

City of Kitchener IN KIND FACILITY GRANTS

1. Purpose

The City offers in kind (non cash) facility grants to groups and organizations providing a specific event to the general public, intended for the common good of Kitchener residents, in the areas of arts and culture, minor sports and recreation, and community support and development.

In kind facility grants are not intended for ongoing facility rentals for meetings or programming, but rather for one time special events.

The purpose of in kind facility grants is to waive facility rental fees for events held at City of Kitchener facilities. Grants are intended to cover rental and staff costs for a basic set-up only. Additional services beyond a basic set-up are to be paid by the renter.

2. Criteria

1. The purpose of the event must demonstrably meet Council's strategic objectives as documented in the City of Kitchener Strategic Plan and other policy documents.
2. The purpose of the event must be considered a municipal responsibility and not be the responsibility of other levels of government; services such as health care, social services, training and education are not eligible.
3. The purpose of the event must not be precluded under the Municipal Act, e.g. religious services.
4. The event must be provided directly to the citizens of Kitchener, i.e. grants are for direct programs only. Grant applications from organizations and groups that themselves distribute grants to other organizations, groups or individuals will not be considered, i.e. fundraising events are not eligible. Service clubs are eligible to apply for funding if the purpose of the event they are sponsoring is deemed to be a municipal responsibility and the event is city-wide, targeted toward a broad cross-section of the community.
5. Grant applications submitted by individuals or 'part groups' of an organization or group will not be considered.
6. Any organization or group that is in arrears and/or litigation with the City of Kitchener is ineligible to apply for funding.
7. Organizations or groups wishing to be considered for an in kind facility grant do not need to be incorporated as not-for-profit corporations. However, budgets and subsequent financial accounting must not show an excess of revenue over expenses. Applicants must demonstrate the capability to manage and govern the event, usually evidenced by the existence of an executive committee or coordinating board.

8. To be eligible for an in kind facility grant, the event is to be open to the general public with no admission charge, or a minimum charge where deemed necessary, to ensure as much public participation and access as possible.
9. Any organization or group applying for funds will give regard to the inclusion and accommodation of persons with a disability.
10. Organizations can request funding for only one event per year, to a maximum of \$500.

3. **Process**

1. In kind facility grant requests will be considered by staff of the Community Services Department and processed upon receipt. To be considered for an in kind facility grant, the applicant must submit a fully completed application form, along with required supporting documents as noted on the application form.
2. Formal notification of the grant decision will be sent to the applicant by staff of the Community Services Department. If the grant request is denied by staff, the grant applicant will be given an opportunity to address the Community and Infrastructure Services Committee as a delegation. All decisions made by the Community and Infrastructure Services Committee must be ratified by City Council before they are final.
3. Organizations and groups receiving funds are advised that the grant being given is not to be regarded as a commitment for future assistance.

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