City of Summerside

Community Support Policy

POLICY STATEMENT:

Community organizations play an essential role in improving the lives of residents and achieving community goals. The objective of the Community Support Policy is to guide the City's investment in this important work.

VALUES AND GUIDING PRINCIPLES:

The Community Support Policy is founded upon the following values and principles: integrity, need, responsiveness, transparency, engagement, and stewardship.

MAJOR SUPPORTCATEGORIES:

Qualifying organizations help the City deliver services or accomplish goals in one or more of the following key categories: 1) Safety, Security and Crime Prevention; 2) Economic Development; 3) Water, Land and Energy; 4) Health and Well-Being, and; 5) Arts, Heritage and Culture. Organizations must present a strong case for how they support the municipality's efforts in one or more of these major categories through their core operations, special projects or major capital initiatives.

The Community Support Evaluation Panel will use this information to assess and score applications.

SUPPORT SUB-TYPES:

In addition to financial contributions under Major Categories, the City of Summerside also provides support to community organizations many other ways. Applicants may be considered for the following sub-types of supports.

- Targeted cash funding, including, but not limited to:
    - Sponsorships
    - Fundraiser Ticket Purchases
    - Advertisement Buys
    - Event Registrations
    - Scholarships
    - Donations
- In-Kind Contributions, such as:
    - Facility rental discounts or waivers
    - Equipment rental
    - Contributed labour by City staff
    - Sports field rentals and lighting

- o Contributed supplies
- o Other sundry contributions not included in the list above
- o Blended support

BLENDED SUPPORT

Blended support in special circumstances may include a combined City contribution in both a Major Category and any of the Support Sub-Types. The total financial value of the City's support contribution shall be calculated as the sum of all forms of support. In the interests of more visible accountability, Council's consideration of support contribution, therefore, will not be strictly limited to direct cash transfers, but instead an evaluation of the total value of all forms of requested support.

Organizations may submit one application, once per year, during the intake period. This application will require a description of all forms of requested City support under three headings: 1) Major Category; 2) Support SubType; and/or 3) Blended Support.

ANNUAL SUPPORT LIMITS:

During its annual budget deliberations, Council will set an annual financial ceiling or cap for all community support contributions. Depending on financial circumstances, Council may establish a ceiling using a percentage of the General Fund Budget, or an average of prior year's totals, or use a per capita calculation, or set an absolute dollar amount. Council may also set a maximum level of support for any individual grants within a specified Major Category or Sub-Type, outlined above.

ELIGIBILITY REQUIREMENTS:

Applicant organizations must meet ALL of the following eligibility requirements:

1. Demonstrate tangible benefits to City of Summerside residents.

2. Operate as a not-for-profit entity.

3. Operate with an internal governance structure with a volunteer board of directors.

4. Be independent of government, even if the organization may receive financial support from governments.

5. Submit annual audited financial statements. Where audited financial statements are not available the applicant must provide financial statements that have been verified as correct by two signing officers from the organization.

6. The organization has to have been in operation for at least one year.

7. Good standing with the City of Summerside and, if applicable, its own governing bodies. This means that the organization is not in accounts payable arrears or in litigation with the City of Summerside.

8. Organizations must be located within the boundaries of the City of Summerside.

WHO THE PROGRAM WILL NOT SUPPORT:

The Community Support Policy will not support the following:

1. Individuals or individual families

2. For-profit organizations

3. Organizations already receiving City contributions of any kind as may be set out in a legal agreement with the City, a memorandum of understanding, or any other documented arrangement.

4. Other governments including all federal, provincial or municipal bodies or their departments, agencies, boards, corporations, institutions or societies.

5. Political parties or politically based organizations

WHAT THE COMMUNITY SUPPORT PROGRAM WILL NOT SUPPORT:

1. Debt retirement or other accounts payable in arrears
2. Retroactive payments for costs incurred before City support is approved.
3. 100% of any activities or operational budget.
4. Diverting Community Support Funding or inkind contributions to another organization.

APPLICATION ASSESSMENT CRITERIA:

Applications from eligible organizations will be assessed against criteria specified in Appendix A of this policy.

SUPPORT PROCESS:

1. Organizations download the Community Support Policy Application Form, supporting policy and other guidance materials from the City of Summerside's website.

2. All organizations must complete the application form in full and include all required supporting documentation.

3. The application must disclose all forms of support they are applying for from the City of Summerside, including in-kind contributions, sponsorships, advertising and donations.

4. Applications must be received by the City of Summerside on or before 4:00pm on the advertised submission deadline. Late applications may disqualify a support applicant.

5. Eligible organizations can submit only one application per year. Requests for any of the items in the support sub-types will be considered an application. In-Kind contributions must be requested through the appropriate application process.

6. The Chief Administrative Officer will oversee the administration the program as per the policy as set by Council. All applications will be evaluated by a panel of staff approved by the Chief Administrative Officer.

7. The Panel will present a list of all evaluated applications, along with a summary of the scoring system to Council during annual budget deliberations. The list with all amounts requested for Major Categories, Support Subtypes, and/or Blended Support

8. Applications must be submitted electronically via e-mail attachment to: _____

9. Community Support Policy Panel may request applicants to make short presentations on their request for support.

10. All applicants will receive written notification of whether or not their application was successful and the amount of support Council has approved. And if successful, the amount of the support.

11. The Community Support Policy will not have an appeals process for unsuccessful applications,

TERMS AND CONDITIONS OF SUPPORT:

Successful support recipients will be subject to the following terms and conditions:

1. Signed confirmation by the recipient that the information contained in the application and supporting documentation is true and correct.

2. Signed confirmation that the support shall be used by the recipient for the activities set out in the application.

3. The recipient shall comply with all laws, regulations, by-laws and other governmental directives or orders in the course of using the support.

4. The recipient shall indemnify and hold harmless the City of Summerside against any claims, costs, causes of action, fines, or any other losses or other penalties the City of Summerside suffers relating to the giving of the support to the recipient.

5. The recipient shall notify the City of Summerside immediately, in writing, of its impending or actual bankruptcy, insolvency, appointment of a receiver, dissolution, cessation of carrying on business or bulk sale of assets.

6. The recipient shall acknowledge the support of the City of Summerside in all publicity material related to the services and the support. Recipients should be prepared to provide proof of public acknowledgments.

8. The recipient consents to the City of Summerside using information regarding the details of the support awarded, including the name of the recipient, the activities carried out and the community impact of the activities in reports and on the City's website and other relevant media. The City of Summerside shall not release financial information and personal information about individual members or board members, which is confidential pursuant to the provisions of the PEI Freedom of Information and Protection of Privacy Act.

9. The recipient shall not approach the City for any additional or supplementary support for the duration of the fiscal year

REPORTING REQUIREMENTS:

Successful applicants must provide a brief written report on how the support was used and the impact the support achieved. This report must be submitted to the City of Summerside by January 1st of the year directly following the initial support. For example, if support was awarded in January 2018, the recipient must provide a completed report by October 31st, 2019.

Organizations receiving support in successive years must submit their summary report for the prior year to remain eligible for funding in the current year.

If the recipient fails to fully complete and submit the report to the City within the stated time, that organization may not be eligible for future support

POLICY REVIEW:

The Community Support Policy should be reviewed at least once during the 4-year term of successively elected Councils.

APPROVED BY:

City Council May 15, 2017

EFFECTIVE DATE:

January 1st 2018

*