
Policy Title: Grant Administration

Policy Number: 08-01-03

Section: Community Services

Effective Date: June 25, 2025

Approved by:

Council

Subsection: Community Groups

Last Review Date: June, 2025

Owner Division/Contact:

Recreation and Culture Division

Policy Statement

The City supports Community-based Groups and artists that deliver programs to residents through Grants which are awarded with a view to advancing Council priorities and the City's Strategic Plan.

Purpose

The Grant programs governed by this policy serve as the mechanism for Community-based Groups and artists to request and receive funding from the City. Grant programs are determined based on the City's strategic objectives and may change from time to time. This policy identifies:

- Broad eligibility criteria
- The types of Grants that are available and the general payment terms, and
- The roles and responsibilities of City employees, Evaluators, and Council

Scope

This policy applies to all Community-based Groups and artists that apply for and/or are awarded a Grant and all persons involved in evaluating and approving Grant applications.

Guidelines

Each Grant covered under this policy has associated Guidelines which set out, as applicable, the objectives, eligibility criteria, assessment criteria, review process, payment conditions, resources and support, terms and conditions and reporting requirements. Guidelines are published annually on the City's website.

Limitations

The City's relationship with Recipients does not constitute a procurement of goods or services. Likewise, the relationship is not a partnership or an endorsement of a Recipient's beliefs, views or actions. The City will not be held liable for the decisions and/or actions of any Recipient or for ensuring that a Recipient complies with applicable laws.

The City's role is limited to ensuring that Recipients meet the eligibility and reporting requirements set out in the Guidelines, ensuring Recipients remain in good standing and administering funding.

Definitions

For the purposes of this policy:

"Community-based Group" means an entity operating on a not-for-profit basis based in Mississauga and/or providing direct programs and services within Mississauga.

"Evaluator" means an individual tasked with reviewing and assessing a Grant application. Evaluators are generally part of Evaluation Committee.

"Evaluation Committee" means a Peer Assessment Committee and/or a Music Adjudicator Panel that reviews and assesses Grant applications and provides recommendations for funding.

"Grant" means a funding initiatives provided by the City of Mississauga to support Community-based Groups and artists.

"Grants Portal" means the software or website used for the intake and review of Grant applications.

"Guideline" means a public document that articulates the purpose of a Grant, eligibility requirements, application deadlines, and other important information.

"Recipient" means a Community-based Group or artist who received Grant funding from the City.

Eligibility

In addition to Grant-specific criteria, all Community-based Groups and artists seeking Grant funding must be in good standing with the City. To be in good standing, applicants must have:

- No debts owed to the City
- No outstanding final reports or other commitments from previous Grants or other agreements with the City
- Adhered to the terms and conditions of previous agreements, and
- Complied with any additional terms and conditions which the City, in its sole discretion, may impose from time to time

Unless otherwise stated in the Grant Guidelines, Community-based Groups and artists are only eligible to receive one Grant per year.

Ineligibility

Applications are considered ineligible if they are incomplete, do not meet the criteria stated in the Guidelines, and/or are received after the established deadline. A Grant application is

considered incomplete if it is submitted without all required information and accompanying documentation as set out in the associated application forms.

Applicants that are assessed as ineligible for funding and whose applications will receive no further consideration will be advised in writing upon completion of the initial review by City employee(s).

Grant Types

Grant programs are determined based on the City's strategic objectives and may change from time to time. Details related to eligibility, expenses and funding limits are provided in the associated Grant Guidelines.

Operating Grants

Operating Grants assist Community-based Groups with the cost of general operating expenses. Operating Grants can be single-year or multi-year Grants.

Project Grants

Project Grants may be provided to support a specific event or activity that is taking place within a defined period (usually during the calendar year in which the Grant is awarded) and that has a clearly defined objective and a distinct budget.

Cultural Festivals and Celebrations Grants

Grants may be provided to offset eligible expenses associated with the presentation of arts, heritage and cultural festivals/celebrations to Mississauga residents and visitors. Cultural Festivals and Celebrations Grants can be single-year or multi-year Grants.

Low Value Grants

The City may provide Grants for smaller projects and/or match funds or in-kind contributions raised by an approved Community-based Group to a maximum of \$5000.

Capital Grants

The City may provide a capital Grant for the purchase of minor capital items, such as program or office equipment.

Requirements When Creating or Revising a Grant Program

Grants must align with the Grant types set out in this policy. When creating or revising a Grant program, the City must:

- Develop and publish Guidelines specific to the Grant program on the City's website that include, at a minimum:
 - An overview of the purpose and goals of the Grant
 - The application deadline
 - Eligibility criteria
 - Instructions on how to apply
 - Assessment criteria and review process

- Payment terms
 - Reporting requirements, and
 - Terms and conditions of the Grant, and
- Hold a minimum of one public information session

Applications

Grant application forms and associated Guidelines provide clear timelines and instructions and are designed to ensure that applicants submit information and documentation relevant to the applicable Grant program.

