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**Partnership Grant Program**

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**Purpose**

To assist Oshawa-based not-for-profit community groups and organizations (“organizations”) initiating or delivering programs and services to the citizens of Oshawa.

**Objective**

Many programs and services are provided through the volunteer efforts of not-for-profit community organizations and complement and often supplement programs beyond the City’s capability. The Partnership Grant Program demonstrates Council’s commitment to working with Oshawa-based, not-for-profit volunteer community organizations that can provide beneficial programs and services to the community. As part of the Partnership Grant Program, organizations will be required to decrease reliance on municipal funding so other emerging needs or opportunities may be met.

This policy establishes eligibility requirements.

**Organizations Who Are Eligible**

Partnership Grants are available only when the organization can demonstrate that there is community support for the programs or services; that there is a need for financial assistance; and that adequate funding for the programs or services is not available from other sources.

Grant recipients will be required to acknowledge the support of the City of Oshawa in all advertising, publicity, programs, and signage for which funds are granted. The recipient may not represent the City as a partner, or hold the City responsible for any obligations relating to the project.

**Purposes for Which Grants Not Provided**

Grants will not be provided:

- For requests exceeding \$5,000
- To cover ongoing operating costs
- To organizations that charge the public an admission fee
- To organizations or groups that raise money for charity outside of their own organizations. (Organizations that raise money for charities outside of their own organizations are eligible to apply for in-kind services.)
- On a retroactive basis
- To individuals
- To coalitions such as ratepayer or tenant/landlord associations, or to support programs or services geared specifically to these organizations
- To organizations aligned with any political party, or to support programs or services which are political in nature

- To support programs or services which are operated under the authority of another level of government, such as social services
- As donations to charitable causes
- As a replacement for other funding sources
- As debt retirement expenditures

## **Application**

Applications are available from Finance Services at 905-436-5636 ext. 2165.

The deadline for Partnership Grant Applications is October 1 for all grant requests to be considered for the following calendar year. If the deadline for Partnership Grants of October 1<sup>st</sup> falls on a weekend, applications will be accepted on the next business day.

There will be one annual intake of applications for Partnership Grant requests. Applications received after the deadline will be returned advising to apply in the following year. Completed applications with supporting documentation should be sent to [budgets@oshawa.ca](mailto:budgets@oshawa.ca) or:

City of Oshawa,  
Attention: Finance Services  
50 Centre St. S.  
Oshawa, ON  
L1H 3Z7

Each applicant will be required to provide:

- Information about the organization and its programs or services;
- Evidence to establish the organization's eligibility in terms of the evaluation criteria outlined in this policy;
- A description of how the organization intends to measure the success of the program or service if the funding request is approved; and
- Specific financial information related to the organization's expenses, revenues and assets.

At a minimum, organizations will be required to submit with their applications:

- A statement of the organization's goals and objectives, constitution and by-laws or, if a new organization, operating guidelines;
- Minutes of the executive meeting at which the application was approved; and,
- Specific financial information related to the organization such as a budget for the upcoming year, year-to-date financial statement, accumulated surplus information and most recent audited financial statements (unaudited where audited are not available).

**In-Kind Services**

Organizations requesting in-kind services must have their request reviewed by the Events and Community Engagement Supervisor to ensure the event can take place as planned and that all anticipated in-kind services have been discussed. In-kind services include all items listed in the General Fees and Charges by-law (park/facility rentals, permit fees, license fees and utility fees) as well as costs associated with staff overtime, benefits, and out of pocket expenses. The City will not cover costs incurred with external agencies (police services). Any expenses which exceed the grant amount approved by Council will be the responsibility of the Applicant and will be invoiced by the City.

**Approval**

Completed applications will be submitted to Council with the annual budget for their consideration. Budget meetings are usually held early in the calendar year.

All applicants will be notified via email of the meeting date when Council considers Partnership Grants. The meeting dates and agendas are also available on the City's website ([www.oshawa.ca](http://www.oshawa.ca) – under “Events & Meetings”). If desired, organizations may also submit a request in writing to make a deputation at the meeting through the City Clerk's branch at [clerks@oshawa.ca](mailto:clerks@oshawa.ca).

**Payment**

Upon Council approval of the budget, organizations will be notified of any allocation awarded by Council.

Organizations will receive a cheque for the amount awarded approximately one month following final approval, unless other specific conditions are recommended and approved by Council.

**Recognition**

To maintain the highest standards of public accountability and to ensure transparency regarding the distribution of public funds, the following recognition program must be complied with.

- Certificates, provided by the City, acknowledging the City's support must be displayed in an appropriate high-traffic location.
- Acknowledge the City's support in public announcements, media releases and websites and at special events.
- Annual reports, newsletters, event programs and exhibits must include the appropriate recognition.



## Policy and Procedure

The following table illustrates the recognition program.

Value of Funding Provided	Display of Certificate	Website	Display City Logo at Event*	Event Programs	Annual Report	Newsletters and Publications	Media Release/Conference
Under \$500	X						
\$500 - \$2,000	X	X		X	X	X	
\$2,001 - \$5,000	X	X	X	X	X	X	
Over \$5,000	X	X	X	X	X	X	X

\* The City of Oshawa Logo is a registered trademark of the Corporation of the City of Oshawa. Any reproduction of the Logo without the City of Oshawa's expressed permission is prohibited.

Parties seeking permission to use the City of Oshawa Logo must complete the Application to use the City of Oshawa Logo on the Corporate Communications webpage:

<http://www.oshawa.ca/Communications>

Completed applications are to be submitted to [communications@oshawa.ca](mailto:communications@oshawa.ca), or by fax at 905-436-5623 or by mail to:

City of Oshawa  
Attention: Corporate Communications  
50 Centre St. S.  
Oshawa, ON  
L1H 3Z7

Corporate Communications will review and provide feedback/approval within five business days upon receipt of the completed Application.