



**Policy Title:** Equity, Diversity, and Inclusion Fund Policy

Policy Number: CS-002-2024

Category: Corporate

Department: Corporate Services

Related Policies:

Approved By: Council

Effective Date: July 10, 2024

Revision Date:

---

### **Policy Statement:**

The Municipality of North Grenville recognizes valuable contributions through the efforts of individuals, community organizations, and agencies on behalf of the residents of the Municipality. The policy's objective is to treat all parties fairly and consistently and to share resources throughout the community as effectively and efficiently as possible. Funding is intended to provide modest levels of support and assistance to individuals, community organizations, and agencies.

This Equity, Diversity, and Inclusion (EDI) Fund Policy establishes funding eligibility, outlines the application process, evaluation criteria, and outlines reporting requirements. Preference will be given to initiatives that demonstrate community support, efficient use of resources, sound business practices, enhance volunteer knowledge, and develop skills and self-reliance.

### **Purpose:**

The EDI Fund will support initiatives that:

- Promote the values of EDI.
- Strengthen EDI in the community.
- Support the Municipality's goals related to EDI.
- Build capacity and sustainability of EDI related work in the community.

This Policy establishes a fair and objective process for administering the EDI Fund. The purpose is to provide a clear and concise guideline for applicants, identifying eligible recipients, projects, and project expenses; to outline reporting requirements; and to define a scoring matrix for use by evaluators to allocate funding.

### **Application:**

The EDI Fund is allocated through the process established in this Policy. The total amount available for the Fund is approved through the annual operating budget process.

### **Policy:**

#### **1. General Funding Terms**

- 1.1. Applications should demonstrate active funding efforts to support the continuation of a program, project, or event. Typically, the maximum amount per project will be \$3,000, although grants may be awarded in extraordinary circumstances for amounts over \$3,000.
- 1.2. The applicant must spend grant funding for the sole purpose to which it was awarded and normally within a 12-month period. Extensions will be granted at the discretion of the Chief Administrative Officer. If the intended purpose of the project, program, or event changes, information as to a substitute project, program, or event should be communicated to the Director of Corporate Services to be presented to Council for consideration.
- 1.3. Approval of grant funding in any one year, or over several years, is not to be interpreted as a commitment to future funding.

#### **2. Eligibility Criteria**

- 2.1. The Municipality of North Grenville will not provide funding to an individual or group that supports or promotes views, ideas or presentations which promote or are likely to promote discrimination, contempt, or hatred to any person on the basis of race, national or ethnic origin, color, religion, age, sex, marital status, family status, sexual preference, or disability, gratuitous sex and violence or denigration of the human condition.
- 2.2. The following organizations are eligible for funding:
  - 2.2.1. Applicants may be an individual, community organization, or agency.
  - 2.2.2. The initiative must take place in North Grenville.
  - 2.2.3. Applicants must be in, and conduct most of their activities/business within, the geographical borders of the municipality; and/or at least 51% of the membership must live in North Grenville.
- 2.3. The following are not eligible for funding:
  - 2.3.1. Organizations and/or charities whose mandate does not support residents of the Municipality.
  - 2.3.2. Businesses.
  - 2.3.3. Organizations with political affiliations.

- 2.3.4. School Boards and educational institutions.
- 2.3.5. Programs within legislative mandates of other governments including municipal departments.
- 2.3.6. Regional, provincial, or national organizations, unless a local chapter serving residents.
- 2.3.7. Organizations who have not completed the final report for the previous funding year.
- 2.4. Businesses are generally ineligible; however, the Municipality may fund social enterprise or non-profit activities conducted by, or on behalf of the business.
- 2.5. This list of eligible/ineligible applicants is not to be considered complete; the Municipality, at its sole discretion, may approve annual allocation of grant funding to organizations/agencies that have the capacity to deliver projects, events, and program in keeping with the spirit of this policy.

### **3. Eligible Expenses**

- 3.1. The following are eligible expenses:
  - 3.1.1. Funding requests should be for events, projects, or programs that support, sustain, promote, inform, educate, celebrate, or preserve EDI values and/or provide access or such other initiatives as may be approved by Council.
  - 3.1.2. Capital projects and associated expenses.
  - 3.1.3. Funding for operating expenses of the organization may be considered, but only where the expense directly contributes to the implementation of eligible projects, events, or programs. Examples include event coordinator, development and distribution of marketing materials, or website development.
- 3.2. The following are not eligible expenses:
  - 3.2.1. Expenses incurred prior to funding approval may not be eligible.
  - 3.2.2. Accumulated deficits or funding shortfalls.
  - 3.2.3. Any cost determined to not be in keeping with the spirit of the EDI Fund Policy, at the discretion of Council.
  - 3.2.4. The purpose of the project/program cannot be for the generation of personal profit. Personal Profit is defined as: The personal use of income remaining after reconciling all fixed expenses. (To obtain small business funding go to Invest North Grenville <https://www.northgrenville.ca/economic-development> )
- 3.3. If an organization wishes to put forth a project on municipal property, consultation with the appropriate municipal staff must occur prior to any funding request. Included in this consultation should be details on project design, budget (including any impact to municipal resources; human, financial, IT, or otherwise), and legal/insurance considerations. Staff will advise on the appropriate funding mechanism (operating budget, capital budget, community grant funded).

