

Dear Community Group:

The Town of Halton Hills recognizes the importance of community organizations, volunteers and businesses, which contribute and enhance the quality of life for our residents. The Municipal Assistance Program supports initiatives, which promote and enhance a healthy, safe and active community.

Successful applications of the Municipal Assistance Program must demonstrate how they can foster the development of new and emerging programs and ultimately achieve self-sufficiency.

How to Access the Program

To access the following programs, the applicant may be required to be register with the Town of Halton Hills and become a Registered Community Group. Required documents to be submitted to the Town may include:

1. Municipal Assistance Application Form
2. Proposed activity listing or event outline: this should include goal, objectives and target audience.
3. Current copy of the organization's constitution and by-laws or statement of purpose.
4. Organization's Year End Financial Statement, plus anticipated activity or event budget.
5. A list of the organization's current board/executive including positions, names, addresses and home/business phone numbers, e-mails, etc.
6. Directors/Executive liability insurance (if applicable).

Program Categories

Before applying for municipal assistance, please refer to the specific assistance program information listed below:

1. Waiver of Municipal Fees

Requests for relief from municipal rates and service charges may be available and will be processed in accordance with the Municipal Assistance Policy.

2. Marketing/Promotion

Promotional expenses may be provided for approved community-wide special events, which promote tourism and when event profits are reinvested in the event. The Town may contribute up to 25% of costs to a maximum of \$750.00 per organization, per year. These funds can only be used for pre-event promotions.

3. Special Purposes, Projects or Start-up Costs

A one-time start up grant is available for new initiatives/events which have community-wide benefit. The Town may provide a grant up to 25% of project costs, to a maximum of \$5,000.00. Requests over \$5,000.00 will be referred to Council by the Community Affairs Committee of Council. Note: that as a condition of approval, groups must file a report outlining the project's outcomes and next steps for achieving self-sufficiency.

4. Partnership Agreements

The Town of Halton Hills recognizes the value and benefits of working in collaboration with agencies, governments, businesses, groups and individuals as demonstrated in the Corporate Strategic Plan. Funding is available for partnerships between the municipality and the applicant organization(s) for the provision of a community service and/or capital project which is jointly controlled, managed or operated by the parties to the agreement. The assistance may take the form of facility/equipment supply or maintenance, loans, bridge financing, staff management services or other core service needs. Requests over \$10,000.00 will be referred to Council by the Community Affairs Committee of Council.

5. Volunteer Training

Education/training specifically designed to improve the skills of volunteer leaders, coaches, trainers, Board members that is required to improve the quality of the program(s) provided to the Halton Hills community by volunteer organization(s). Volunteers serving Halton Hills organizations are eligible for a 50% rebate to a maximum of \$25.00 for the successful completion of an approved training program.

6. Financial Assistance to Individuals/Families

Requests for financial assistance for municipal services and recreation programs are considered on an individual basis and in accordance with the established criteria and policies. Individuals and families who receive support from programs administered through the Town's *Affordability Policy Framework* may be eligible for reduced fees (up to 100%) to access recreation and parks programs, including some membership programs.

7. Green Initiatives

The Green Initiatives category is designed to reward applicants who operate in an eco-friendly manner while delivering their services within the community of Halton Hills. The Town may contribute up to 25% of costs to a maximum of \$750.00 per organization, per year. These funds can only be used for eco-friendly green initiatives that meet the required criteria and as approved by the Town of Halton Hills.

Note: that groups may apply to Green Initiatives in addition to Category 1 and 2 when six or more of the required criteria for environmental responsibility have been met.

Eligibility

Proposals can be received from any Halton Hills individual, group, business or community organization in good standing with the Town. The following organizations are not eligible for Municipal Assistance as outlined in this policy:

- Faith organizations
- Political affiliations
- Service Clubs
- Hospitals, clinic based or medical treatment services
- Educational Institutions
- Government (Federal, Provincial, Regional and municipal)

Consideration may be given to the organizations noted above for activities/events that support the strategic priorities of Council as contained in the Town's Strategic Plan and Municipal Assistance Policy. Fundraising activities/events are only eligible when 100% of the net funds raised are directed back to a Town facility, program and/or service. The maximum eligibility may not be granted in each category.

Proposal Criteria

Proposals for Municipal Assistance must demonstrate to the Town that the aims, objectives and activities of the proposal are of benefit to the community and support the strategic priorities of Council as contained in the Town's Strategic Plan.

The following criteria will be used to evaluate proposals submitted for Municipal Assistance:

- Benefits the majority of residents.
- Promotes affordable, accessible, inclusive and diverse programs or services.
- Demonstrates collaboration, positive community engagement and civic pride.
- Promotes volunteerism, participation and leadership development.
- Provides new or complimentary programs or services.
- Facilitates self-sufficiency and/or sustainability of the community organization.
- Promotes efficient/effective use of municipal resources.
- Fosters a healthy, safe and active community.

If you have additional questions or require further information about the Municipal Assistance program please contact the Recreation Supervisor – Community Development at 905-873-2601 x2262

Thank you,

Heather McLean
Recreation Supervisor - Community Development