

Our File/N/Réf.
Your File/V/Réf.

DATE 22 May 1996

TO/DEST. Co-ordinator
Corporate Services and Economic Development Committee

FROM/EXP. Chief Administrative Officer

SUBJECT/OBJET **REGIONAL GRANTS REVIEW - FINAL REPORT**

DEPARTMENTAL RECOMMENDATIONS

That the Corporate Services and Economic Development Committee recommend Council approve:

- 1. The use of a Regional grants information brochure, a consistent application format, an application date of October 1 and standard grant requirements for all Regional grant programs;**
- 2. That an optional Right of Reconsideration process be used for Regional grant programs and that the reconsideration be heard by the original Allocation Panel.**

PURPOSE

The purpose of this report is to update Regional Council on the feedback from the public consultation regarding the Regional Grants Review, and to seek approval for the final recommendations.

BACKGROUND

On 25 October 1995, Regional Council approved a report titled Regional Grants Review which contained seven recommendations relating to the consistency, cost containment and accountability of all Regional grants. An excerpt from the Council Report outlining the seven recommendations is attached as Annex A.

One of the recommendations (recommendation#6) dealing with standard grant requirements and a Right of Reconsideration process was received and tabled pending a public consultation.

DISCUSSION

Consultation

A consultation process was initiated through a mailing (Annex B) to all 1995 grant applicants and Purchase of Service recipients outlining the standard grant requirements contained in the Corporate Grants Review report and the Right of Reconsideration process. Approximately 700 letters were sent asking for comments on the proposed recommendation. Respondents were given an option of forwarding their comments by phone, fax, email or in person at a public information session.

A total of 9 calls, faxes and email messages were received and 15 representatives of various organizations attended the information session.

The majority of respondents requested clarification on the report. Only one organization, Mouvement d'implication francophone d'Orléans (MIFO) expressed minor concern with the application deadline, requesting that it be extended to November 1. All other respondents support the proposed change, finding the deadline suitable, if not preferable. Staff will consult with MIFO to assist them with their application.

ARC Magazine expressed concern with the fact that organizations receiving Purchase of Service or Operating funding will be required to be incorporated. The Arts Committee has reviewed the letter submitted by ARC and endorses the recommendation that Operating grant recipients be incorporated. ARC magazine will have the option of incorporating in order to be eligible for Purchase of Service or Operating funding , or of applying for a project grant

In terms of the Right of Reconsideration recommendation, no concerns were expressed.

Implementation of Recommendations

In the past six months, staff have been working with the recommendations contained in the Grants Review report. The following will clarify the implementation of those recommendations.

1. Right of Reconsideration

The October 25, 1995 report recommends an optional Right of Reconsideration process. Thus, the Grant Allocation Panel has the option to use the reconsideration process or to determine that the decision is final. An appeal process is not an option.

2. Three Applications

The report states that *“In order to ensure an organization does not submit unlimited numbers of applications to several Regional Programs, the application format will indicate that no more than three grant applications can be submitted to Regional programs in one year.”*

Thus, applicants may submit up to three applications per year with the following requirements:

- A project will only be funded by one Regional Grant Program;
- Organizations receiving a Purchase of Service or Operating grant can only apply for project funding that does not duplicate services or programs funded under Purchase of Service agreements or Operating grants;
- Only one project grant application can be submitted to the Economic Development Grants Program as recommended by the Economic Development Allocations Panel.

3. Application Format and Information Brochure

- A consistent grant application cover page has been developed and will be utilized for all 1997 Grant Programs as outlined in Annex C. A grants information brochure is being developed.

PUBLIC CONSULTATION

The Public Consultation Process is the subject of this report.

FINANCIAL IMPLICATIONS

As this report relates to policy, there are no direct financial implications.

CONCLUSION

The public consultation process, with few exceptions, indicated support for the recommendation. The two organizations expressing difficulty with the incorporation requirement and the deadline date will remain eligible for Regional funding.

It is recommended that the RMOC approve the original recommendation of the Regional Grants Review report.