#### **4. Intake and Deadlines**

- 4.1. There will be one (1) intake period per year. Application deadline will be published annually by the Municipality of North Grenville. Additional intakes may be considered if funding is available.
- 4.2. All grant applications shall be submitted to the Director of Corporate Services, on or before the deadline of the grant process each year. Applications must be submitted before the end of the business day (5:00 p.m. local time) to be considered eligible.
- 4.3. Any applications received after the due date will not be considered.

#### **5. Application Process**

- 5.1. Applications and supporting documentation must be completed and submitted in full prior to the EDI Fund application deadline.
- 5.2. The Application Form includes the following sections:
  - Applicant Information (proof of status may be required)
  - Project Description
  - EDI Impact
  - Individual/Organization Capacity
  - Budget
  - Supporting Documentation
    - Quotations
    - Permissions/permits
    - Letters of support
    - References
    - Other supporting documentation (e.g., site plans, maps, etc.)
- 5.3. Applications should be submitted using the online application form (found at [www.northgrenville.ca](http://www.northgrenville.ca)). Applicants may also download a PDF application form and submit their application via email to [vision@northgrenville.on.ca](mailto:vision@northgrenville.on.ca) or deliver in person or by mail to:

Municipality of North Grenville  
P.O. Box 130, 285 County Road 44  
Kemptville, ON, K0G 1J0  
Attn: Director of Corporate Services

- 5.4. As part of the Municipality's commitment to meeting accessibility legislation, the Application Form will be made available in accessible formats, and will be provided upon request.

#### **6. Evaluation and Approval Process**

- 6.1. Applications are reviewed by the Director of Corporate Services to ensure they meet eligibility requirements and are complete.
- 6.2. All identifying information (names, addresses) will be removed by staff from applications to promote a fair adjudicating process.

- 6.3. The Equity, Diversity, and Inclusion Advisory Committee (EDIAC) will review applications at an open Committee meeting and provide Council with recommendations. Council will then approve applications and funding amounts.
- 6.4. If a member of the Equity, Diversity, and Inclusion Advisory Committee is an applicant for funding of this Fund or has a pecuniary interest, they must recuse themselves from all decision-making process related to any application.
- 6.5. An Evaluation Matrix will be used by the EDIAC as a tool to assess applications. Scores from the evaluators will be averaged and funding recommendations will be made based on the application scores.

<b>Evaluation Matrix</b>			
<b>Criteria</b>	<b>Description</b>	<b>Points to Consider</b>	<b>Score</b>
Project Description	The project, program or event will serve the local interests of the residents of the Municipality.	<ul style="list-style-type: none"> <li>• Solid vision, direction, goals, and objectives</li> <li>• Achievable timeline</li> <li>• Aligns with municipal priorities</li> <li>• Serves local interests</li> </ul>	/20 points
EDI Impact	The project, program or event addresses and contributes to EDI	<ul style="list-style-type: none"> <li>• Demonstrated need/value/benefit</li> <li>• Equity-deserving groups served</li> </ul>	/40 points
Individual/Organizational Capacity and Sustainability	The ability of the applicant to meet goals and create a sustainable initiative	<ul style="list-style-type: none"> <li>• Evidence of a clear mandate</li> <li>• Solid leadership structure</li> <li>• Adequate staff/volunteers</li> <li>• Financial stability and accountability and evidence of effective long and short-term financial planning</li> <li>• Reasonable financial goals</li> <li>• Evidence of partnerships</li> <li>• The project has broad support from the community</li> <li>• The organization has funding from multiple sources</li> <li>• An appropriate sustainability plan is provided</li> </ul>	/20 points
Other Considerations	The project, program or event has other innovative or other benefits	<ul style="list-style-type: none"> <li>• Project is not duplicating</li> <li>• Is innovative or creative</li> </ul>	/10 points
<b>Total</b>			<b>/90 points</b>

- 6.6. Applicants will be notified of outcome via email by the Director of Corporate Services or designate. Included with the notification is a copy of the application,

final report template, agreement to be signed, and EDI Fund logo for recognition purposes.

## 7. Final Report

- 7.1. The completed final report is due within 12-months of the award of funds. Where a project takes place 12-months after the award of funds, the final report shall be submitted a month after the project is completed. Final reports and supporting documents (copies of invoices/proof of payment) must be submitted to the Director of Corporate Services. A copy of the reporting form is provided with notice of award and agreement.
- 7.2. Any organization that does not complete the final report will be ineligible for funding for the following budget year, unless otherwise approved by Council. During that time, the Director of Corporate Services will work with the organization to ensure reporting is completed in order to become eligible for future funding years.

### **Responsibilities:**

The EDI Fund is administered by the Corporate Services department through the Director of Corporate Services.

### **Compliance:**

The Corporate Services department will ensure policy compliance by all parties.

### **Policy Communication:**

This policy shall be posted on the Municipality's website as public information. All relevant application timelines and forms will also be posted at [www.northgrenville.ca](http://www.northgrenville.ca).

### **Related Documents/Legislation:**

The Corporate Services department will maintain records in accordance with the Records Retention Policy.

### **Authorization:**

This Policy was authorized by Resolution Number C-2024-222 adopted by Council at its meeting held on July 10, 2024.

### **Revision History**

Document Owner	Revised Date	Reason for Changes

### **Contact:**

Any questions or concerns regarding this Policy shall be directed to the Director of Corporate Services.