

# POLICY STATEMENT

Supporting Grants for Westmount  
Non-Profit Organizations



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## **The City of Westmount supporting non-profit organizations**

# **INTRODUCTION**

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

This programme aims to support the associations and organizations 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 organizations operating within its territory.

# OBJECTIVES

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

By associating with and supporting community life and local organizations, the City of Westmount wishes to offer a diversity of cultural, community and recreation services, accessible to Westmount residents, regardless of their age, social or physical condition or cultural origin or the type of activities in which they engage.

To achieve this goal, the approach favoured by the City is to rely on community vitality, the development of a feeling of belonging with regard to the City and the development of local responsibility, to better meet the needs of City residents and contribute to improving their quality of life.

The grant programme has the following objectives:

- To establish a frame of reference and management of relations between the City and local organizations offering a cultural, community, or recreational activity or service to residents.
- To define the procedures that organizations must follow to be recognized.
- To define the forms of support offered by the City to organizations operating in its territory.
- To demonstrate contribution to the development of the City's identity and sense of belonging to the City.

# APPLICATION

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All requests for grants must be accompanied by the required application form and submitted to the Library and Community Events Department no later than November 30 of each year for funding in the next calendar year.

In order for the City to analyze and consider each organization's request, the following documents and information must be included with the organization's application:

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



## **HOW AND WHEN TO APPLY?**

The application form for the Grant programme is available on the City's website at [www.westmount.org](http://www.westmount.org).

This form must be completed and submitted to the Library and Community Events Department along with all relevant documents no later than November 30, at the following address:

**City of Westmount  
Westmount Public Library  
4574 Sherbrooke Street West,  
Westmount, Québec  
H3Z 1G1**

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

# CRITERIA FOR ANALYSIS

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The City offers two (2) types of grants.

## 1. Supporting Grant

The intent of this grant is to provide assistance for Westmount-based, non-profit organizations providing services that are not otherwise available to the Westmount community.

- Necessity of the service, program or organization in Westmount.
- Extent to which the organizational program serves Westmounters (e.g. percent of membership that are residents).
- Evaluation as to who can provide the service in the most cost-effective manner i.e. the applicant, the City or another organization.
- Accessibility to the service or organization; is it available to the whole community or only to a select few.
- Verification that the service or program is not a duplication of the same service provided by the City or another organization in the City.

## 2. One-Time Grant

The intent of this grant is to provide one-time assistance for non-recurring expenses contemplated by Westmount-based, non-profit organizations providing services that are not otherwise available to the Westmount community.

The City reserves the right to accept or reject any subsequent requests for grants from an organization based on an assessment of how a previously received one-time grant was administered.

- As with requests for supporting grants, applications for one-time grants will be reviewed based on the relationship of the organization with the community, desirability of the project and other related criteria outlined above in the Supporting Grant.
- Assessment that other potential sources of funding have been made by the applicant
- Submission of a detailed report and/or audited statement as to how the funds will be used.

# STUDY OF APPLICATION

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

The Director of the Library and Community Events Department analyzes the applications and submits its recommendations to the City Councillors that sit on the Public Library Committee for approval or refusal. In turn, the City Councillors present their recommendation to the Mayor and City Council for approval or refusal.

For any application, the City reserves the right at all times to request written proof of residency of members.

## CONFIRMATION

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

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

## CONCLUSION

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