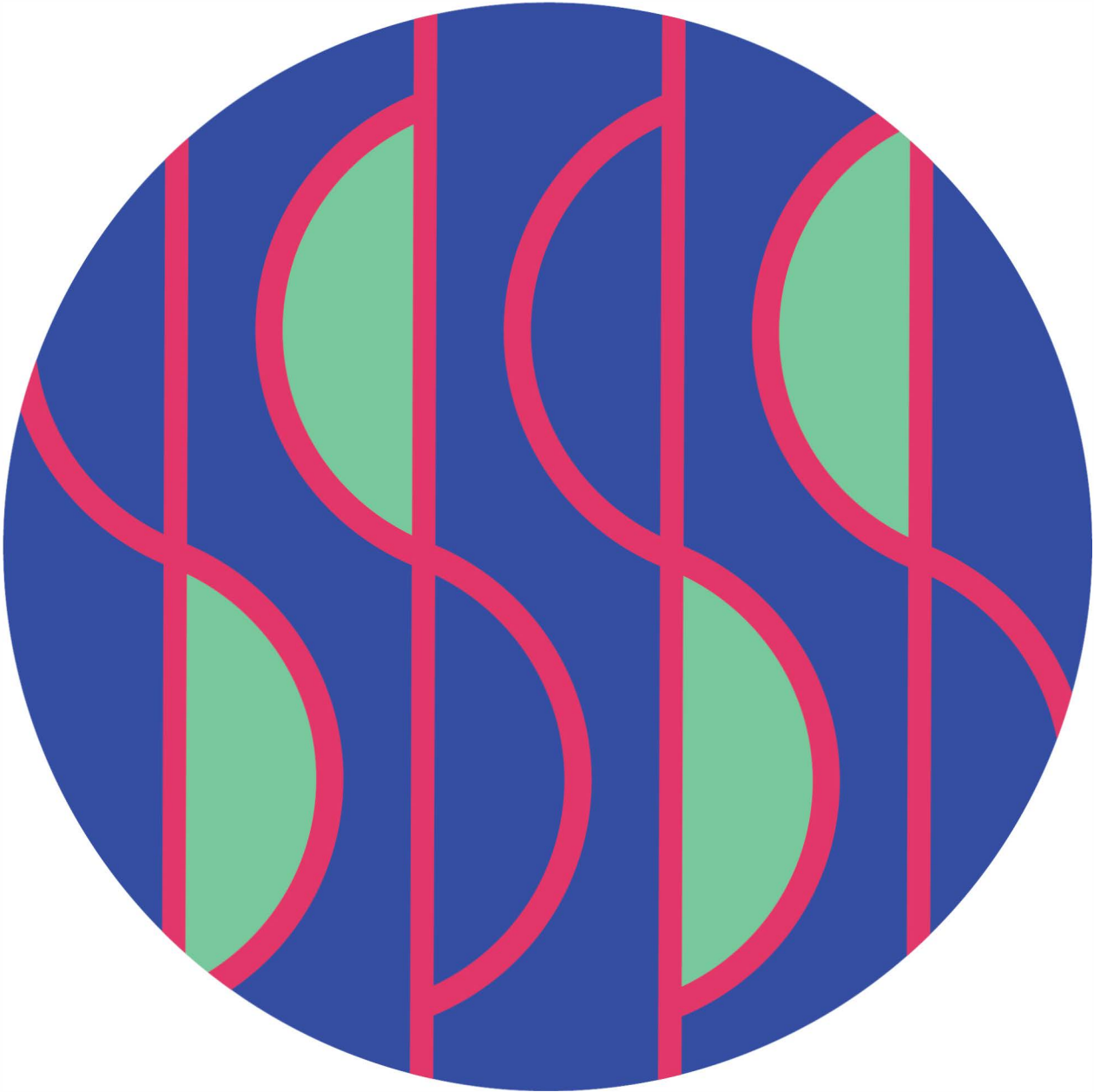


GRANTS



2026 Guidelines

# Community Grant Program

Grant applications are due  
Friday, October 10, 2025 by 4:30pm



## Table of contents

<b>Overview</b> .....	2
<b>Equity statement</b> .....	3
<b>Eligibility</b> .....	3
<b>Ineligibility</b> .....	3
<b>Eligible/Ineligible expenses</b> .....	4
<b>Application considerations</b> .....	4
<b>Application process</b> .....	5
<b>Returning applicants</b> .....	5
<b>First-time applicants</b> .....	5
<b>Preparing your application</b> .....	6
<b>Assessment review process</b> .....	8
<b>Timelines</b> .....	10
<b>Support with conditions</b> .....	11
<b>Payment</b> .....	11
<b>Reporting</b> .....	12
<b>Resources and support</b> .....	12
<b>Webinars</b> .....	12
<b>Contact information</b> .....	13
<b>Additional resources</b> .....	13
<b>Appendix A: Terms and conditions</b> .....	14
<b>Appendix B: Appeals process</b> .....	17

## Land Acknowledgment

We acknowledge the lands which constitute the present-day City of Mississauga as being part of the Treaty and Traditional Territory of the Mississaugas of the Credit First Nation, The Haudenosaunee Confederacy, the Huron-Wendat and Wyandot Nations. We recognize these peoples and their ancestors as peoples who inhabited these lands since time immemorial. The City of Mississauga is home to many global Indigenous Peoples.

