

| GRANTS TO ORGANIZATIONS POLICY            |  |
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| <b>Effective Date</b><br>January 19, 2026 | <b>Approved by Council</b><br>Motion # |
| <b>Revision Date:</b>                     |  |

## 1 POLICY STATEMENT

- 1.1 The purpose of this policy is to provide guidelines for reviewing and evaluating requests from organizations for financial assistance pursuant to clause 65A of the *Municipal Government Act*.

## 2 SCOPE

- 2.1 This policy affects all recognized organizations under Section 65A in the *Municipal Government Act* that wish to obtain funding from the Town for a service, program, special project, initiative, or capital campaign for the benefit of residents, businesses, and visitors to the Town of Middleton.

## 3 DEFINITIONS

- 3.1 **Council** means the Town Council of Middleton
- 3.2 **Event** means an event held within the Town of Middleton that has a significant positive impact on the community.
- 3.3 **Activity** means an activity held within the Town of Middleton with specific timeframes and schedules that has a significant positive impact on the community.
- 3.4 **Program** means a program held within the Town of Middleton with specific timeframes and schedule of activities and has a significant positive impact on the community.
- 3.5 **Project** means any one or combination of event, activity, or program.
- 3.6 **Staff** means employees of the Town of Middleton.
- 3.7 **Town** means the Town of Middleton.

## **4 GRANT POLICY**

### **4.1 One-time Requests**

4.1.1 One-time requests to support capital campaigns and projects may be considered by Council using the following criteria:

- 4.1.1.1 The request is greater than \$5,000.
- 4.1.1.2 The request will not exceed \$50,000.
- 4.1.1.3 Only one application per organization may be approved every eight years.
- 4.1.1.4 The request is aligned with Council's Strategic Plan.
- 4.1.1.5 The financial capacity/local economy of the day is considered.
- 4.1.1.6 The funding of the request would be in addition to the grants to organization budget allowance; and
- 4.1.1.7 Funding will be provided either in one lump sum amount and expensed in the year it is approved or through multi-year payments. Funding provided over multiple years will be subject to annual budget approval by Council and may be subject to change.

4.1.2 One-time requests to support extraordinary operational events and initiatives may be considered by Council using the following criteria:

- 4.1.2.1 The request is greater than \$2,000.
- 4.1.2.2 Only one application per organization may be approved every four years.
- 4.1.2.3 The request is aligned with Council's Strategic Plan.
- 4.1.2.4 The financial capacity/local economy of the day is considered.
- 4.1.2.5 The funding of the request would be in addition to the grants to organization budget allowance; and
- 4.1.2.6 Funding will be provided either in one lump sum amount and expensed in the year it is approved or through multi-year payments. Funding provided over multiple years will be subject to annual budget approval by Council and may be subject to change.

4.1.3 All one-time grant requests must be approved by Council.

### **4.2 Community Grants**

4.2.1 The Town will consider providing limited financial assistance to organizations that:

- 4.2.1.1 Organize or operate programs for the benefit of the residents of the Town of Middleton, or
- 4.2.1.2 Coordinate and implement local events in the Town of Middleton.

- 4.2.2 Community Grants will be approved by Council as part of the Town’s budget process.
- 4.2.3 This program does not provide financial assistance to social service, health, education or similar services, departments, or agencies.
- 4.2.4 The maximum amount awarded to any group for any Community Grant will not exceed \$10,000.
- 4.2.5 Applications from community groups with new or innovative programming or festival ideas may present to Council at the request of Council.
- 4.2.6 Applicants who have received a Community Grant in a previous year are not guaranteed approval for a Community Grant in subsequent years.
- 4.2.7 All community grant requests must be approved by Council.

**5 APPLICATION PROCESS**

- 5.1 All organizations applying to the Town for a grant must fill out an application form every year.
- 5.2 The application form will require applicants to provide a description of why the funds are being requested, what the funds will be used for, and how the community in the Town of Middleton will be positively impacted.

**6 REPEAL, REPLACE, OR AMEND**

- 6.1 A policy known as Grant Administration, policy number C 1.2, having an effective date of June 3, 2002, is hereby replaced.

I, ASHLEY CROCKER, Chief Administrative Officer of the Town of Middleton, do hereby certify that the Policy, of which the foregoing is a true copy, was duly passed at a duly called meeting of the Town Council of the Town of Middleton held on the 19<sup>th</sup> day of January 2026.

  
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Chief Administrative Officer

| Policy Adoption                       |                  |
|---------------------------------------|------------------|
| Date of 7-day notification to Council | January 10, 2026 |
| Date of Approval                      | January 19, 2026 |