



Renewable Energy Fund Grant Policy

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V1.0		Council		



Renewable Energy Fund Grant Policy

1.0 PURPOSE

1.1 Loyalist Township has adopted this policy to establish principles, standards and guidelines for the maintenance and accounting of the funding received through the “Community Benefit Agreement” with Windlectric Inc. and the “Community Vibrancy Fund Agreement” with Kingston Solar GP Inc. The policy sets guidelines for the use of funds during and beyond the terms of the agreements, with the intent to provide financial assistance to local community groups and organizations within Loyalist Township.

2.0 SCOPE AND APPLICABILITY

2.1 This policy applies to all community organizations and the municipality requesting financial assistance for eligible projects within the boundaries of Loyalist Township and provides eligibility criteria for two established funding streams to assist Council and applicants in navigating the process.

3.0 FUNDING PROGRAMS

3.1 From the “Community Benefit Agreement” with Windlectric Inc., twenty five percent (25%) and only twenty five percent (25%) of the funds from the Windlectric project shall be allocated to Amherst Island (Ward 1) over the twenty (20) year period of the Vibrancy contract. The remaining seventy five percent (75%) shall be allocated to Wards 2 & 3 and shall be distributed as per section 3.3 of this policy.

3.2 From the “Community Vibrancy Fund Agreement” with Kingston Solar GP Inc., as per section 5.2, the municipality shall ensure the majority of the Community Vibrancy Fund for the equivalent of the first five years of the term of the agreement will be used to fund community betterment projects in the community within the project area of the solar project as identified in Schedule “A” of the agreement. One hundred percent (100%) of the funds from Kingston Solar GP Inc. shall be allocated to Wards 2 & 3 and shall be distributed as per section 3.3 of this policy.



3.3 To ensure longevity and effectiveness of the Renewable Energy Funds, the annual contributions from Windlectric Inc. and Kingston Solar GP Inc. shall be allocated as follows:

- Twenty five percent (25%) of the funds will be put into a reserve fund for future use.
- Fifteen percent (15%) of the funds will be used for the Community Grant Funding Stream.
- Sixty percent (60%) of the funds will be used for the Renewable Energy Benefit Funding Stream.

3.4 Reserve Fund

3.4.1 Twenty-five percent (25%) of funds from the “Community Benefit Agreement” with Windlectric Inc. and the “Community Vibrancy Fund Agreement” with Kingston Solar GP Inc. will be placed into a reserve fund. The use of the monies in the reserve fund will be open to the whole Township and determined both, after 20 years of the agreements, and/or when funding from both agreements ceases.

3.4.2 The Reserve Fund, in perpetuity, allows for the interest received annually to be used to fund the Community Grant Stream once the Agreements cease.

3.5 Community Grant Stream

3.5.1 The Community Grant stream provides funding assistance for projects that enhance and enrich the community. The Vibrancy Fund Application Review Committee shall review all funding applications and make recommendations to Council; Council shall make all final funding decisions based on the local needs and priorities, taking into consideration budget, strategic goals, and objectives. As per Section 5.1 of the Community Vibrancy Fund Agreement with Kingston Solar GP Inc. Council shall consult with the proponent if necessary.

3.5.2 Each year, Council will determine the financial commitment to the Community Grant Fund. This amount will equal 15% of the total funding of the previous year provided through the “Community Benefit Agreement” with Windlectric Inc. and the “Community Vibrancy Fund Agreement” with Kingston Solar GP Inc.

3.5.3 Requests for funds under the Community Grant Fund must fall under one of the following categories.



- Community Services
- Arts/Culture/Heritage
- Agriculture/Rural Affairs
- Social Services
- Community Events/Parades
- Tourism/Economic Development
- Community Beautification/Environmental/Green Projects
- Supporting Youth/Seniors
- Community Social Assistance
- Disaster Relief

3.5.4 A maximum of \$5,000 per organization per year has been established for financial contributions or 75% of expenditures, whichever is less. Exceptions to this guideline may be considered at Council's discretion.

