the duration of the funding deliberations
  - Keeping their involvement with the committee confidential until the funding decisions have been publicly released.

### **4. Grant Appeals Process:**

4.1. Civic Administration (designated City Staff) will contact all applicants to inform them of their success or decline of their application. Upon notifying all applicants the appeals process will commence.

- 4.2. All applicants will be notified of the appeals process and timelines.
- 4.3. The appeal must be submitted in writing no sooner than 48 hours after the funding decision is released, and no later than 10 business days after receipt of notification of the funding decision.
- 4.4. The appeal must be signed by the Board Chair or Treasurer of the appellant organization.
- 4.5. The Manager, Neighbourhood Strategic Initiatives & Funding or designate will review all appeals to determine which appeals meet the criteria to be referred to the City's Managing Director/Director.
  - 4.5.1. If sufficient information to support the appeal is not provided, applicants may be notified that the appeal will not proceed.
- 4.6. The review of the appeal may include the initial funding decision, funding submissions, contribution agreements/letters of agreement, procedural guidelines, letters, emails, payment histories, information from other funders, community need, as well as the capacity of the organization.
- 4.7. During the review of appeals, a meeting may be requested by the Manager Neighbourhood Strategic Initiatives & Funding if additional information is required.
- 4.8. Organizations will be advised of the result of the appeal in writing within 30 business days from the appeal submission date.
- 4.9. An appeal does not delay or suspend the City's disbursement of allocated funds to approved organizations.

## **5. Grant Agreement**

- 5.1. The length of the grant will be defined in the signed grant agreement.
- 5.2. Upon the award of funds, organizations will work with Civic Administration (designated City Staff) to create the Grant Agreement which includes:
  - Eligible Expenditures Budget;
  - Outcomes; and,
  - Measurements metrics;
 for each of the awarded projects.
- 5.3. The organizations Executive Director and Board of Directors Chair or Treasurer will provide original signatures on the Grant Agreement.
- 5.4. Funds will be allocated following the receipt of the signed Grant Agreement and any outstanding London Community Grants reports.

## **6. Reporting Requirements**

- 6.1. Upon the award of funds, organizations must adhere to the reporting timelines outlined in signed Grant Agreement.
- 6.2. Funded Organizations will be required to submit reports by the specified time on the Agreement or the City will reserve the right to withhold further payments and/or request repayment of previous advances related to the funded project.
- 6.3. If the Organization requires changes to the Funded Activity outlined in the Grant Agreement, approval must be received by city staff prior to any changes to the Funded Activity.

## 7. London Community Grants Program - Granting Process

