

DRAFT – For Discussion Only

City of St. John’s Corporate and Operational Policy Manual

Procedure Title: Community Services Grants Procedures	
Authorizing Policy: Community Services Grants Policy	
Procedure #: TBD	
Last Revision Date: N/A	Procedure Sponsor: Deputy City Manager, Community Services

1. Procedure Statement

The City of St. John’s Community Services Grants Program provides financial assistance to organizations and individuals whose applications align with the City’s strategic directions.

2. Definitions

“**Grants**” means financial assistance provided to organizations and/or individuals by the City of St. John’s.

“**Evaluation Committee**” means an employee committee to oversee policy implementation, chaired by the Deputy City Manager (DCM), Community Services.

“**Selection Jury**” means a group appointed by the DCM, Community Services or their designate to review the applications for individual artist grants.

“**Youth**” means persons up to and including 29 years of age who are registered and attending a secondary or a post-secondary educational institution.

3. Procedure Requirements

3.1 Community Grants Ineligible Activities/Expenses

As noted in Section 3.2.1(h) of the policy, for organizations applying for Community Grants, the following activities/expenses shall be considered ineligible:

- a) research;
- b) travel, accommodation, and tours outside St. John's;
- c) payment of City property taxes or any fees owed to the City;
- d) operating, project, or capital deficits incurred in prior years;
- e) capital expenses, including maintenance or repair costs;
- f) provision of services which are clearly within the legislated mandates of other levels of government;
- g) events, or any part thereof, that generate funds for other organizations or individuals;
- h) professional development for organizational staff (e.g., tuition, workshop fees, etc.);
- i) awards events;
- j) protest events or political campaigns, events, or rallies;
- k) scholarships, prizes, and awards; and/or
- l) expenses incurred before the application deadline date.

3.2 Capital Grants Ineligible Activities/Expenses

As noted in Section 3.2.1(h) of the policy, for organizations applying for Capital Grants, the following activities/expenses shall be considered ineligible:

- a) expenses for a project that has been funded in previous years, including any prior phases of a project that received funding;
- b) expenses not considered by the City, in its sole opinion, to be capital expenses; and/or
- c) expenses incurred before the application deadline date.

3.3 Meeting, Convention and Sporting Event Grants

As noted in Section 3.2.2(c) of the policy:

- a) The meeting, convention, or sporting event shall have at least 75 percent of delegates, athletes, coaches, and/or officials from outside the province.

- b) The maximum grant for organizations shall be based on the number of delegates, athletes, coaches, and/or officials, as detailed below:
 - i. \$1,000 for less than 200 delegates, athletes, coaches, and/or officials;
 - ii. \$1,250 for 200 to 499 delegates, athletes, coaches, and/or officials; and
 - iii. \$1,500 for 500 or more delegates, athletes, coaches, and/or officials.
- c) Applications shall contain the following information:
 - i. organization's name;
 - ii. amount of financial assistance requested;
 - iii. approximate number of delegates, athletes, coaches, and/or officials detailed by geographic point of origin; and
 - iv. any additional supporting documentation as determined by the Department of Community Services.

3.4 Youth Travel Grants

As noted in Section 3.2.3(a) of the policy:

- a) Team members and/or individual Youth shall reside in the City of St. John's.
- b) Team members and/or individual Youth shall be eligible for up to the maximum grant as detailed below:
 - i. 1 individual – \$125
 - ii. 2 to 3 individuals – \$250 total
 - iii. 4 to 6 individuals – \$500 total
 - iv. 7 to 9 individuals – \$750 total
 - v. 10 or more individuals – \$1,000 total

3.5 Individual Artist Grants Ineligible Activities/Expenses

As noted in Section 3.2.4 of the policy:

- a) Artists shall reside in the City of St. John's.
- b) For artists applying for Individual Artist Grants, the following activities/expenses shall be considered ineligible:
 - i. work created as part of an academic program (e.g., Master's dissertation);
 - ii. professional development for individual applicants (workshop fees, course tuition, etc.);

- iii. payment of City property taxes or any fees owed to the City;
- iv. travel, accommodation, and/or tours outside St. John's; and/or
- v. capital expenses, including maintenance or repair costs and/or purchase of equipment, instruments, computers, or software.