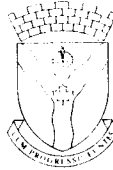
*Approved by
C. M. Beckstead*

Attach.(3)

RECOMMENDATIONS AS APPROVED BY COUNCIL ON 25 OCTOBER 1995

1. That grant requests received outside formal grant programs be considered according to the procedure set out in Annex C;
2. That the Region contribute to community initiatives and assist in delivery of services through project, operating and capital grants, and Purchase of Service agreements;
3. The Purchase of Service Guidelines set out in Annex D;
4. a) A review of Capital Grants be undertaken with a report in six months; and
b) Until a Corporate Policy is approved, requests for Capital Grants be considered only if funds are presently available in a fund established by Council policy;
5. That Allocation Panels have final authority with grant reports going to Committees and Council for information;
6. That the Committee and Council receive and table the Recommendation No. 6 pending a public consultation:
 - a) The use of a Regional grants information brochure, a consistent application format, standard grant requirements and an application date of October 1 for all Regional grant programs;
 - b) That an optional Right of Reconsideration process be used for Regional grant programs and that the reconsideration be heard by the original Allocation Panel.
7. That Grants and Purchase of Service agreements only be considered if they:
 - a) are for programs that are a clearly defined Regional responsibility;
 - b) that it has clearly measurable goals and objectives that can annually, through a work plan and financial statement, demonstrate the success of the project;
 - c) show clearly that the service is a priority in the context of the Community Vision for Ottawa-Carleton;
 - d) do not duplicate an existing service, and;
 - e) provide a service that can be done better, cheaper or faster than can be done by Regional Government.

Regional Municipality of Ottawa-Carleton
Ottawa-Carleton Centre, Cartier Square
111 Lisgar Street, Ottawa, Ontario K2P 2L7



Municipalité régionale d'Ottawa-Carleton
Centre Ottawa-Carleton, Place Cartier
111, rue Lisgar, Ottawa (Ontario) K2P 2L7

26 March 1996

TO: Applicants for Regional Grants and Purchase of Service Organizations

During 1995, the Region's granting programs were the subject of discussion and formal motions by various Regional Committees. In response, an Advisory Task Force consisting of elected representatives and senior staff reviewed all Regional grant and purchase of service programs and reported to Council. The goals were to ensure efficiency and cost containment, develop consistency, and provide accountability.

The Task Force's report was approved by Regional Council on October 25, 1995 with decisions directly affecting grant and purchase of service organizations deferred until a public consultation process was held. The report specifically recommends that:

- . All grant applications be received by October 1 of each year.
- . Grant and Purchase of Service organizations have an active Board of Directors, Steering or Organizing Committee.
- . Operating Grant and Purchase of Service organizations be incorporated or partner with an incorporated organization. In instances where several organizations or groups join together to form a network or association, one incorporated organization is to accept the lead role.
- . Project Grant applicants have a designated individual sign an agreement and accept responsibility for the terms and conditions.
- . Operating Grant and Purchase of Service organizations submit the date of their Annual General Meeting and a list of their Board Members.
- . Operating Grant organizations submit a work plan.
- . Grant applicants submit income statements and balance sheets. Audited statements may be requested. If audited statements are available they must be submitted.
- . Project grant applicants submit complete project budgets.
- . An organization not be required to have received funding for two years prior to receiving an Operating Grant or Purchase of Service.

In addition, the report recommends that all grant programs use a Right of Reconsideration model. (See explanation attached).



We are inviting you to an information session to discuss the portion of the report which affects grant and purchase of service applicants. If you have questions on how the changes will affect your organization, or if you wish a complete copy of the report, please contact one of the following grant co-ordinators.

Arts	Carol Sage	560-1239
Economic Development	Carol Sage	560-1239
Environmental	Cynthia Stables	560-2050
Health	Ginette Roberge	722-2328
Social Services	Diane Martin	724-4166

We welcome your comments which can be provided **prior to April 17, 1996**:

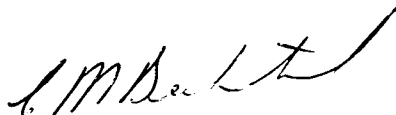
IN PERSON AT AN INFORMATION SESSION ON:	BY MAIL ADDRESSED TO:	BY FAX TO:	BY E-MAIL AT:
11 April 1996 3:30 P.M. - 7:00 P.M. Colonel By Room Regional Municipality of Ottawa-Carleton 111 Lisgar Street Ottawa, Ontario	Carol Sage Regional Clerk's Office Regional Municipality of Ottawa-Carleton 111 Lisgar Street Ottawa, Ontario K2P 2L7	Carol Sage 560-1380	sageca@rmoc.on.ca

For your reference, attached is a listing of all grant and purchase of service program categories.

