

**Schedule “A”**  
To By-law 2016-18 of the City of Greater Sudbury

**Healthy Community Initiative Fund**  
**Administrative Guidelines**

**A. Terminology**

Annual Grant	Specific grant allocated from Leisure Services’ operating budget to qualifying recipients on an annual basis
Capital funds	HCI Fund allocations relating only to City infrastructure initiatives or projects within a City property, including without limitation: buildings or structures, playground structures, machinery or equipment, extension of utilities to or within a City property
City	The municipal corporation of the City of Greater Sudbury or the geographic limits of the City of Greater Sudbury as the context requires
Community Event	An event organized: a. by a Councilor or by a City department at the request of a Councilor; or b. jointly by any two or more of a City department, a Community Action Network, a Councilor and a Community Group
Community Group	A not-for-profit group that holds a bank account with a recognized financial institution
Council	The Council of the City of Greater Sudbury
Grant	HCI Fund allocation towards supporting a Community Group with eligible expenses relating to a community event, activity or program that will benefit the residents of the Ward, including without limitation: space rental fees or permit fees, venue decorations and set up, catering, materials, supplies, equipment rental, giveaways and prizes
HCI Fund	The total amount of funds allocated by Council in the budget process in any given year to the HCI Fund for expenditure in accordance with By-law 2016-18
Ward	One of the twelve Wards into which the City is divided

**B. Purpose**

By-law 2016-18 governs the annual allocation of the Healthy Community Initiative (HCI) Fund. The Fund is to be distributed equitably across all wards and the administration of the Fund is delegated to the General Manager, Community Development. The following guidelines serve to assist staff in fulfilling the requirements of the By-law in administering the HCI Fund.

**C. Guiding Principles**

1. The HCI Fund is intended to support community-based projects which advance the City’s strategic priorities. To achieve that goal, every expenditure from a Ward allocation must positively influence at least one of the Healthy Community Initiative Priorities and one Sustainable Development Challenge as per the Healthy Community Charter as follows:

HCI Priorities	Sustainable Development Challenges
<ul style="list-style-type: none"> <li>• Human Health and Well-being (e.g. trails, park enhancements, beautification and improved recreational opportunities)</li> </ul>	<ul style="list-style-type: none"> <li>• Safety</li> <li>• Health Status</li> </ul>
<ul style="list-style-type: none"> <li>• Environmental Sustainability (e.g. neighbourhood clean ups, tree planting, community gardens and conservation efforts)</li> </ul>	<ul style="list-style-type: none"> <li>• Ecosystems</li> <li>• Lake Water Quality</li> </ul>
<ul style="list-style-type: none"> <li>• Economic Vitality (e.g. regional and provincial events, promotion of Greater Sudbury, festivals and fairs)</li> </ul>	<ul style="list-style-type: none"> <li>• Youth Out-migration</li> <li>• Employment</li> <li>• Arts &amp; Culture</li> <li>• Infrastructure</li> </ul>
<ul style="list-style-type: none"> <li>• Civic Engagement and Social Capital (e.g. neighbourhood events, volunteer recognition and community art projects)</li> </ul>	<ul style="list-style-type: none"> <li>• Homelessness</li> <li>• Poverty</li> <li>• Education Achievement</li> </ul>

2. HCI capital funds aim to complete or contribute to small scale City projects or support the acquisition of capital assets.
3. The HCI Fund establishes a responsive method of providing financial support towards local community group initiatives and prioritized capital projects.

## D. Fund Allocations

The annual budget includes an allocation per annum for each of the twelve (12) Wards to fund eligible initiatives.

A maximum of 25% of the total Ward allocation may be expended on grants and a minimum of 75% of the total Ward allocation may be expended on capital projects.

Monies not expended from a Ward allocation on grants may be expended on capital projects.

At the end of the calendar year, any unexpended grant allocations are transferred into the HCI capital allocation, and the total sum of unexpended HCI capital funds are carried forward for the following year.

