

## PROCEDURE

**TITLE:** Special Purposes, Projects or Start-up Costs

**NUMBER:** PRO-R-2009-0003

**CATEGORY:** Corporate

**DATE:** February 2009

**REFERENCES AND RELATED DOCUMENTS:**

***Policy:***

- [Municipal Assistance Program](#)

***Procedure:***

- [How to Apply for the Municipal Assistance Program](#)

***Forms:***

- [Municipal Assistance Program Proposal Form](#)

***Note:***

*If have questions regarding this procedure, please contact [recreation@haltonhills.ca](mailto:recreation@haltonhills.ca) or 905-873-2601 ext. 2261*

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**PURPOSE:**

To provide the related documents and process for proposals seeking funding/support from the area of Special Purposes, Projects or Start-up Costs of the Municipal Assistance Program.

**DEFINITIONS:**

- **Individual:** a resident or business owner who pays property taxes to the Town of Halton Hills, directly or indirectly.
- **Group:** two or more individuals who share a common purpose.
- **Community Organization:** duly constituted group, club, association or society.
- **Business:** commercial entity that pay taxes to the Town of Halton Hills, directly or indirectly.

## **SCOPE/STAFF PRIMARILY AFFECTED:**

The scope of this procedure affects individuals, groups, community organizations and businesses located in Halton Hills, who are interested in applying for Municipal Assistance for local activities/events.

This procedure affects all departments within the Town of Halton Hills and is managed through the Recreation and Parks.

## **PROCEDURE:**

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. Request over \$5,000.00 will be referred to Council by the Community Affairs Committee of Council. Applicants can apply for one additional category of assistance with their submission.

## **Requirements:**

- a) Organizations may be required to Register with the Town of Halton Hills Recreation and Parks Department.
- b) Must complete required paperwork as per How to Apply Municipal Assistance Program
- c) Projects must present a detailed budget including actual and projected revenue and expenses.
- d) Copies of invoices are required with your submission for funding.
- e) Proposals for major initiatives must be received 6 months in advance of the proposed initiative to facilitate the review process.
- f) Initiatives may be required to make a presentation to the Community Affairs Committee of Council.

## **Eligibility:**

- a) Initiatives must take place in Halton Hills and serve Halton Hills Residents.
- b) Have community-wide benefit and not duplicate the efforts of existing initiatives/events.

## **Ineligible:**

- a) On-going operating expenses for organizations, initiatives and events.

## **MUNICIPAL ASSISTANCE PROGRAM DECISION PROCESS:**

- A. Proposals will be reviewed by staff for accuracy, completeness and compliance with the Municipal Assistance Policy and Procedures.
- B. Only complete proposals will be forwarded under a staff report to the Community Affairs Committee of Council for consideration at the designated meetings (see Deadlines for Applications).
- C. All proposals are subject to available funds
- D. Community Affairs Committee of Council may request a presentation of the applicant's proposal.
- E. Special consideration may be granted to proposals at the discretion of the Community Affairs Committee of Council.
- F. All applicants will receive written notification regarding the decision of their proposal, as made by the Community Affairs Committee of Council and ratified by Council.

## **RESPONSIBILITIES:**

- This procedure is the responsibility of Recreation and Parks in conjunction with various Town departments.