## Overview

The Community Grant Program provides funding to not-for-profit, community organizations that are registered in the City of Mississauga's [Community Group Registry Program](#) and supports them to deliver programs and services that keep Mississauga residents active, healthy and engaged in their communities.

The Community Grant Program aligns with the [Recreation Plan](#) and [Parks, Forestry and Environment Plan](#)'s strategic priorities. Read the [full plans here](#) for more information to help construct a grant proposal.

Annual grants are available to provide up to \$10,000 or up to 65% of an organization's total operating budget (whichever is less) to support project or program-related expenses for organizations that extend the variety and choice of programs and services for Mississauga residents and can be delivered successfully within one calendar year.

Multi-year grants are available by invitation only for established organizations that have successfully managed funding from the City for a minimum of 5 years.

### Application deadline

All applications must be complete and submitted online through the City's [Grants Portal](#) no later than **Friday, October 10, 2025 by 4:30 p.m. EST**. Late or incomplete applications, including applications not submitted correctly through the grants portal, will not be accepted.

For questions or application support, please contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca).

### About the Community Group Registry Program (CGRP)

Grants are only one way that the City assists community groups. The CGRP supports not-for-profit community groups governed by volunteers that deliver programs and services within Mississauga that are of benefit to and valued by residents. Becoming a registered group gives you access to:

- Discounts to rent space at City facilities;
- Permission to place promotional mobile signs next to City roads;
- General liability insurance through the City's affiliate insurance program, if eligible;
- Community grants and funding.

Groups can apply any time by completing a [Statement of Interest](#) to begin the application process and staff be in touch directly regarding next steps. The benefits can be accessed year-round.

To be eligible for a Community Grant, applicants must be registered and in good standing with the Community Group Registry Program. If your organization is not already registered, you must complete a Statement of Interest by **Friday, September 26, 2025**. For more information, please consult the [Community Group Registry Program webpage](#) or contact [community.group@mississauga.ca](mailto:community.group@mississauga.ca).

## Equity statement

The City of Mississauga is committed to [equity, diversity and inclusion](#). The City welcomes and encourages applications from all eligible organizations that represent and serve Mississauga residents. Groups are encouraged to contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) with any questions about your eligibility and for guidance to prepare your application.

The City continuously seeks to improve access to grant programs and ensure grant applications are received from diverse and under-represented Mississauga communities. The City welcomes feedback on how this grant program can better meet the needs of Mississauga residents.

## Eligibility

The Community Grant Program is only open to registered groups that are in good standing with the City under the [Community Group Registry Program Policy \(08-01-01\)](#).

Applicants must be:

- A legally incorporated, not-for-profit community group in operation for a minimum of four years. If you are a new and emerging community group (i.e. operating for less than four years), you may qualify for the [Small Project Grant](#) program for funding opportunities.
- Located and active in Mississauga and operate year-round. Groups that qualify for “Regional Status” in the CGRP are still eligible for funding, provided that 100% of the awarded funding is allocated to programming/services that benefit Mississauga residents.
- In good standing with the City – have no outstanding debts owed to the City, submitted all final reports from previous grants and adhere to the terms and conditions of previous funding agreements.
- Have no major deficits.

## Ineligibility

The Community Grant is **not available** for:

- × Business Improvement Areas (BIA’s)
- × Developing groups in the Community Group Registry Program
- × Individuals, government agencies, for-profit organizations, educational institutions part of a school, college or university, school councils, commercial ventures or organizations aligned with a political party
- × Organizations that receive funding through any other City grant stream
- × Activities that the City deems may promote discrimination, contempt or hatred for any individual or entity as defined by the [Ontario Human Rights Code](#)

## Eligible/Ineligible expenses

In addition to the criteria for registered groups, the following table outlines the expenses and services that are eligible or ineligible for reimbursement through the grant.