## E. Authority & Project Management

Requests for capital or grant allocations may be fully or partially funded depended on the scope of the requests, available funds, their priority against other requests/projects and in the case of capital requests, the number of capital projects for any given City infrastructure to ensure a level distribution of funds.

### **Capital Allocations**

The General Manager is authorized to approve eligible applications for capital fund requests of \$10,000 or less.

Council approval is required for eligible capital expenditures that:

- a. in any year, relate to a project(s) for a single City infrastructure that exceeds \$10,000; or
- b. fund projects that have an impact greater than \$1,000 per year on the City's operating budget.

HCI funds for approved capital projects are transferred to the appropriate cost centre.

An operating department staff member is assigned responsibility for each approved capital project and to keep the respective Ward’s Councilor informed about the status of the project. The assigned staff will work with the successful applicant and be responsible for the planning, procurement, management and implementation of the capital project to ensure its successful and timely completion.

Any donations received by the applicant towards the capital project are assigned to the City and designated for the project. Should the project not proceed, the donated money will be expended as part of another City infrastructure initiative or project in the Ward the donor intended to be benefitted, as determined by the General Manager.

In-kind donations offered to the applicant such as contracted labour and materials will be assessed for risk and liability and may be accepted/approved in accordance with City policies and related practices. The assigned staff lead overseeing the project will ensure that all appropriate measures as applicable (e.g. liability agreements, City approved contractor, health & safety training, proof of certification) are taken for the health and safety of all participants/contributors and that the work to be completed meets all City requirements.

### ***Grant Allocations***

The General Manager is authorized to approve eligible applications for grant requests of \$1,000 or less.

Council approval is required for eligible grant expenditures that:

- a. exceed 1,000; and/or
- b. result in a Community Group applying for the grant receiving a cumulative total grant of more than \$1,000 from the HCI Fund in any calendar year; and/or
- c. in the case of a grant to purchase prizes for an event or the donation of purchased gifts or promotional items for a Community Group or for an event, exceeds \$500 and/or;
- d. are requested from 5 or more Wards.

## **F. Eligibility & Assessment Criteria**

### ***Applicant***

To be eligible to receive a grant, or to submit an application proposing a capital project, an applicant must:

- a. be a not-for-profit community group or organization that conducts its activities within the boundaries of the City of Greater Sudbury; and
- b. have a legal bank account in the name of the applicant or of a not-for-profit, parent group/organization

### **Exclusions**

The applicant, who although may otherwise qualify under the preconditions of eligibility above, will not be eligible if the applicant is in receipt of an Annual Grant for the same purpose as the HCI Fund application.

### **Capital Projects**

Eligible capital project requests must:

- a. relate only to City infrastructure initiatives or projects within a City property, including without limitation: buildings or structures, playground structures, machinery or equipment, extension of utilities to or within a City property, parkland development; and
- b. align with the Parks, Open Space, and Leisure Master Plan; and
- c. benefit the residents of the Ward to which the expenditure relates; and
- d. take into consideration inclusivity, accessibility, cultural appropriateness, and affordability; and
- e. complete a project; and
- f. have any associated ongoing operational costs approved within operating budgets

#### **Exclusions**

Capital project requests that may otherwise qualify under the preconditions of eligibility above will not be eligible if they are for:

- a. the acquisition of City-owned infrastructure on private property
- b. feasibility studies or preliminary design work towards a proposed capital project
- c. recurring operational costs

Eligible HCI capital funding requests will be prioritized and selected within each Ward based on:

- a. their alignment with the Parks, Open Space, and Leisure Master Plan
- b. projects meeting established best practices, design standards and guidelines
- c. value and their benefit to the residents of the Ward in comparison to other similar projects in the City or elsewhere
- d. the timeframe and the City’s capacity to implement and complete the project
- e. any budgetary constraints
- f. potential impacts (positive and adverse) in the Ward, e.g. appropriateness, location, noise level, etc.
- g. where there is capacity to do so, demonstrated commitment by the applicant to secure other sources of funding for the project, e.g. fundraising dollars, donations, grants

HCI capital fund stacking, such as applying for HCI funds for a capital project that already has, or anticipates an allocation of capital funding from the City’s capital budget, would be allowed for projects that require extra funding to complete the project. For capital projects, the maximum HCI capital allocation would be capped at \$50,000.