3.5.5 A maximum of \$2,500 per organization has been established for in-kind services. In-kind support will be limited to the use of Municipal property at reduced or no cost, municipal staff support and loan of municipal equipment. In-kind support will not include permit fees (i.e., building permits, etc.), equipment rental fees or payment of invoices/services. Any refundable deposits (i.e., damage deposits) will not be waived. At the discretion of staff, organizations may be required to provide volunteer support to assist staff when in-kind services are granted and/or when in-kind services exceed the maximum grant amount. Organizations will be invoiced for any in-kind services exceeding \$2,500.

3.5.6 Funding requests for capital projects shall be submitted through the Renewable Energy Benefit Fund.

3.6 Renewable Energy Benefit Fund

3.6.1 The Renewable Energy Benefit Fund provides funding for capital and other eligible projects that enhance and enrich the community. The Vibrancy Fund Application Review shall review all funding applications and make recommendations to Council; Council shall make all final funding decisions based on the local needs and priorities, taking into consideration budget, strategic goals, and objectives. As per Section 5.1 of the Community Vibrancy Fund Agreement with Kingston Solar GP Inc. Council shall consult with the proponent if necessary.

3.6.2 Each year, Council will determine the financial commitment to the Renewable Energy Benefit Fund. This amount will equal 60% of the total funding of the previous year provided through the "Community Benefit Agreement" with Windlectric Inc. and the "Community Vibrancy Fund Agreement" with Kingston Solar GP Inc.



3.6.3 Requests for funding must fall under one of the following categories:

- Energy sustainability
- Land stewardship
- Recreation projects
- Funding for annual cultural and/or historical events which are not capital projects, but promote tourism and/or historical significance to Loyalist Township
- Heritage Preservation
- Economic/Business Development
- Municipal/community organization capital projects

3.6. Priority funding will be given to one-time capital projects that benefit the community. Multi year funding projects will be considered on a case-by-case scenario. Exceptions to this guideline may be considered at Council's discretion.

4.0 Eligibility and Guidelines

4.1 Applicants must describe how their project/program will benefit their community in Loyalist Township by stating expected outcomes.

4.2 Organizations must be based in Loyalist Township or have ongoing activities that provide a clear benefit to Loyalist Township. Memberships and programs must be open to all residents in Loyalist Township.

4.3 Applicants, except for local elementary and secondary schools, must be community groups and organizations.

4.4 The Corporation of Loyalist Township is eligible to apply for funding under the Renewable Energy Benefit Fund. A Staff Report shall be submitted to Council before an application is submitted.

4.4 The organization must have demonstrated financial support from sources other than public funds.

4.5 The organization must demonstrate an appropriate organizational structure (i.e., board of directors, financial officer/treasurer, etc.).

4.6 The organization should have a good track record of successfully completing/implementing/planning projects, events and/or programs.



4.7 Applicants must provide an organizational budget and a project specific budget. The budget submitted should be for the total project. It should identify all sources of income including other grants, self-generated revenue, contributions, etc. The grant should not be considered as the primary source of funding for the organization. Grants are intended to be supplementary to main sources of funding for organizations. The group must show exploration of other financial support and options (e.g., fundraising) and adequate volunteer support.

4.8 If an umbrella organization is making an application for a grant and/or in-kind contribution, the affiliated organization(s) must prove eligibility under this policy if the requested services/grant will directly impact them.

4.9 An organization may apply for a grant more than once, but the granting of financial assistance in any year is not to be regarded as a commitment by the Municipality to continue such assistance in future years.

4.10 In making grants, the Township may impose such conditions as it deems fit.

4.11 All grant applications shall be assessed in terms of the intended community benefit of the project, cost effectiveness, financial viability, contribution to the quality of life in the community and community involvement and support.