Eligible	Ineligible
<ul style="list-style-type: none"> <li>✓ Salaries and wages for staff directly engaged in delivering the project/program</li> <li>✓ Training directly related to the delivery of the project/program</li> <li>✓ Some hardware and software directly related to the delivery of the project / program (e.g. laptop, tablet, printer, etc.)</li> <li>✓ Fees and permits for rental of facilities directly associated with the delivery of the project/program</li> <li>✓ Supplies and equipment directly related to the project/program</li> <li>✓ Transportation costs directly used in the project/program</li> <li>✓ Cost of evaluating the project/program</li> <li>✓ Direct marketing and communications associated with the project/program</li> <li>✓ Accounting fees directly related to the project/program</li> <li>✓ Insurance when relevant to project/program being funded</li> </ul>	<ul style="list-style-type: none"> <li>✗ Activities that take place outside of Mississauga or on residential property</li> <li>✗ Activities that begin before January 2026 and/or end after December 2026</li> <li>✗ Alcohol and related items (license fee, etc.)</li> <li>✗ Attendance at, or fees associated with, conventions, conferences, workshops or seminars</li> <li>✗ Banquets, trophies or award presentations/ceremonies</li> <li>✗ Bursaries or granting programs</li> <li>✗ Competitions and tournaments</li> <li>✗ Deficit reduction funding and/or accumulated deficits</li> <li>✗ Donations to charitable causes</li> <li>✗ Expenses accruing before the current granting cycle</li> <li>✗ Expenses already covered by another funding source</li> <li>✗ Events with cash prizes</li> <li>✗ Fundraising projects and initiatives</li> <li>✗ Major capital expenditure</li> <li>✗ Membership fees</li> <li>✗ Prizes</li> <li>✗ Projects where participation is conditional upon partaking in the religious activities of the organization</li> <li>✗ Promotion of a political party or election candidate</li> <li>✗ Professional sporting events</li> <li>✗ Staff recognition/appreciation</li> <li>✗ Travel and accommodations</li> </ul>

## Application considerations

For more information or support with questions, please contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) to discuss your grant proposal.

- Consult your community to identify the need you wish to address and discuss the application with your board members/staff/volunteers to contribute to the grant proposal, as needed.
- Assign a lead to prepare the application and confirm two authorized signing officers to provide signatures prior to submission of the grant application. Read the [Future](#)

[Directions plans](#), using the executive summary and strategic priorities section to help provide an overview on the recommendations that follow and can be used to support in crafting your grant proposal.

- The City encourages interested applicants to attend an information session to learn more about the grant, with helpful tips on how to complete your application. See page 13 for dates and times of these webinars or receive a copy of a recorded version if you're unable to attend. Contact the Community Development Team at [community.group@mississauga.ca](mailto:community.group@mississauga.ca) or 905-615-3200 ext. 5054 to confirm that your organization is in good standing with the Community Group Registry Program. If you are not already registered you must submit a Statement of Interest by September 26<sup>th</sup>, 2025.

## Application process

All grant applications must be submitted through the online [Grants Portal](#) no later than **Friday, October 10, 2025 by 4:30 p.m. EST**. The City will not consider incomplete or late applications. Applicants cannot submit applications and/or additional documentation by email, fax, paper copy or any other format outside of the grants portal.

If you have already created an account, you can use the login information you created to apply for previous funding.

## Returning applicants

Sign-in to the online [Grants Portal](#) by entering the email address and password associated with your account. If you have lost or forgotten your password, request a new password by selecting "forgot your password?", located next to the sign-in button.

## First-time applicants

To set up an account, follow these steps:

1. Click the "register" button located at the top right corner of the log-in screen.
2. Select "register as an individual".
3. Enter your name and email address.
4. Create a password.
5. Click "create account."
6. Verify your account by clicking "send verification" link. This will send an email to the address you provided.
7. Open the email and click on the link to verify the account. Be sure to check your junk/spam folder.
8. From here, you will be able to access the Grants Portal.
9. Click "view programs" and continue the application process.

Once you have created your account, you will be able to access the Grants Portal during each cycle.

**Note:** only click the “apply” button once. Multiple clicks will duplicate your application.

The City of Mississauga’s Grants Portal is used by the Community Services department for all grant programs. Please ensure you have selected the correct grant program.

**Tip:** Consider using a generic email account accessible to any individuals wishing to overview and/or be involved in the application process. If using a generic email, consider sharing your organization’s login information with at least two people to ensure your access to the site will not be restricted if the individual who originally registered is not available.

## Preparing your application

Once you have signed into your account on the Grants Portal, be sure to complete the tasks in the chart below when submitting your application. Please allow sufficient time to complete the application accurately. Consider having a third party proofread your application prior to submission to ensure clarity and accuracy.