All applications must be submitted through the City's Grants Portal.

Information on Grants that are available in any given year and the associated application process, including required information and documentation, is available on the City's external website.

Financial Requirements

Applicants must provide the City with financial statements as set out below:

- Requests for \$50,001 or more - audited financial statements, prepared by an independent financial professional not affiliated with the applicant
- Requests for \$20,001-\$50,000 - approved engagement report compliant with CSRE 2400, prepared by an independent financial professional not affiliated with the applicant
- Requests for \$5,001 to \$20,000 - financial statements signed by two board members
- Requests for \$5,000 or less - a financial statement satisfactory to the applicable Grant program as set out in the Guidelines

Note: The City reserves the right to audit any Community-based Group or artist prior to recommending funding.

Note: The City does not fund retroactively. If applicants 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.

Evaluation of Applications

All Grant applications undergo an initial review by City employee(s) to ensure the application is complete and eligible for assessment.

Applications for low value Grants may be evaluated by an ad hoc committee of City employees (with applicable expertise). All other Grant applications are evaluated by an Evaluation Committee. All evaluations are based on criteria outlined in the associated Guidelines.

Approval of Recommendations

Recommendations with respect to funding are approved by Council, or where authority has been delegated, by the Director of Recreation and Culture.

Support with Conditions Status

When Recreation and Culture staff, Finance staff and/or an Evaluation Committee identify concerns with governance, financial and/or organizational sustainability, or the specifics of a project, a Recipient may be assigned the status “support with conditions”. The support with conditions status can be applied at any time throughout the year(s) a Grant is awarded. Should this occur, the Recipient will be notified accordingly by Recreation and Culture staff.

In addition to a Grant’s general terms and conditions, Community-based Groups and artists that are on support with conditions status may have additional stipulations attached to the release of Grant funds and/or may be required to provide interim information during the Grant period.

City employees may provide coaching and guidance to assist the Community-based Group or artist. In instances of any violation of the terms and conditions or additional stipulations, the City may terminate the Grant and demand a partial or full repayment of the Grant funds.

Appeals

The City only accepts appeals of funding decisions when there is evidence of a procedural error in the assessment of a Grant application. Appeals are not accepted for the purpose of re-assessing the quality or merit of a Grant application itself.

Within 5 business days of a funding decision being communicated, where there is evidence that a procedural error has occurred, an applicant may submit a formal appeal of the decision by email to grantsinfo@mississauga.ca. Details on the appeals process are included in the applicable Grant Guidelines.

Agreements

With the exception of multi-year Grants, the signed terms and conditions submitted with a Grant application constitute the Grant agreement.

When a multi-year Grant is approved, Legal Services prepares a multi-year funding agreement that sets out the amount of funds to be provided in each year of the agreement, along with associated terms and conditions. Recipients are required to submit specific information and/or financial documentation to the City on an annual basis throughout the term of the agreement.

Payment Terms

Upon appropriate approval, funding for Grants of \$19,999 or less is provided as one lump sum payment. Grants of \$20,000 or more receive an initial payment of 75% of the total, followed by the final payment of 25%, contingent on the City’s approval of the year-end or updated documentation as defined in the applicable Grant Guidelines.

Funding to Recipients participating in a multi-year agreement follows the same payment schedule for each year of the agreement.

Funding must be spent within the year it is awarded.

Payment approvals shall follow the authorities set out in the Procurement By-law 0013-2022.

Reconciliation/Monitoring

Each Grant has terms and conditions and reporting requirements to which Recipients must adhere to remain in good standing with the City. Any breach of terms and conditions and/or reporting requirements is grounds for the termination of funding. The City, in its sole discretion, reserves the right to terminate the Grant and require a partial or full repayment. Decisions on termination and repayment are approved by the Director of Recreation and Culture.

Grants must be used for the purposes set out in the associated application. Requests for changes must be submitted in writing to the email address listed in the Grant Guidelines. Revisions to Grants are approved by the City employee responsible for the administration of the applicable Grant. Revisions that may affect grant eligibility, budgetary impact, or timelines beyond the stated term of the grant may be escalated to the Director of Recreation and Culture for approval. Proceeding with a change without City approval is grounds for the termination of funding and will require a partial or full repayment of the Grant.

If a Recipient expresses that the proposed initiative is no longer viable, they will be required to return the funds to the City.

If a Recipient receives Grant funding and subsequently disbands, they will also be required to return the funds to the City.

Evaluation Committees

Evaluation Committees are commonly used by Canadian funders to ensure fairness, transparency, and merit-based decision-making, and to reduce the risk of City employee bias and political interference. Applications for Grants of \$5001 or more are reviewed by an Evaluation Committee recruited by the Recreation and Culture Division through an open call for participation which is widely communicated.