4.12 Grants will not be considered for the following:

- a. For organizations offering services for which other governments have a clear, legislative responsibility or have a political mandate or special interest groups and clubs and/or clubs with exclusive membership.
- b. To use towards outstanding deficits or be issued on a retroactive basis or for a project that is already completed.
- c. Grants will not be provided to individuals or for religious activities or instruction, including renovations to a place of worship unless it is also used for community activities.
- d. Grants will not be considered for day-to-day operating costs of an organization (i.e., staffing, rent (excluding municipal facilities), property taxes, office supplies (including electronic equipment), etc.) or as donations to charitable causes.
- e. In general, organizations from which the Municipality purchases services or with which it has contracts, will not be eligible.
- f. Organizations whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant.
- g. For attendance at conferences, workshops, and seminars.
- h. For travel, accommodation, uniforms, or personal equipment. Personal equipment is defined as any item that is not distributed or available to the public, or equipment that is distributed to individual members of a group or organization for personal use.



- i. To recreational sports groups (except for minor sports), individual athletes or teams for a competition or to subsidize participation in a sports event.
- j. To groups that have failed to comply with reporting requirements from previous grants.
- k. For projects taking place on private property, which is not accessible to the public or used for community activities.
- l. To fund a third party.

4.15 One-time special requests for assistance will be considered on an individual merit basis. Examples of these types of requests would be flood or ice storm disaster relief requests either locally or on a broader scope.

4.16 Council may grant special consideration to entities that do not meet all the above criteria but are unique in nature and fulfill a specific need in the community.

5.0 Accountability/Obligations Upon Receiving a Grant

5.1 Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans.

5.2 Grants in future years will be reviewed based on the history of fiscal responsibility of the applicants.

5.3 Applicants awarded a grant under the Community Grant Fund will be required to sign a Memorandum of Understanding with the Municipality (found on Schedule "B" of this policy)-

5.4 Applicants awarded a grant under the Renewable Energy Benefit Fund will be required to sign a formal legally binding agreement with the Corporation. The agreement shall be drafted in consultation with the Township's Solicitor.

5.4 Funds granted are not transferable between projects or groups without prior Council approval and must be used for the specific purposes outlined in the application. Misuse of funds shall result in the applicant being disqualified from receiving a grant for a period of two years.

5.5 Project evaluation forms (found on Schedule "C" of this policy) with supporting documents must be completed and submitted to the Business Services Department within two months of the completion of the event or project, but in all cases, by January 31st. Exceptions will be made for events and/or projects not completed by this date.

5.6 Organizations must submit a financial report outlining the project income and expenditures, and must attach any invoices relating to the project, event, or program.



5.7 The most recent financial statements are to be submitted by January 31 of the year following the grant.

5.8 Grant recipients must acknowledge the Proponents of the agreements.

5.9 In the event that the funds received are not used for the services, event or project as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance shall be repayable forthwith to the Municipality.

5.10 In the event that there are any remaining funds from a grant, the organization shall submit the remaining funds to the municipality.

6.0 Applications

6.1 All applications shall be submitted on the appropriate application form and should indicate which funding stream is being applied for (found on Schedule "A" this policy).

6.2 Applications will be available twice a year, with yearly amounts disbursed equally (50/50) for each application period. Any unused funds will first be rolled over to the next application period and if there are any remaining funds from both application periods within an application year, the funds, at Council's discretion, will be rolled over to the following years application period or put into the Renewable Energy Reserve Fund.

6.3 With the exception of the first year in which this policy is effective, applications for the first funding period will be available the first Monday in the month of January and applications will be due no later than February 1 of the same year. Applications for the second period will be made available the first Monday in the month of May and due no later than June 1 of the same year.

6.4 Renewable Energy Benefit Fund Grant applications shall include three quotations for services/materials required for the project. Some exceptions may be made if the service/item is unique and is only provided by one supplier.

6.5 Application forms will be available at the Municipal office located at 263 Main St. Odessa and on the Municipal website.

6.6 Availability of application forms will be advertised beginning in January and May of each year and will be advertised at a minimum on the Municipal website, social media platforms and through news paper advertisements which have general circulation within the municipality.



6.7 Applications will be available twice a year, however eligible organizations may receive one grant per year from the Community Grant stream and/or the Renewable Energy Benefit stream.

6.8 Applications for projects that do not use Municipal property must include letters of permission from the property owner, unless the organization that owns the property is making the application.

7.0 Policy Review

7.1 Council shall review this policy on an as needed basis, however no later than every five years.