

## PROCEDURE

**TITLE:** How to Apply for Municipal Assistance

**NUMBER:** PRO-R-2009-0008

**CATEGORY:** Corporate

**DATE:** January 2012

### REFERENCES AND RELATED DOCUMENTS:

#### *Policy:*

- [Municipal Assistance Program](#)

#### *Procedures:*

1. Waiver of Municipal Fees
2. Marketing/Promotion
3. Special Purposes, Projects or Start-up Costs
4. Partnership Agreements
5. Revitalization Fund – Tourism/Business District
6. Volunteer Training \*
7. Financial Assistance to Individuals/Families\*
8. Green Initiatives

*Note:* \* Does not require Municipal Assistance Program Proposal Form

#### *Resources:*

- [Municipal Assistance Program Proposal Form](#)
- [Community Organization Registration Form](#)

#### *Note:*

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

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### **PURPOSE:**

To provide the application and approval process for proposals seeking funding/support from 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 Recreation and Parks.

## **PROCEDURE:**

To access the following programs, the applicant may be required to be register with the Town of Halton Hills and become a Registered Community Organization.

Before applying for funding from the Municipal Assistance Program, please refer to specific program for eligibility, procedures, terms and conditions.

Should you have any questions or require further information regarding the Municipal Assistance Program please contact the Recreation Supervisor – Community Development at [recreation@haltonhills.ca](mailto:recreation@haltonhills.ca) or 905-873-2601 ext. 2262.

The Municipal Assistance Program consists of the following **8** programs;

### ***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. 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.

### ***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, etc. Request over \$10,000.00 will be referred to Council by the Community Affairs Committee of Council.

### **5. Revitalization Fund – Tourism/Business District**

Physical revitalization and/or enhancement of the exterior of buildings, facilities and/or public spaces in defined or identifiable business, tourism, heritage and/or community improvement districts will be eligible. Funding will be considered for projects that are part of an overall approved program or plan of action. The Town may contribute up to 25% of project costs, to a maximum of \$10,000.00. Request over \$10,000.00 will be referred to Council by the Community Affairs Committee of Council.

### **6. 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. Does not require completion of the Municipal Assistance Program Proposal Form. The Course Subsidy form is available at [www.haltonhills.ca](http://www.haltonhills.ca)

### **7. 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. The following are the two programs available to residents of the Town of Halton Hills.

#### ***Program Subsidies:***

Individuals and families who receive social assistance, ODSP or G.I.S. may be eligible for reduced fees (up to 100%) to access recreation and parks programs, including some membership programs.

### **8. 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 as approved by the Town of Halton Hills.

**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. Request over \$10,000.00 will be referred to Council by the Community Affairs Committee of Council.
- F. Special consideration may be granted to proposals at the discretion of the Community Affairs Committee of Council.
- G. 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.