Evaluation Committees are intended reflect Mississauga's cultural and artistic diversity and are comprised of practicing professionals with at least two years of industry experience and/or community members with a background relevant to the mandate of the specific Grant. Evaluation Committees must have at least 2 members (there is no maximum number of members) and may include past Grant Recipients. Individuals may serve concurrently on more than one Evaluation Committee. Evaluation Committee members serve a fixed term, which is defined by applicable City Employees at the time the committee is assembled.

Evaluation Committees tasked with evaluating applications have sole discretion to recommend which applicants should receive funding and at what amount.

Roles and Responsibilities

Council

Council is responsible for:

- Approving the annual budget for Grants, and
- Considering funding recommendations and making decisions with respect to funding for all Grants where authority to approve funding has not been delegated to City employees

Commissioner, Community Services

The Commissioner, Community Services is responsible for:

- Reviewing funding recommendations before they are submitted to Council for approval to ensure alignment with City priorities
- Liaising with Council and directing Councillor questions pertaining to Grants to relevant City employees, and
- Approving Grant payments, as applicable

Director, Recreation and Culture

The Director, Recreation and Culture is responsible for:

- Ensuring all applicable City employees are aware of this policy and any subsequent revisions
- Ensuring compliance with this policy and applicable Grant Guidelines
- Reviewing and approving Grant Guidelines on an annual basis and ensuring Guidelines are updated, as required
- Reviewing and approving Grant programs to be offered based on the annual budget
- Approving the composition of Evaluation Committees, where applicable
- Considering funding recommendations and making decisions with respect to Grant funding for all Grants where Council has delegated authority to approve funding, and
- Approving initial and final Grant payments, as applicable

Recreation and Culture Division Managers

Applicable managers in the Recreation and Culture Division are responsible for:

- Ensuring applicable City employees are trained on this policy and any related procedures, as well as any subsequent revisions, with respect to their specific job function
- Ensuring applicable City employees administer Grants in compliance with this policy and any related procedures
- Forwarding relevant information in a timely manner to appropriate Finance staff for their review
- Approving initial and final Grant payments, as applicable

Employees Responsible for the Administration of Grants

City employees responsible for the administration of Grants are responsible for:

- Developing detailed Guidelines for each available Grant annually, including eligibility criteria and application requirements
- Communicating detailed Guidelines for each available Grant to the public by publishing information to the City's website and advertising, as appropriate
- Providing information, support and customer service, as required, to Community-based Groups and artists
- Liaising with and supporting the Finance Division during the annual Grant budget process
- Liaising with volunteers, Members of Council and City leaders, as required, to support Grants
- Maintaining the Grants Portal
- Coordinating the selection of Evaluators
- Developing the methodologies for Grant application assessment and providing the information, as applicable, to Evaluators
- Training Grant Evaluators, as required
- Reviewing Evaluator feedback and funding recommendations to ensure eligibility and evaluation criteria are met, and
- Reporting to Council annually on the results of Grants

Finance Division

Applicable staff in the Finance Division are responsible for:

- Advising the Director, Recreation and Culture of the annual budget for Grants and communicating any budget-related concerns
- Reviewing Grant applications that seek funding of \$5,001.00 or more, and:
 - Advising the City employee(s) responsible for the administration of Grants as to whether the financial information provided by Grant applicants is complete and appropriate, and
 - Assigning a risk rating (high, medium or low) to each complete Grant application and providing the risk rating to City employee(s) responsible for the administration of Grants, and
- Reviewing year-end financial statements for Grants of \$20,000.00 or more and assigning a risk rating (high, medium or low)

Legal Services Division

The Legal Services Division is responsible for:

- Advising and collaborating with City employees responsible for the administration of Grants, when required
- Preparing funding agreements and any related legal documents, in a form satisfactory to Legal Services, and
- Reviewing and advising City employees on any legal issues that may arise

Evaluators

Individuals who evaluate Grant applications are responsible for:

- Attending training, as required
- Being familiar with the applicable Grant Guidelines
- Declaring all real or perceived conflicts of interest
- Maintaining confidentiality and protecting personal information and signing confidentiality agreements, where applicable
- Reviewing all relevant information when considering a Grant application
- Seeking clarification and/or additional information, where required, and
- Being fair, impartial and consistent when formulating recommendations

Revision History

Reference	Description
GC-0443-2013 - 2013 07 03	
November 05, 2015	Elected official and LT approval to change Concerned Status to Support with Conditions status.
May 02, 2017	Revised to align with current matching grant program.
March 20, 2019	Housekeeping to update Division to Parks, Forestry & Environment.
April 12, 2021	Scheduled review. Admin changes for clarity only.
October 27, 2023	Housekeeping changes – to reflect organizational changes and improve accessibility.
GC-0322-2025 – 2025 06 25	Scheduled review. Substantial revision to detail the role of Evaluation Committees, clarify roles and responsibilities and to remove reference to specific grants (which change from time to time).