Task	Description
<p><b>1. Section A: contact information</b></p>	<ul style="list-style-type: none"> <li>• Provide your organization’s contact and mailing information. The City will use this information for all correspondence and payments, if approved for funding.</li> <li>• <b>Please note:</b> grant funds cannot be issued to personal bank accounts. The name of the organization on the application must match the associated bank account for the electronic transfer of grants.</li> </ul>
<p><b>2. Section B: grant request</b></p>	<ul style="list-style-type: none"> <li>• Indicate the amount of funding you are applying for.</li> <li>• <b>Please note:</b> you do not need to request the full amount of eligible funding. You will also need to indicate if you have received a grant in the previous cycle.</li> </ul>
<p><b>3. Section C: community grant program application</b></p>	<ul style="list-style-type: none"> <li>• Answer each question in the application form; do not leave any questions blank.</li> <li>• Review the assessment criteria on pages 8-10 of the guidelines to ensure you’ve capture the required information. This is the information that will be assessed by the peer review committee and is designed to provide them with the information they will need to make a recommendation based on the following criteria:                         <ul style="list-style-type: none"> <li>○ Resident need, engagement and inclusivity</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>○ Strengthening opportunities that keep residents healthy, active and engaged</li> <li>○ Governance</li> <li>○ Resources</li> <li>● If you would like to view and prepare the application outside of the grants portal, you may request a copy of the full PDF application by emailing <a href="mailto:grantsinfo@mississauga.ca">grantsinfo@mississauga.ca</a>. Please note that applications will only be accepted online through the grants portal.</li> </ul>
<b>4. Section D: finances</b>	<ul style="list-style-type: none"> <li>● Financial documents must be signed by two authorized signing members of the organization) and include:           <ul style="list-style-type: none"> <li>○ Balance sheet</li> <li>○ Profit and loss statements</li> <li>○ Statement of cash flow</li> </ul> </li> </ul>
<b>5. Upload year-to-date financial statement (if applicable)</b>	<ul style="list-style-type: none"> <li>● If an organization’s fiscal year-end is more than three months prior to the grant deadline, then 2025 year-to-date financials are also required – which includes a balance sheet, profit and loss statements, and statement of cash flow.</li> </ul>
<b>6. Complete the grant budget form</b>	<ul style="list-style-type: none"> <li>● Please complete the revenue summary and summary of total expenses.</li> </ul>
<b>7. Complete the organizational statistics form</b>	<ul style="list-style-type: none"> <li>● Please detail the following:           <ul style="list-style-type: none"> <li>○ Number of Mississauga residents you serve;</li> <li>○ Your organization’s primary target audience; and</li> <li>○ Complete the organizational statistics chart with all the relevant information</li> </ul> </li> </ul>
<b>8. Upload Board of Directors contact list</b>	<ul style="list-style-type: none"> <li>● Provide the names, positions, and contact information of your current Board of Directors.</li> </ul>
<b>9. Optional: upload organizational strategic or business plan</b>	<ul style="list-style-type: none"> <li>● Upload your current plan (this is optional)</li> </ul>
<b>10. Read and sign the terms and conditions</b>	<ul style="list-style-type: none"> <li>● Review the terms and conditions (available in Appendix A of the guidelines) and have two members of the organization with signing authority sign these terms.</li> </ul>

<p><b>11. Submit</b></p>	<ul style="list-style-type: none"> <li>• An email confirmation will be sent to the primary email on file. Be sure to check your junk mail if you do not receive an email in your inbox after submission.</li> <li>• If you do not receive a confirmation email within 24 hours, please email <a href="mailto:grantsinfo@mississauga.ca">grantsinfo@mississauga.ca</a> to confirm your application has been received.</li> <li>• The grants portal will close at <b>4:30 p.m. EST on October 10, 2025</b>. Late applications <b>will not</b> be accepted.</li> </ul>
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**Assessment review process**

Funding is determined based on the eligibility of the applicant at the time of submission. City staff will review grants to confirm accuracy, completeness and eligibility.

The City’s Finance team will also review supporting documentation to determine their financial viability and/or identify any significant variances from prior annual statements of returning grant applicants, including:

- the organization’s liquidity and cash flow
- patterns of financial results year-over-year
- changes in net assets and reserve funds; and
- the sustainability of the organization’s funding base

Grant recommendations and funding amounts for each of the City’s grant programs, are determined by the City’s **Peer Assessment Committee** (approved by Council for a four-year term). This group consists of practicing professionals who are not directly involved with any organization applying for funding. The committee will assess each application based on the assessment criteria below.

**Assessment criteria**

Applications are scored out of 30 points to help determine funding amounts.

