



**POLICY AND PROCEDURES FOR
APPLICATIONS FOR FINANCIAL ASSISTANCE**

**COMMUNITY PARTNERSHIP PROGRAM (CPP)
INFORMATION PACKAGE**

GOALS AND OBJECTIVES

The prime goals of The Municipality of Strathroy-Caradoc's CPP Program are:

1. To facilitate and ensure effective citizen involvement in community groups and in civic events.
2. To improve the well-being of the community.
3. To promote volunteerism in the community.

The objectives of the program are:

1. To provide municipal funds or other forms of financial assistance, in limited amounts, to community groups and organizations that warrant municipal support.
2. To ensure that full value be obtained for each dollar provided in financial assistance by the Municipality.
3. To evaluate all requests equitably and consistently.

COMMUNITY PARTNERSHIP FUND (CPP) GUIDELINES

SUBJECT AREAS

Applications are categorized under one of the following subject areas.

- **Tourism/Economic Development**
Organizations that significantly benefit tourism by bringing in non-Strathroy-Caradoc residents into The Municipality of Strathroy-Caradoc.
- **Community**
Refers to organizations which enable citizens to strengthen the personal or community life of The Municipality of Strathroy-Caradoc. It also refers to organizations which strengthen neighborhoods, accessibility, and public involvement in organizations. This category includes quality of life organizations. This category does not include local recreation groups (ie. sports groups, etc.).
- **Arts**
Refers to organizations which produce, present, distribute, educate and/or encourage the appreciation of and the creation of work in the literary, performing or visual arts.
- **Culture and Heritage**
Refers to organizations which represent the creative capacities of citizens or the celebration of racial or ethnic contributions e.g. diversity and multi-culturalism.
- **Other**

GUIDELINES

The following are the general guidelines which will be used by The Municipality of Strathroy-Caradoc in evaluating applications for financial assistance.

1. The organization must have a clearly stated purpose and function that results in an improvement in community services within The Municipality of Strathroy-Caradoc and must be responsible for the planning and provision of these services.
2. The applicant must present adequate documentation demonstrating the need for the proposed service to be funded.
3. The CPP should not be considered as the primary source of funding for the organization as such fund is intended to be supplementary to main sources of funding for organizations.
4. The organization shall show evidence that it has fully explored other sources of financial support (ie. fundraising) and above all, that it has examined and weighed the financial ability of the people served, to support its program (ie. user fees).
5. As a general guideline, The Municipality of Strathroy-Caradoc will not give consideration for financial assistance to any organization to replace financial support provided previously by other funding authorities either private or government.
6. Since volunteers are an important part in community service, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services.
7. The organization must extend its services to the general public of Strathroy-Caradoc and should not exclude anyone by reason of race, religion, or ethnic background as per the Canadian Charter of Human Rights & Freedoms.
8. All requests for financial assistance will be assessed in terms of the need for the project, cost effectiveness, financial viability, and contribution to the quality of life in the community, community response, and apparent quality.
9. The Municipality of Strathroy-Caradoc, through the CPP Program, will not contribute to deficits or funding shortfalls resulting from programs of any kind which were undertaken without prior consultation with the Municipality.
10. An organization (principal) receiving financial assistance from The Municipality of Strathroy-Caradoc should not act in the capacity of a funding body (agent) for, or provide financial assistance to any other group or organization.

11. The CPP recipient shall not transfer or assign the CPP or any part thereof to another organization or individual, without the prior written consent of The Municipality of Strathroy-Caradoc.
12. Any organization or group being considered for financial assistance must not engage in providing a service that in the opinion of the Council, is beyond the requirements of the community, or is beyond a generally accepted standard of service already being provided by The Municipality of Strathroy-Caradoc, another level of government, or another organization.
13. Under normal circumstances, only one request per organization is to be considered in a fiscal year. All programs, projects and undertakings should be consolidated into one request. This includes direct funds, property rental reductions, equipment donations, fee reductions, etc.
14. The CPP shall be used only for the purpose approved by Council. The CPP recipient shall notify The Municipality of Strathroy-Caradoc of any proposed material changes to the nature of, or budget for, the activities for which the CPP has been made and shall use the CPP for such altered activities only with the prior written consent of The Municipality of Strathroy-Caradoc.
15. The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years.
16. There will be no consideration given to financial requests from local recreation groups (ie. sports groups, etc.).
17. Applicants must provide the following financial information:
 - (a) previous year's balance sheet, income and expense statements (to be audited if requested by the Municipality)
 - (b) current year's budget
 - (c) next year's budget
 - (d) 3 year business plan (new organization only)
18. Requests for contributions to disaster funds i.e. fire, flood, earthquakes, etc. will be considered on the merit of each request. The Ontario Disaster Relief Assistance Program (ODRAP) may provide financial assistance for these types of requests.
19. The CPP recipient shall repay the whole or any part of the CPP, as determined by The Municipality of Strathroy-Caradoc, if the CPP recipient:
 - (a) Ceases operating;
 - (b) Ceases to operate as a non-profit organization;
 - (c) Merges or amalgamates with any other party;

- (d) Has knowingly provided false information in its CPP application;
 - (e) Uses CPP funds for purposes not approved by Council;
 - (f) Breaches any of these terms or conditions; or
 - (g) Breaches any of the provisions of the Ontario Human Rights Code and the Canadian Charter of Human Rights and Freedoms in its operations.
20. The CPP recipient shall notify The Municipality of Strathroy-Caradoc of the occurrence of any of the events referred to in clauses 19(a) through 19(g).
 21. Any unused portion of the CPP remains the property of The Municipality of Strathroy-Caradoc. If an unused portion of the CPP has already been paid to the CPP recipient, it shall be repaid by the recipient on request.
 22. No financial donation or assistance will be considered unless specially authorized by this policy.
 23. Council makes the final decision on all financial assistance requests.