If you wish to be notified of the date the recommendations will be presented to Corporate Services and Economic Development Committee and Regional Council, please call Cheryle Watson at 560-1240.

We look forward to your participation and comments.

Sincerely,



C. M. Beckstead
Chief Administrative Officer

RMOC GRANTS REVIEW

PROJECT GRANTS

Economic Development Grants Program
Arts Grants Program (Project)
Social Services "One-Time" Grants Program
Health Grants Program
Community Environmental Grants Program*

Arts Grant Program (Operating)

PURCHASE OF SERVICE

Community Resources
Counselling and Personal Support
Food Support
Day Support
Housing Information
Community Safety
Animal Care
Wildlife Care
Transportation Safety
Health Services
Economic Development

*1995 Pilot Program. 1996 Program pending funding approval

RMOG GRANTS REVIEW

RIGHT OF RECONSIDERATION

It is important to the integrity of all grant programs that the review process provide for reconsideration of decisions to ensure that proper procedures have been followed. It is equally important that there be a consistent model to provide clear and equitable treatment of all Regional grant applications.

An "appeal" in the judicial context is generally meant to describe a process by which one party requests that a superior court correct what is believed to be an incorrect decision by the original court. In many cases, the grounds for appeal can extend from the correctness of the decision itself, to the amount of damages, penalty or the procedures used by the lower court.

Alternatively, a "right of reconsideration" is a review procedure sometimes employed by specialized administrative tribunals whose decisions are considered final. Such a right of reconsideration is really a review by the original decision-maker (i.e. not by a superior body) where the applicant, must provide evidence that the original application was not fully and fairly assessed. A reconsideration is not an appeal of the original decision, nor is it to allow the applicant to re-argue the merits of their case; rather, it could be used where a procedural error has been committed.

With Regional granting programs, if an appeal system is used it should involve a review of the appeal by the Standing Committee. This necessitates a great deal of involvement by the Committee in the assessment process as the appeal would not be limited to procedural errors and would open up the entire review process including discussion of all applications.

In contrast, a right of reconsideration model is considered effective as the original review panel is responsible for the reconsideration and is familiar with all the applications.

The right of reconsideration model has been recommended for all Regional grant programs.



REGIONAL MUNICIPALITY OF OTTAWA-CARLETON

1997 GRANT PROGRAMS

APPLICATION GUIDELINES

Community initiatives sponsored by non-profit organizations that contribute to the quality of life for the residents of our Region are supported through the following Regional Grant Programs.

Regional Grant Programs

- | | |
|---|--------------------------|
| ARTS | <input type="checkbox"/> |
| ECONOMIC DEVELOPMENT | <input type="checkbox"/> |
| ENVIRONMENT* | <input type="checkbox"/> |
| ONE TIME GRANTS FOR HEALTH
& SOCIAL SERVICES** | <input type="checkbox"/> |

APPLICATION DEADLINE FOR ALL PROGRAMS
OCTOBER 1, 1996

*Pending approval by Council

**The one time Health and Social Services Grant Program is offered in partnership with the District Health Council and the United Way.

MUNICIPALITÉ RÉGIONALE D'OTTAWA-CARLETON

PROGRAMMES DE SUBVENTIONS POUR

1997

LIGNES DIRECTRICES CONCERNANT LES DEMANDES

Les programmes de subventions de la MROC sont destinés aux initiatives communautaires qui contribuent à la qualité de vie des résidentes et des résidents de la Municipalité régionale et qui sont parrainées par des organismes sans but lucratif.

Programmes de subventions de la MROC

- | | |
|--|--------------------------|
| ARTS | <input type="checkbox"/> |
| DÉVELOPPEMENT ÉCONOMIQUE | <input type="checkbox"/> |
| ENVIRONNEMENT* | <input type="checkbox"/> |
| SUBVENTIONS NON RENOUVELABLES POUR LA
SANTÉ ET LES SERVICES SOCIAUX** | <input type="checkbox"/> |

DATE LIMITE DE DEMANDE POUR TOUS LES PROGRAMMES :

1^{er} OCTOBRE, 1996

*conditionnel à l'approbation du Conseil

**Les subventions non renouvelables dans le cadre du programme de subventions des services sociaux et des services de la santé sont octroyées en collaboration avec le Conseil régional de santé du district d'Ottawa-Carleton et Centraide.