

CITY ENRICHMENT FUND ADJUDICATION AND TRANSITIONAL POLICIES

Adjudication Policy

There are circumstances in which a submitted application will not be moved to the adjudication process and assessed for consideration of funding. Applications to the City Enrichment Fund will be not be assessed in any of the following circumstances:

1. Late Applications:

Applications submitted after the specified due date for the program/stream to which they are applying will be deemed ineligible and will not be assessed.

2. Incomplete Applications:

Applications containing a significant proportion of unanswered questions, or missing required supplementary documentation, will be deemed ineligible and not be assessed. Such applications will be recorded in reports to Council as “Do Not Quality (DNQ)”.

Staff has the discretion to request and accept clarifying or supplementary information from applicants. Only information received prior to the beginning of that program/stream’s adjudication process will be considered by the assessment team.

3. Ineligible Applicant or Activity :

Eligibility must be met in two key categories a) Eligible Applicant AND b) Eligible Activity.

Each of the funding program/streams within the City Enrichment Fund, Arts, Communities, Culture and Heritage, Community Services, Sport & Active Lifestyles, and Agriculture, and Environment, have Guidelines that outline the general eligibility criteria.

Applicants must meet the eligibility criteria for the specific program/stream to which they are applying. If an applicant OR their activity does not meet the eligibility criteria for the program/stream to which they are applying, the applicant will be considered ineligible and the application will not be assessed.

If an applicant applies to a program or stream in which the applicant OR activity is deemed ineligible, staff has the discretion to transfer the application to the most appropriate program or stream. Staff will contact the applicant to review, and seek their consent to transfer or resubmit an application. Additional or different information may be requested of the applicant in order to complete the revised application.

Transitional Funding Policy

The City Enrichment Fund is a new grants program developed through community input and staff research. Certain organizations/programs/projects/events previously funded by the City through a variety of mechanisms, may no longer align with the approved funding approach. This Policy outlines the conditions in which staff may recommend that funding to some previous recipients be discontinued. This policy will consider: organization/community impact, financial capacity, and availability of other resources in the community. Any surplus funds resulting from the discontinuation of funding to a specific applicant will be reinvested within the same program/stream.

Staff may also recommend that funding be discontinued over a transition period of 1-3 years, as identified below:

- a. City Enrichment Fund grant represents less than 5% of the organization/program’s budget – 1 year transition
- b. City Enrichment Fund grant represents between 5% and 15% of the organization/program’s budget – 2 year transition
- c. City Enrichment Fund grant represents more than 15% of the organization/program’s budget – 3 year transition.

1. Scoring 59 Points or Below:

Based on a Staff assessment of what is best for the Community, a recommendation may be made to either not fund the application or phase out funding based on the percentage of financial dependency as outlined above.

2. Significant Deficit or Organizational Capacity Issues:

Significant Deficit or Organizational Capacity Issues – If an organization that received a grant in the previous year, has been deemed ineligible for a grant based on their current financial situation or lack of organizational capacity to fulfill their mandate, a recommendation may be made to provide some level of transitional funding for one year based on a Staff assessment of what is best for the Community, if the organization can satisfactorily present a restructuring plan.

3. Low Financial Need of City Enrichment Funding:

Community organizations have a responsibility to work towards decreasing their financial dependence on the City Enrichment Fund grant monies. Some organizations are in a much better position than others to generate funds through tickets sales, sponsorship or advertising revenues, other grant programs, etc. Following a staff review

Appendix “B” to AF&A Report 16-003

of an organization’s funding, if it is determined that the need for City Enrichment Funds had been reduced or eliminated, a phased approach may be recommended.

In some instances, applicants have successfully achieved sustainable revenues for its operation/program/activity/event. If in these cases the proportion of City funding within the overall budget is limited and has minimal financial need, staff may recommend transitional funding in order to reallocate these funds to other areas where investment by the City will have greater impact.