Assessment Category	Score	Assessment Criteria
<p><b>Resident need, engagement and inclusivity</b></p>	<p>10</p>	<ul style="list-style-type: none"> <li>• Shows clear evidence of need for their programs and/or services (e.g., survey results, program evaluations, etc.).</li> <li>• Describes strategies in place to ensure programs and services are accessible to all residents regardless of race, religion, ethnicity, ability, gender, sexual orientation, and other qualities and attributes of identity.</li> </ul>

		<ul style="list-style-type: none"> <li>Effectively describes how the project will improve engagement and access for under-served communities and residents who may face barriers to participation.</li> <li>If there is a fee associated with the project /program, the applicant effectively describes how the fee will not pose a barrier to resident participation.</li> </ul>
<p><b>Strengthening opportunities that keep residents healthy, active and engaged</b></p>	<p>10</p>	<ul style="list-style-type: none"> <li>Provides description of the organization mandate, programs/services and who the organization serves.</li> <li>Effectively describes the anticipated impact and benefit to the Mississauga community; specifically how the organization/project will address the <a href="#">Recreation Plan</a> and/or <a href="#">Parks, Forestry &amp; Environment Plan</a> strategic priorities.</li> <li>Describes how the organization plans to use the funding and provides a detailed budget breakdown, including notations on all relevant calculations aligned with eligible expenses (grant budget form).</li> </ul>
<p><b>Governance</b></p>	<p>5</p>	<ul style="list-style-type: none"> <li>Effectively describes the roles and responsibilities within the organization, including their staff’s skills to accomplish the organization’s goals.</li> <li>Provides an explanation of the skills their Board of Directors bring to the organization.</li> <li>Demonstrates the ability to achieve objectives on past projects or programs funded by the City and other funders.</li> <li>Provides evidence of operating in a cost-effective manner according to a clear business/strategic plan.</li> <li>Provides evidence of identifying and mitigating potential risks.</li> </ul>

<b>Resources</b>	5	<ul style="list-style-type: none"> <li>• Location of project / program has been identified.</li> <li>• Provides a clear and feasible project budget.</li> <li>• Clearly lists the partnerships in place for the funding year (both financial and in-kind), including the roles and the benefits for both the organization and partners.</li> <li>• Deliverables can be accomplished within the available time (2026), resources and organizational capacity.</li> </ul>
<b>TOTAL SCORE</b>	/30	Annual applicants must meet a minimum of 50% (15 out of 30) to be approved for funding.

**Scoring Scale:**

<b>Low Score: 0% - 49%</b>	<b>Medium Score: 50% - 79%</b>	<b>High Score: 80% - 100%</b>
Applicant does not meet criteria and/or provides minimal detail that does not align with grant's purpose.	Applicant meets the criteria and provides moderate/general detail that aligns with grant's purpose.	Applicant demonstrates excellent alignment with strategic priorities, provides an extensive level of detail and clearly explains how funding request achieves the grant's purpose.

All applicants will receive a written evaluation summary. If an applicant is not recommended for funding, they may submit a request for feedback to [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca). Feedback will only be provided for applicants that request it and does not guarantee a commitment of future funding.

**Timelines**

<b>Date</b>	<b>Description</b>
August 25, 2025	<p>Grant application period opens and runs until October 10, 2025.</p> <p>Consult with your community to identify the need you wish to address. The City encourages applicants to attend an information session. You can also discuss your ideas with Community Development staff to know if you are on the right track.</p>

September 10 and 24, 2025	Community Grant/Small Projects Grant Information Webinars take place (See links for webinar on page 13).
September 26, 2025	Community Group Registry Program deadline to submit Statement of Interest for new applicants
<b>October 10, 2025</b>	<b>Grant applications due by 4:30 p.m. EST.</b>
October to December 2025	Grants under review.
January 2026	Applicants are notified of the funding recommendation to be provided to Council for approval.
February 4, 2026	Recommendations to be presented to General Committee.
February 11, 2026	Council approval of funding decision.
February 2026	Applicants are notified of the results in writing following Council approval.
February 2026	Applicants can request further feedback on their applications following Council approval.
March 2026	Payment
November 27, 2026	Final reports due to the grants team at <a href="mailto:grantsinfo@mississauga.ca">grantsinfo@mississauga.ca</a>

## Support with conditions

It may be recommended for a group to receive “support with conditions” in cases where there are concerns about a group's financial or organizational sustainability. Groups on support with conditions will receive coaching and guidance from staff and may be asked to provide interim information during the grant period or have additional requirements attached to the release of grant funds.

## Payment

All grant payments are issued via electronic funds transfer (EFT). To receive funding, new grant recipients must complete a vendor request and EFT form.

Grant recipients will receive both documents via email upon recommendation of the grant

and must email the completed forms to [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca). Grant recipients must have a bank account under the organization's name on the application form.

The City will not distribute grants to personal bank accounts or bank accounts of other organizations. Existing grant recipients who have not completed an EFT form must also complete and submit one. Existing grant recipients with any changes to their contact information must also submit an updated vendor request form with contact information that matches their 2026 application. Please note: applications may be approved for less than the maximum grant amount and less than requested.

The total funding amount is awarded in one payment upon Council's approval. Although the City aims to distribute funding in a timely manner, please note that the City cannot guarantee the delivery of funds by a specific date.

