

21-217(CRS) Community Grant Program
Appendix C

Community Grants Policy Feedback and Responses

| September 12 Budget & Audit Committee | |
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| Question / Comment | Response |
| Application document is too long. | <p>Applicants have not provided comments about the length of the application form; however, comments were received that sufficient instructions were not provided to complete the appendices as well as feedback that it would be helpful if the forms automatically calculated financial information.</p> <p>Based on the feedback and to make the process more efficient, the application has been transformed to a digital platform. Applicants are now able to complete an online application form that includes enhanced functionality that will save time and is more efficient as follows:</p> <ul style="list-style-type: none"> • copy/paste functionality to save time typing information that may already exist • ability to upload supporting documentation • radio buttons to answer yes/no questions that removes questions that become not applicable • automatic calculation of financial information <p>If applicants do not have a computer or are not able to complete the online form staff will be available to complete the information on the applicants' behalf or paper copies of the applications will also be available if preferred.</p> |
| The City receives many requests for funding at varying levels of support. There should be different application streams based on level of funding request. | <p>This was addressed through the creation of two funding streams with a different application process for requests greater than \$100,000 and a more condensed application for requests less than \$100,000. This limit was revised by Council on October 15 to be \$25,000.</p> |

| Question / Comment | Response |
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| Why are groups required to provide minutes of meetings, list of members and the executive? | These criteria have been removed from the policy. |
| Consultation with groups should occur to receive feedback. | <p>Consultation with three groups was undertaken to solicit feedback about the proposed Community Grants policy (Shore Centre, Sexual Assault Support Centre of Waterloo Region and the Cambridge and North Dumfries Doctor Recruitment Committee).</p> <p>The groups were generally supportive of the proposed changes and provided feedback that the application process should be efficient and streamlined and not take time away from delivery of their core service. Comments were also received that they are supportive of a year-end reporting document as an opportunity to share annual results with Council.</p> |
| Certain groups should not be included in scope of the policy such as Neighbourhood Associations, groups that have been previously approved for multi-year funding, heritage grants, Celebrations of Women | These groups have been excluded from the policy and groups that have been previously approved for multi-year funding are not required to complete an application annually. |
| Organization must be located in Cambridge | This requirement has been removed and instead the policy has been updated to say the organization shall have a location and/or presence in Cambridge. |
| Exclusion of hospitals, universities and colleges | <p>The policy excludes funding to other levels of government which by definition includes hospitals, universities & colleges.</p> <p>Typically the requests from these organizations can be substantial and therefore would require the greatest oversight from Council. These groups are not prohibited from requesting funding from the City but these requests would go directly to Council, outside of the Community Grants Policy.</p> |

| Question / Comment | Response |
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| Requirement for 70% of organizations funding to come from revenue sources other than the City | The wording in the policy has been updated to say "The organization must show that it has thoroughly explored all other available sources of funding and shall identify funding from at least one source other than the City of Cambridge". |
| Appeals should be heard by Council | The policy has been clarified to explain that any appeals will be referred back to Council for further consideration. |
| Ineligibility of beautification projects should exclude Horticultural Societies | The policy has been amended to allow horticultural societies to apply for beautification projects. |

| October 15 Council | |
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| Question / Comment | Response |
| Neighbourhood Associations should be a line item in the City's annual budget and required to complete annual reporting on outcomes. Staff to consult with the Neighbourhood Associations. | Neighbourhood Associations have been removed from the scope of the Community Grants Policy. Staff have consulted with the Neighbourhood Associations for input on the outcomes reporting requirement. Although these groups are not within the scope of this policy, feedback was provided that the Neighbourhood Associations will provide a summary of how the City's funds were spent during the year and statistics will be reported as requested. |
| Proposed thresholds for application funding amounts should be reduced from \$100,000 to \$25,000. | This feedback has been implemented in the policy. |
| Provide a list of groups that would be in the less than \$25,000 category and those that would be over \$25,000. | Please see Appendix C for a summary of grants provided in 2020 and 2021 that were above and below the \$25,000 threshold. |
| Organizations that provide a service that benefits other municipalities besides Cambridge should be required to apply for funding from the Region and/or the other municipality and not strictly Cambridge. | This wording has been clarified in the policy. |

| Question / Comment | Response |
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| Organizations should provide documentation to verify that Cambridge residents are receiving benefit of the services provided by the organization. | This wording has been clarified in the application. |
| Organizations must be located in Cambridge or have a satellite location in Cambridge. | The policy has been revised to say "The organization shall have a location and/or presence in Cambridge". |
| Staff to consult with organizations such as Doctors Recruitment and Social Planning Council regarding timelines of application process. | <p>Consultation with three groups was undertaken to solicit feedback about the proposed Community Grants policy (SHORE Centre, Sexual Assault Support Centre of Waterloo Region and the Cambridge and North Dumfries Doctor Recruitment Committee).</p> <p>SHORE mentioned that the timelines may make it more difficult to begin building budgets for the following year; a response to the question about timelines was not received from Sexual Assault Centre; and Doctors Recruitment expressed that they are supportive of funding being released in February.</p> |
| How do the timelines of the Community Grants process impact groups who are included as a line item in the City's budget? | If a group is approved for funding as a line item in the City's budget, they will receive funding once the budget is approved by Council. Groups that are required to apply will receive funding in February/March once Council has approved funding allocations for the year. |

| November 5 Council | |
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| Question / Comment | Response |
| Policy should apply only to Grants to Groups, not all groups that receive funding from the City | <p>Staff considered all groups that receive funding and grants as interpreted from the resolution of the Budget & Audit Committee.</p> <p>THAT staff be directed to provide a report to the 2020 Budget Committee on a detailed breakdown of the expenditures provided to the organizations that receive City funding from operating grants approved in the 2019 Budget process;</p> |

| Question / Comment | Response |
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| | <p>AND THAT an application and review intake process be developed for groups that receive funding and grants from the 2019 Budget, including follow-up and oversight.</p> <p>Whether a group applies for funding from another organization, or an individual applies for funding from a bank or other lending institution, there is an application process that is required. Including all groups in the policy is good business practice and provides accountability and transparency to the public on how City funds are spent.</p> |
| <p>Will organizations continue to have core funding in the City's budget?</p> | <p>In order to be transparent and accountable and follow good business practices, all non-profit organizations requesting funding from the City should be required to apply to the Community Grants program annually unless they have been approved for a multi-year funding agreement.</p> <p>Any grants that have been approved with a multi-year commitment will be detailed in the City's annual Budget and Business Plan document. Once the committed term has ended the organization will be required to reapply for funding. This practice allows Council to review requests for funding on a regular basis, ensures funding provided to organizations aligns with the City's strategic priorities and allows organizations an opportunity to communicate how the City's funding is being leveraged to provide opportunities to the community.</p> |
| <p>Requirement for organizations to carry valid General Liability Coverage in the amount of \$2 million with the City named as an additional insured is not possible for some groups, particularly smaller groups.</p> | <p>All groups that were provided funding in 2020 and 2021 have been able to meet this requirement with no concerns expressed.</p> |