
Policy:	Community Recreation Grant Policy
Main Contact:	Director of Parks & Recreation
Last Revision:	February 2025

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Policy Statement

The City of Pembroke is committed to supporting community partners providing programs and recreation services to the residents of the City of Pembroke. This recognition and financial support enable these groups to leverage other funding. Through this, it is hoped that local programs, events and tourism can be supported.

Purpose

This policy provides guidance on community recreation grants to ensure the program meets Council's strategic priorities, while supporting the greatest need in the community. It provides a framework to evaluate and consider applications against the strategic goals of the City of Pembroke, specifically adopted by Council.

Definitions

“City” means the City of Pembroke.

“Grant” means a one-time sum of money provided to a not-for-profit organization.

“Grantee” means the organization receiving a grant.

“Not-for-Profit Organization” means a not-for-profit corporation, charity or other community group that does not earn profits for its owners. All of the money earned by or donated to a not-for-profit organization is used in pursuing the organization's objectives.

Policy Requirements

Qualifications for Funding

1. The applicant must be a not-for-profit organization operating in the City of Pembroke.
2. Activities and programs must occur in the City of Pembroke.
3. The applicant must fill out an application outlining the program and how it meets the needs of the community.
4. The applicant must demonstrate sound organizational ability.
5. The applicant must provide financial statements as well as annual and project budgets, demonstrating good financial management. An organization must clearly demonstrate financial need or may be disqualified from funding.
6. The applicant must demonstrate how they will recognize the City from support through the Community Recreation Grant.
7. Applications must be received by 11:59pm of the set deadline.

Criteria

8. Applications will be evaluated for approval by a review team comprised of the Director of Parks & Recreation, a designate from the Parks & Recreation Department, Tourism and Digital Media Officer and a designate from the Treasury department based on the following criteria (see Annex A: Evaluation Matrix):
 - demonstrated need
 - contributions to the community
 - promotion of the City's strategic priorities
 - good financial management and organizational ability
 - other partners, other sources of funding, support of volunteers
 - must acknowledge the City in promotional material
9. A listing of approved grants will be provided to Council and the public annually.

Budget

10. On an annual basis, Council will determine the total funding envelope for community recreation grants as part of the annual operating budget.

Grant Categories

11. The following grant expense categories eligible for reimbursement are as follows:
 - Fee Waiver
 - One-Time Capital Projects
 - Organizational Support
 - Operating Grant
 - Programming
 - Event
12. Request for funding must support:
 - Community Recreation
 - Excellent partnerships developed and maintained with organizations.
 - Capacity Building (e.g. volunteerism, accessibility, age-friendly, inclusive, gender-neutral initiatives)
 - Health & active living.

Maximum Contribution

13. No organization shall receive more than \$5,000.00 (combination of fee waiver & cash) of the overall annual funding envelope. Funding amount will be dependent on the evaluation matrix of the committee.

Ineligibility

14. Funding cannot be used:
 - To cover deficits
 - To retire debts
 - To increase endowment funds
 - To fund activities that serve primarily the membership or purposes of religious or political organizations.
 - To fund projects/events that are already completed or that duplicates an existing program.
 - The request for in-kind City staff support.
15. Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to

the allocation of grant funds, will not be eligible for funding until such time proper documentation is remitted and evaluated.

16. Organizations that can operate and provide an adequate level of service without public funding and who cannot demonstrate need should not receive funding.
17. The funding generally cannot be used in such a fashion to achieve an operating surplus that can be donated to a separate group or entity.

Intake

18. Application intake will occur annually. Deadline is April 1.

Reporting

19. Each grantee will be required to submit a final report outlining how the funds were used, how the project/event/program contributed to the community and Council's strategic priorities, as well as a final budget summary. Final reports are due December 31st of the year funding was provided.

Exclusions

20. This policy does not apply to annual operating contributions provided the City's strategic partners.

Monitoring

The Director of Parks & Recreation shall be responsible for receiving complaints and/or concerns related to this policy.

Authority

This policy is established pursuant to Section 107 of the *Municipal Act, 2001* which allows a municipality, subject to section 106, to make grants, on such terms as to security and otherwise as the council considers appropriate, to any person, group or body, including a fund, within or outside the boundaries of the municipality for any purpose that council considers to be in the interests of the municipality.

Contact

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Change History

Policy Name	Effective Date	Significant Changes	By-law No.
Community Grant Policy	March 1, 2025	New policy	25-XX-XXX

Appendix

Appendix A – Evaluation Matrix
 Appendix B – Municipal Freedom of Information and Protection of Privacy Act