**Please Note:** All funding is contingent on Council approval. The City reserves the right to adjust payments in the event that changes to the budget are required, subsequent to approval.

**Please Note:** The City does not fund retroactively. If groups choose to start a project or otherwise commit funds before knowing that a grant application has been approved, the City of Mississauga is under no obligation to provide funding.

## Reporting

All Community Grant recipients are required to submit a final report on their activities by November 27, 2026. The final report will capture all funded activity that occurred throughout the calendar year of 2026. Depending on your organization's fiscal year, you may be reporting on multiple fiscal years of your organization. Reporting guidelines will be made available to successful applicants.

**Please note:** if a final report is not received, the organization may no longer be eligible for future funding.

## Resources and support

Whether you are a first-time or returning applicant, our grants team is available to help navigate the application process and provide the clarity you need. We can provide personalized assistance to ensure you understand the eligibility requirements, offer technical support, and/or individual coaching to your organization.

## Webinars

All grant applicants are strongly encouraged to attend one of the information sessions listed below to learn more about the process, requirements, tips for success and opportunity to ask questions. Please click on the link(s) below to register. If you are unable

to attend a session, a video recording is available upon request – contact [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca) for more information.

<b>Community Grant and Small Project Grant Webinar</b>	
<b>Session 1:</b> Wednesday, September 10, 2025 12 to 1 p.m. <a href="#">Registration link</a>	<b>Session 2:</b> Wednesday, September 24, 2025 6 to 7 p.m. <a href="#">Registration link</a>

## Contact information

If you have any questions regarding the grant or your application, please contact us.

### City of Mississauga – Community Development Office

[grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca)

905-615-3200, ext. 5476

Grants portal: [mississauga.ca/grants](https://mississauga.ca/grants)

### Additional resources

Additional resources and useful information to assist in crafting your proposal:

- City of Mississauga [Community Group Registry Program](#)
- City of Mississauga [2024 Future Directions Plans](#)
- Region of Peel [Neighbourhood Information Tool](#)
- City of Mississauga [Open Data Catalogue](#)
  - City of Mississauga Data - [Environment](#)

## Appendix A: Terms and conditions

For the term of the grant, grant recipients are required to maintain good standing with the City's Community Group Registry Program.

Please note; if your organization (the "Recipient") receives the financial assistance (the "Grant") from The Corporation of the City of Mississauga (the "City") under this Community Grant Program (the "Program"), the following conditions will apply:

1. Pursuant to the current terms and conditions, the City may terminate the Grant and demand a partial or full repayment of the Grant, provided if:
  - a) the Recipient makes misrepresentations in its application for the Grant;
  - b) the Grant is not used for the purpose of the services/programs or project as described in the application;
  - c) the services/programs or project proposed in the application is not commenced in a timely manner as described in its application;
  - d) the services/programs or project is not completed within the fiscal year for which the Grant was intended for, except otherwise approved by the City;
  - e) the services/programs or project is completed without requiring the total amount of the Grant;
  - f) the Recipient ceases operating or dissolves;
  - g) the Recipient ceases to operate as a non-profit organization;
  - h) the Recipient merges or amalgamates with any other party;
  - i) the Recipient breaches any of the terms and conditions of the grant assistance; or,
  - j) the Recipient breaches and of the provisions of the Ontario Human rights code, as amended, or any other applicable law, regulations, the City's corporate policies, by-laws or Program guidelines in its operations.
2. It is the responsibility of the Recipient to notify the City's Recreation and Culture Division immediately of the occurrence of any of the grounds for which the City may demand repayment of the Grant provided (listed in Term #1 above) and/or if there are any changes in the funding of the project from that considered in the application.
3. The Grant shall only be used for the purposes outlined in the application subject to City approval. Any change to the purpose of the Grant is prohibited, except otherwise approved in writing by the City.
4. The Recipient will make or continue to make attempts to secure funding from other sources as indicated in its application. If the Recipient fails to secure sufficient funding for the services/programs or project, as indicated in its application; the City, at its sole discretion, may demand a partial or full repayment of the Grant.
5. The Recipient shall keep and make available proper books of account and records of the financial management of the funds provided by the City in accordance with generally accepted business and accounting practices, the Recipient authorizes the

City or its agents to inspect any records, invoices, and documents in the custody or control of the Recipient which relate to the Grant at all reasonable times.

