



Town of Whitby Procedure

Procedure Title:	Accessibility Improvement Grant Procedure
Procedure Number:	A 020-001
Reference:	Council Resolution # 152-21
Date Approved:	May 17, 2021
Date Revised:	Click here to enter a date.
Approval:	Chief Administrative Officer
Point of Contact:	Accessibility Coordinator

Purpose

To outline the eligibility criteria, as determined by Council, for grant funding opportunities through Accessibility Improvement Grant and to define the process for accepting applications.

Scope

This procedure applies to all organizations seeking funding from the Accessibility Improvement Grant program.

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1. Definitions

- 1.1 Accessibility Advisory Committee** is an independent committee of Council, operating and appointed in accordance with its Council approved Terms of Reference, and delegated authority to review and award Grants in accordance with this Policy.
- 1.2 Annual Report** is an annual report submitted to Council identifying the use of the funds, the number of applicants, who receive funding in any one year and the benefit to the community from the grants. It will also identify any suggestions for changes in the process that Council should consider.
- 1.3 Application Process** is an application based process managed and reviewed by the Accessibility Advisory Committee to determine recommendations for grant funding.
- 1.4 Criteria** is used to evaluate grant applications and make recommendations for grant eligibility based on how the project will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds, and fundraising), the importance of the Town's contribution, and how the success of the project will be determined.
- 1.5 Grant Application** is an application required to be completed and submitted prior to consideration for any grant funding.
- 1.6 Methods of Communication** are methods used by the Town to communicate to the public, including but not limited to: the Town's website, social media, newspaper and press releases.
- 1.7 Non-profit group** as defined by the Canadian Revenue Agency is a club, society, or association that is not a charity and that is organized and operated solely for: social welfare; civic improvement; pleasure or recreation; or any other purpose except profit.
- 1.8 Not-for-profit organization** as defined by the Province of Ontario is a corporation: dedicated to purposes other than pursuing a profit; without share capital, which means that the corporation does not issue ownership shares; may not distribute any profits to its members, directors or officers; must use any profit exclusively for its not-for-profit purposes; and includes both charitable and non-charitable organizations. For this program the not-for-profit must be housed and operate within the Town of Whitby.
- 1.9 Small Business** as defined by the Province of Ontario accessibility legislation is an organization who employs at least one, but less than 50 people. For this program, the business must be housed and operate within the Town of Whitby.

2. Responsibilities

- 2.1. A Staff Liaison shall participate on the Grants Review Committee in an advisory/administrative role, and promote the use of the Accessibility Improvement Grants through appropriate methods of communication.

3. Procedures

3.1. Review of Applications by the Accessibility Advisory Committee:

- a) A subcommittee of the Accessibility Advisory Committee shall meet monthly to review grant applications;
- b) Grant applications submitted will be reviewed and considered by the Accessibility Advisory Committee within 2 months of receipt, for eligibility based on the grant criteria and available funds;
- c) The subcommittee will present recommendations to the full Accessibility Advisory Committee for approval as a standing item on the monthly agenda;
- d) The Staff Liaison will notify successful applicants and advise that funds will be available upon completion of final reports.
- e) Grants recommended for approval by the Accessibility Advisory Committee will be forwarded to the Corporate Services Department for payment once final report documents are received by the applicant.

3.2. Grant Application Process:

- a) An application is required to be completed and submitted to the Staff Liaison prior to consideration of any grant funding;
- b) The application and submission dates shall be available on the Town's website;
- c) The Accessibility Advisory Committee will review and evaluate each application based on the merits/criteria outlined below. All decisions of the Accessibility Advisory Committee are final;
- d) Applicants will be notified of the results of the evaluation within two months of their application;

3.3. Grant Application and Criteria:

The application will consist of:

- a) An explanation of the improvement project, renovation, event, or initiative; what the goal of the improvement is, and/or what the organization is trying to achieve;
- b) The community impact of the improvement project, renovation, event or initiative, how it supports inclusiveness, and how it makes a difference to the residents of the Town of Whitby;
- c) Funding efforts including how the improvement project, renovation, event or initiative will be funded beyond what the Town may provide, and the importance of the Town's grant to the improvement project, renovation, event, or initiative, and the impact if funding is not provided;
- d) The measure of success for the improvement project, renovation, event, or initiative and a general explanation of what it means to have the Town of Whitby participate.