Proposed capital projects would be required to have a completion timeframe whereby awarded HCI capital fund allocations would be expended and project completed within a 24 month period. If not, the funds would be returned to the Ward allocation.

### **Grants**

Eligible grant requests must:

- a. support a Community Group with eligible expenses relating to a community event, activity or program that will benefit the residents of the Ward including, but not limited to space rental fees or permit fees, venue decorations and set up, catering, materials, supplies, equipment rental, giveaways and prizes; and
- b. consider inclusivity, accessibility, cultural appropriateness, affordability

#### **Exclusions**

HCI grant requests that may otherwise qualify under the preconditions of eligibility above will not be eligible if they are for:

- a. events that have already been initiated or completed
- b. recurring requests that previously received HCI funds twice for the same purpose or towards the same event, activity, program (these requests should be referred to the City’s Annual Grant application process)
- c. operational expenses such as utilities and property taxes

Eligible grant requests will be prioritized and selected for each Ward based on:

- a. value and benefit to the residents of the Ward (directly and indirectly)
- b. accessibility/affordability to residents

HCI grant stacking, such as applying for HCI funds for an initiative that already has, or anticipates other grant funding from the City, would be allowed for initiatives that require extra funding.

## **G. Application Process**

All information regarding the HCI Fund application process is communicated on the City’s website. Promotion of application uptake periods and deadlines is announced through social media and public service announcements to the media.

There are two application uptake periods per year as follows:

- Winter (February 1-28)
- Fall (September 15-October 15)

Applications that are submitted past the uptake period deadline and/or are incomplete will not be accepted.

Applications may be submitted in the current year for initiatives scheduled to occur early in the following year, e.g. submission of application in the Fall uptake period for an event scheduled in January of the following year.

The HCI Fund Application Form is available in electronic format on the City’s website. All applications are to be submitted and received by the City electronically, e.g. by e-mail at the address indicated on the form or an established portal.

Applicants should be discussing with and obtaining support from Ward Councilors prior to submitting an application.

### ***Application Form***

The application form combines both capital and grant funding requests. Applicants must complete the form in its entirety ensuring to provide sufficient details about their request to satisfy all HCI Fund eligibility criteria.

For capital funding requests, supporting documentation such as letters of support are required, and sketches, diagrams or pictures and other descriptive details of proposed projects and their locations are encouraged.

Upon receipt of their application, applicants will receive electronic acknowledgement from the City via e-mail.

## **H. Application Review Process**

Upon closure of the uptake period applications are assessed in detail against the established HCI Fund criteria herein and any related By-laws.

During the evaluation process, applicants may be contacted to provide additional information within a prescribed amount of time. City personnel may consult with stakeholders, field specialists and or other resources to determine feasibility of projects before making a decision.

All eligible applications that are evaluated and selected are forwarded either to the General Manager and/or City Council with respect to final approvals. Those applications requiring Council approval will be included in an agenda report for the next scheduled meeting of Council following the closure of the evaluation process or shortly thereafter depending on process timelines and availability.

## **I. Awarding Process**

Successful applicants will be notified verbally by telephone and subsequently in writing by way of a letter.

HCI grant allocation letters will be accompanied by a cheque in the approved amount, and will prescribe the intended use of the funds, the process to report back on the use of the funds post-project/initiative, and consequences of the misuse of funds.

HCI capital funding allocation letters will provide the name and contact information of the City staff person assigned as the project manager and be accompanied by a letter agreement that stipulates the terms and conditions of the funding, where applicable.

Unsuccessful applicants will receive a letter to inform them that their funding request was not approved and the reason(s) for which it was not.

## **J. Reporting to Council**

Ward Councilors will be informed of HCI Fund applications for their respective Ward. Staff from the Community Development Department will prepare reports to Council semi-annually to notify of successful and unsuccessful applications and will seek Council approval on requests in accordance with By-law 2016-18.

(May 10, 2017)