6. The Recipient is required to submit a final report on the operational, project and/or capital activities as required by the City. The Grant may not be made available to organizations that fail to meet reporting requirements for any approved Grant.
7. The Recipient represents and warrants that the services/programs or project shall not be represented as City services/programs or City project, and that the Recipient does not have the authority to hold itself out as an agent of the City in any way. The Recipient shall not hold out the City as a partner or otherwise responsible for any obligations relating to the services/programs or project.
8. The Recipient shall acknowledge the support of the City in all advertising, publicity, programs, signage and plaques relating to the services/programs or project for which funds are granted.
9. In the circumstance the Recipient disbands, the Recipient must notify the City immediately and dispose of their assets in a responsible manner. Any unused portion of the Grant remains the property of the City and shall be returned to the City upon request.
10. The Recipient shall not transfer or assign the Grant or any part thereof to another person.
11. The Recipient acknowledges and agrees that any action taken by or on behalf of the City shall be unconditionally subject to the *Municipal Act*, *Municipal Freedom of Information and Protection of Privacy Act*, as amended, and any other applicable law or regulations governing the City or its agents, including the City's By-laws and Policies (collectively the "Applicable Law") and the City shall not be required to take any action in respect of the Program, or otherwise, if such action would be, or would be reasonably likely to be, in violation of any such Applicable Law or ultra vires the powers of the City.
12. The Recipient acknowledges and agrees that City Staff may accept tickets to events and performances, in accordance with the City's Conflict of Interest Policy, respecting the Acceptance of Gifts, Benefits, or Favours Section of the Policy and that the City and the Recipient shall at all times adhere to rules set forth therein.
13. The Recipient, including its subcontractors, employees, workers, volunteers and agents, shall indemnify and save the City harmless, including the City's elected officials, officers, employees, agents and contractors (the "Indemnified Person"), from and against any loss, cost and expense incurred by the City because of any demand, action or claim brought against the City as a result of any loss of or damage to property, personal injury or death, or any other losses or damages, both direct or indirect, howsoever and whatsoever incurred, suffered or sustained by the Recipient, including its subcontractors, employees, workers, volunteers and agents, or by a person other than the Recipient arising out of or in any way related to the

Grant received or any obligation of the Recipient under this Program, or by anyone for whom in law the Recipient is responsible.

14. The Recipient, including its subcontractors, employees, workers, volunteers and agents, agrees that it shall absolutely and irrevocably release the City and its Indemnified Person from any liability, loss, damages, costs, expense or claims suffered or incurred by the Recipient, including its subcontractors, employees, workers, volunteers and agents, whether arising in contract, tort, negligence, common law, equity or otherwise, in any connection with the Grant received or any obligation of the Recipient under this Program.
15. The City reserves the right to verify the membership lists provided to the City.
16. The Recipient agrees to receive information on the Program or other related information, news, events, promotions, offers and contests from the City.
17. The Recipient understands and agrees that the receipt of a Grant in one year does not guarantee funding in the following fiscal year.
18. The Recipient shall comply with all of the provisions of the Program guidelines.
19. Pursuant and in addition to the City's application requirements, receipt of funding and compliance with this Agreement shall be conditional on the recipient, or any recipient staff member acting in their job capacity, not directly or indirectly engaging in any political activity, including not publicly endorsing, supporting, opposing, or aligning itself with any political organization, party, campaign, elected representative, or candidate. Recipients shall be required to comply at all times with *the Income Tax Act, the Canada Elections Act, the Elections Act of Ontario, the Lobbying Act*, and all other applicable laws respecting same. For greater clarity, no funding shall be permitted to be used, either directly or indirectly, for any political purposes, including towards any elected representatives, political candidate, campaign, party, or organization.
20. The Recipient acknowledges that general liability insurance may be required and agrees to obtain, at its sole cost and expense, and maintain insurance that is satisfactory to the City of Mississauga with a financially sound and reputable insurance company licensed to underwrite insurance in the Province of Ontario. A certificate of insurance may be required to the inclusive limit of Two Million (\$2,000,000.00) OR Five Million (\$5,000,000.00) Dollars per occurrence based on the City's assessment of risk based on the activities, facility rental(s), and/or provision of goods/services provided through the grant received.

The City reserves its rights to amend or impose additional terms and conditions as is deemed necessary by the City.

## Appendix B: Appeals process

The City of Mississauga offers a fair and transparent appeals process for applicants seeking reconsideration of funding decisions. All funding decisions are based on criteria and available budget. The City will only accept appeals if there is evidence of procedural errors in the review process, not for reassessment of the application's quality or merit. A procedural error is a deviation from the established review process that governs the eligibility, evaluation, and/or recommendation of grants.

### Step 1: Submit an appeal

- Appeals must be submitted within five business days of receiving the funding notice to [grantsinfo@mississauga.ca](mailto:grantsinfo@mississauga.ca).
- The appeal must be no more than one page, single-spaced in 12-point font.
- It should include details of the procedural error(s), along with supporting evidence.
- No new supporting materials will be accepted.