3.6 Evaluation Process - Individual Artist Grant Applications

As noted in Section 3.3(b)(iii) in the policy:

- a) A Selection Jury shall be appointed by the DCM, Community Services or their designate to review the applications for Individual Artist Grants and the Selection Jury shall submit to Council the applicants recommended for funding.
- b) The Selection Jury shall be composed of:
 - i. representatives from the Evaluation Committee; and
 - ii. representatives of the arts community, each representing one of the disciplines covered by the grant program.
- c) The Selection Jury members shall not be eligible to apply for funding while serving on the Selection Jury.
- d) If any juror, or a member of any juror's immediate family, has a financial interest in the success or failure of an application or, more generally, if there is another reason that would make it difficult for any juror to objectively assess an application, that juror shall be required to recuse themselves from assessment of the application in question.

3.7 Application Evaluation Criteria

As noted in Section 3.3(b) of the policy, the application evaluation criteria detailed below shall apply.

3.7.1 Organizations Seeking Community Grants or Capital Grants

- a) The organization shall demonstrate strong fiscal responsibility, program planning, organization, and evaluation in carrying out its services to the community.
- b) The organization shall demonstrate effective and appropriate use of the requested funds and shall:
 - i. show evidence that they have fully explored other sources of financial assistance and partnerships, including other levels of government, foundations, and private industry to support its program;

- ii. in the case of a capital grant, show evidence that they have considered the sustainability of the long-term capital and operating costs of the proposed facility;
 - iii. not be used to replace financial assistance from other public or private funding sources;
 - iv. demonstrate that the private or non-governmental sector has contributed, as a minimum, 20 percent of the financial assistance for the program.
- c) Notwithstanding Section 3.7.1(b) (iii) or (iv), the Evaluation Committee may make exceptions to this requirement where deemed acceptable, in its sole opinion.
 - d) The organization shall indicate how the service/facility will create or enhance recreational, cultural, or other community activities.
 - e) For Community Grants to art organizations, the applicant shall also indicate:
 - i. how the program will contribute to the growth of the organization and/or artist(s) involved; and
 - ii. how the program will impact the City's overall cultural vibrancy, and the opportunity for public engagement with the arts.
 - f) For Capital Grants, the City may contribute a maximum of 50 percent of the capital costs of a project. This 50 percent shall include all forms of City assistance, including cash Grants and provision of in-kind services (including labour, machinery, and/or materials).

3.7.2 Individual Artist Grants

- a) The Selection Jury shall consider the following criteria in its assessment of applications:
 - i. the quality of the project being proposed;
 - ii. the project's contribution to the growth of the artist(s) involved;
 - iii. the feasibility of the project and the capability of the artist to carry out the project as described; and
 - iv. the impact on the City's overall cultural vibrancy, and the opportunity for public engagement with the arts.

4. Application

These procedures apply to funding provided by the City for the Community Services Grants Program and includes:

- a) Community Grants

- b) Capital Grants
- c) Meeting, Convention, and Sporting Event Grants
- d) Youth Travel Grants
- e) Individual Artist Grants

These procedures do not apply to any funding provided by the City for the Housing Catalyst Fund and/or the Heritage Financial Incentive Program.

5. Responsibilities

5.1 The DCM, Community Services (as Evaluation Committee chair) is responsible for:

- a) managing the overall implementation of the procedures; and
- b) appointing members of the Selection Jury.

5.2 The Evaluation Committee is responsible for:

- a) reviewing applications for the Community Grants and Capital Grants and providing recommendations for Council approval.

5.3 The Selection Jury is responsible for:

- a) reviewing applications for the Individual Artist Grants and providing recommendations for Council approval.

6. References

Community Services Grants Policy

7. Approval

- Procedure Sponsor: DCM, Community Services
- Procedure Writer: Supervisor, Tourism and Events; Special Projects Coordinator; Arts and Cultural Development Coordinator; Policy Analyst

- Date of Approval from:
 - Corporate Policy Committee
 - Senior Executive Committee

8. Monitoring and Contravention

The Evaluation Committee chair or designate(s) shall monitor the application of these procedures.

Any contravention of these procedures may be brought to the attention of the Evaluation Committee and/or chair, Office of the City Solicitor, Department of Human Resources, and/or the City Manager for further investigation and potential follow up disciplinary or legal action.

9. Review Date

Initial Review: three years; Subsequent Reviews: five years