

Policy statement

SUPPORTING GRANTS FOR WESTMOUNT NON-PROFIT ORGANISATIONS



INTRODUCTION

The City of Westmount, henceforth to be referred to as the City, offers a Grant programme to support non-profit organisations that through their operations provide services that are not otherwise available to the Westmount Community.

The programme aims to support the associations and organisations in the community which, in their own way and to varying degrees, contribute to the quality of life of Westmount residents.

This document constitutes the Policy Statement to establish a framework for the programme between the City and the community organisations operating within its territory.

OBJECTIVES

The intent of the Grant programme is to support in an operational sense non-profit organisations providing services that are not otherwise readily available to the Westmount community.

The Grant programme has the four following objectives:

- For the City of Westmount, by associating with local organisations and supporting community life, to offer a diversity of cultural, community and recreation services, accessible to all Westmount residents, regardless of their age, social or physical condition, cultural origin or the type of activities in which they engage.
- To support local organisations on the Westmount territory that are providing services not otherwise readily available to the Westmount community.
- To encourage community vitality and the development of local organisations that contribute to improving Westmount residents' quality of life.
- To incite dialogue and collaboration between the City of Westmount and local organisations on its territory, contributing to social development.

APPLICATION

All requests for grants must be accompanied by the required application form and submitted to the Library and Community Events Department between **September 1 and October 31** of each year for funding in the next calendar year.

Please note funding is generally available only in March or April of the year organisations will have applied for.

For the City to analyze and consider each organisation's request, the following documents must be included with the organisation's application:

1. Completed application form;
2. A brief history of the organisation and its mission;
3. List of Board of Directors;
4. List of paid staff members, detailing full-time and part-time staff;
5. List of volunteers, detailing their hours;
6. Current Financial Statement;
7. Details of all present or anticipated funding from other sources
8. Current liability insurance policy;
9. An outline of the services, programmes, and events that they offer to the community, including the number of Westmount residents served;
10. Number of participants over the previous year, including the percentage of Westmount residents;
11. Where applicable, documentation outlining short and long-term development plans of the organisation and its services, including anticipated sources of future funding.

HOW AND WHEN TO APPLY?

The application form for the Grant programme is available on the City's website at citoyen.westmount.org/en/onlines-requests/grant-request

Applications are accepted each year between September 1 and October 31.

For a paper copy of the application form, please contact the Library and Community Event's Executive Secretary at 514 989-5300, extension 5455.

The Library and Community Events Department ensures that all information required to analyze the application is complete and conforms to requirements.

CRITERIA FOR ANALYSIS

The City offers supporting grants to non-profit organisations providing services that are not otherwise available to the Westmount community.

Supporting Grant Criteria

- Necessity of the service, programme or organisation in Westmount, notably in relation to social development.
- Relationship of the organisation with the community, desirability and demand for its services within the community.
- Extent to which the organisation's programme serves Westmount residents (e.g., percentage of membership that are residents).
- Accessibility to the service or organisation; is it available to the whole community for free or at low cost, or only to a select few.
- Verification that the service or programme is not a duplication of the same service provided by another organisation in the City.
- Analysis as to who can provide the service in the most cost-effective manner (i.e. the applicant, the City or another organisation).

EVALUATION COMMITTEE

The evaluation committee at the City's administration is composed of the following members: the Director of Culture, Sports, Recreation and Social Development, the Director of Library and Community Events, and Finance Department employee. The committee analyzes the applications and presents its recommendations to City Council for approval or refusal. For any application, the City always reserves the right to request:

- any clarification or additional information regarding the application's documents, for example, a written proof of residency of an organisation's members, or a clarification on financial statements;
- a detailed report as to how the current year or last year's allocated funds from the grant programme were actually used.

CONFIRMATION

The organization will receive, by mail, a letter from the Director General's Office confirming the City's contribution to the organisation.

In the event of any questions pertaining to the interpretation of the present policy, the final interpretation, decision and position will be the sole responsibility and

interpretation of the City and its representatives, and its decision and interpretation shall be considered final and without appeal.

CONCLUSION

The Grant programme should be considered as a flexible and equitable basis for relations between the City of Westmount and its community organisations. This policy also displays the City's declared commitment to enlist and support the associations and organisations in the community. This policy will be refined in practice, so that it meets the organisations' evolving needs and the expectations of the City of Westmount.