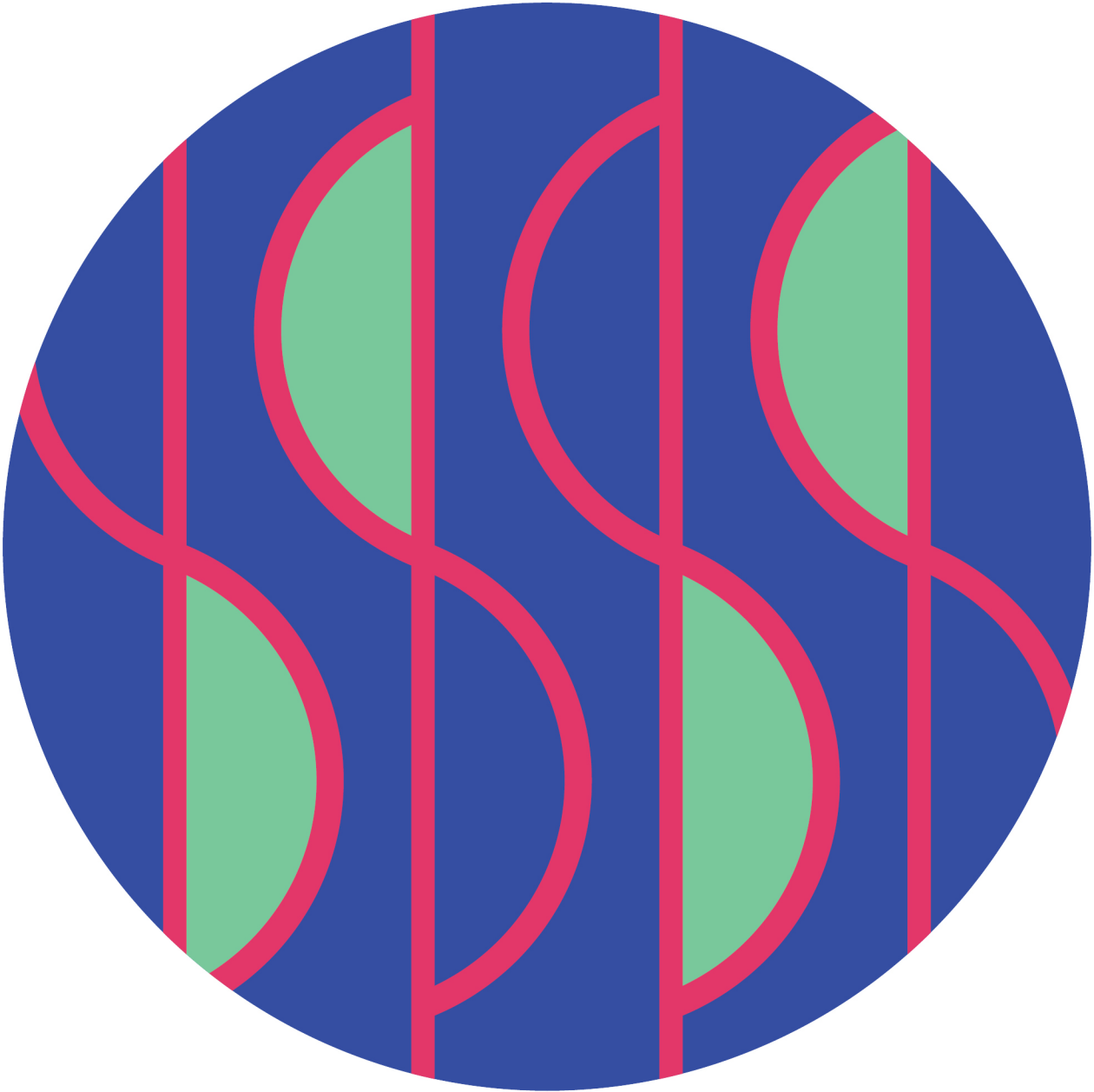
### Step 2: Review

- City staff will confirm receipt of the appeal within five business days.
- The appeal will be reviewed based on the validity based on the grants policy, guidelines, review procedures and evidence.
- If it is determined that the appeal is invalid, the original decision stands. If valid, staff may request additional information or a meeting.
- The review process is based only on the original application materials.
- Upon review, decisions may include:
  - **Ineligible:** appeal does not meet the eligibility criteria for appeals.
  - **Upheld:** no change to the original funding recommendation.
  - **Successful:** funding decision revised based on procedural errors.
  - **Reversal:** reduced or reversed funding allocations may occur if serious concerns arise.

### Step 3: Final Decision

- The Commissioner of Community Services will approve the final decision, and City staff will communicate it in writing.
- A presentation of the decision may occur at a Council meeting, in certain cases.
- All decisions are final, with no further appeals permitted.

GRANTS



**Recreation & Culture Division**

City of Mississauga  
300 City Centre Drive  
Mississauga, ON L5B 3C1  
[mississauga.ca/grants](http://mississauga.ca/grants)



**MISSISSAUGA**