

GREATER SUDBURY
HOUSING CORPORATION



SOCIÉTÉ DE LOGEMENT
DU GRAND SUDBURY

Corporate Policy and Procedure

POLICY: GSHC Social and Recreational Fund Policy

DATE: January, 2018

BACKGROUND:

The Greater Sudbury Housing Corporation (GSHC) recognizes the value and importance of an active and engaged tenant/community group in our housing communities. A successful group is instrumental in building the interrelationships between GSHC tenants and community partners to achieve the key objectives of health and well-being, engagement, safety, successful tenancies and access to services. The Social and Recreational Fund is available to all tenant/community groups to support community events/activities, promotions, administration and overall operational expenses to achieve these key goals. This policy has been developed to govern the allocation of funding to tenant/community groups through a formal request and application process which must be reconciled.

Application Process

All applications for funding will be reviewed by GSHC to ensure they meet the following requirements.

- Applications must clearly identify:
 - the reason for the funding request;
 - All funding requests for community events must be approved in advance by the tenant/community group
 - how the funds are being spent in areas that are most beneficial to the community/residents;
 - an itemized list and the total amount for the funding requested.
- Applications must be submitted formerly by email, fax or hard copy delivered in person. All verbal applications will not be considered.
- Applications will be processed on a first come, first served basis from the date they are received by GSHC.

- The Community Development Worker will be available to assist with the application process by contacting igov@sudburyhousing.org.
- Applicants will receive confirmation on the status of their request within 14 days via phone or email. If no response has been provided by the 14th day after submission, the applicants can then submit an inquiry regarding the allocation of funds. Inquiries in regards to funding must be submitted in writing (email, fax or hard copy). GSHC reserves the right to deny any funding request if proper justification outlining community benefit is not inclusive within the submission.

Use of Funds

Funding will be allocated by GSHC to all tenant/community groups as equitably as possible. Funding for events, programming and other expenses include, but are not necessarily limited to the following:

- Events
 - Community clean-up
 - BBQ
 - Tree planting
 - Holiday festivities
 - Bike Rodeo
 - Back-to-school
- Program
 - Children
 - Youths
 - Adults
 - Healthy snacks
 - Gardening
 - Tutoring
 - Arts and crafts
 - Sewing
 - Physical education
- Operational expenses
 - Administration
 - Promotion
 - Transportation
 - Repairing/Replacing equipment
 - Internet services

On the application form, clearly identify the reason for the funding request and how the funds will be spent in areas listed below:

- Human Health and Well-Being
- Environmental Sustainability
- Civic Engagement and Volunteerism

All funding recipients must complete a reconciliation process by submitting all the receipts of all purchases and document how the funding was allocated. This must be completed within 14 days after the event. If the tenant/community group fails to submit all receipts required within 14 days, the GSHC may require repayment of the funding and the tenant/community group may also be ineligible for future funding. Surplus of funds from an allocation must return within 14 days after an event.

All tenant/community groups are required to sign an Acknowledgment indicating they understand their responsibilities and agree to adhere to the policies and procedures established for the Social and Recreational Fund.

Tenant/Community Group : _____

President

Treasurer / Witness

Date

Date