Grant applications are evaluated using the following criteria:

- a) How the project will benefit the community (scale, inclusivity, direct and indirect benefits);
- b) Soundness of business plan (including resources, own funds, and fundraising);
- c) The importance of the Town's contribution; and,
- d) How the success of the project will be determined.

Priority of projects will be determined through the following criteria:

- a) High priority is given to community focused projects, activities, and events that promote inclusion and improve access for persons with disabilities with a strong local presence;
- b) High priority is given to projects that promote social inclusion and civic engagement for all abilities and ages within the Whitby community;
- c) Capital expenditures that have a direct benefit to improving access for persons with disabilities in the Whitby community;
- d) Low priority is given for applications for providing funding for ongoing operating costs of an organization or charity;
- e) Low priority is given for initiatives and projects being supported through other Town grant sources and programs;
- f) Low priority is given to applications receiving funds within the last 5 years; and,
- g) The precedent that is set through the support of an application must be considered to ensure equitable funding is sustainable.

Applications are evaluated based on their relative merit. Funding in one year does not guarantee funding for a similar initiative or event in the following year.

This grant is not to be used as an ongoing source of income for an organization or business.

Periodically, special consideration for an individual or group within Whitby may be given and the Committee has the ability to consider those based on the above criteria.

3.4. Application Review:

- a) Applications received will be reviewed by a subcommittee of the Accessibility Advisory Committee. Recommendations for grant eligibility is based on how the project will benefit the community (scale, inclusivity, direct and indirect benefits), soundness of business plan (including resources, own funds and fundraising), the importance of the Town's contribution, and how the success of the project will be determined;
- b) Recommendations will be put forward to the Accessibility Advisory Committee each month to determine success of each application. Application review will be a standing item each month on the Accessibility Advisory Committee agenda, and determinations will be made through a public and transparent process.

3.5. Fund Distribution:

- a) All grants will be awarded in accordance to the Accessibility Improvement Grant Policy and Procedure. The approved grant amount will be issued to the applicant upon submission of the final report document and copies of paid invoices submitted to the Town. Payments will be provided upon review of submitted documents;
- b) Please note the grant program does not reward poor stewardship. As a result, the Town of Whitby reserves the right to withhold payment of a grant to work/projects that are substandard or completed poorly; or that require a building permit and inspections have not been conducted.

3.6. Reporting and Transparency:

A report submitted as part of the Accessibility Advisory Committee's annual work plan update that shall include:

- a) The number and nature of applicants, the distribution of funds, who received funding in any one year, the purpose of the grant, and the benefit to the community from the grant; and
- b) Any suggestions for changes in the process that Council should consider. Changes to this process would require Council approval;
- c) The annual report will be published on the Town's website each year;
- d) Any unused amounts in the Accessibility Improvements Grant at the end of each year will be carried over to the next year.

3.7. Communication of Grant:

- a) The Town will promote the Accessibility Improvement Grant and the application process through various communication methods, including the Town of Whitby's website, social media, print materials, and other communication methods as appropriate. Timelines for application will be communicated and published on the Town's website.
- b) Opportunities for Community, Educational Awareness and Lead Grants will be advertised in January and September of each year using appropriate channels, as well as promoted on the Town's website throughout the year.

3.8. Questions:

Please contact the Accessibility Coordinator at 905-430-4310 or at accessibility@whitby.ca.

Appendices

Appendix 1 Accessibility Improvement Grant Application

Original Approved and Signed.

Matthew Gaskell, Chief Administrative Officer, x2211

May 25, 2021

Date