



## Local Economic Development Support Grant Program Guidelines

Kawartha Lakes Economic Development







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# Program Guidelines

## Program goals

The Local Economic Development Support Grant provides operational funding to non-profit organizations within the City of Kawartha Lakes, emphasizing the significance of hyper-local, place-based initiatives. These initiatives play a pivotal role in fostering a sense of community pride, contributing to the overall economic development of individual communities.

Eligible organizations include those that undertake initiatives that address the strategic priorities within the City of Kawartha Lakes Strategic Plan, Economic Development Strategy and other associated plans and policies.

While supporting the operational costs of the organizations, the program will also help to solidify partnerships with not-for-profit organizations for the betterment of the economic vibrancy of the City, supporting their contribution to the community while ensuring the organizations retain their independence.

## Definitions

**"City"** means the Corporation of the City of Kawartha Lakes.

**"Economic Development Strategy"** refers to the Council approved Economic Development Strategy as updated from time to time.

**"Grant"** a one time, annual, or multi-year allocation of funds provided by the City to a specific purpose that meet the criteria in a specific program as published in the respective Guideline.

**"Guidelines"** a published document containing comprehensive information about a specific grant program. Guidelines may be amended from time to time.

**"Kawartha Lakes Strategic Plan"** refers to the Council approved corporate Strategic plan as updated from time to time.

**"Local economic development"** a community driven place-based process where communities identify and initiate their own solutions to economic, social, and environmental issues to build healthy, economically viable local communities.

**"Program"** a funding opportunity provided by the City, governed by published Guidelines. Eligibility, funding levels and processes vary between programs. Programs may be one-time, temporary or ongoing and are subject to change.

## Funding available

The fund has a total of \$100,000 available in 2025. Applicants can request up to 25% of the organization's eligible fixed costs up to a maximum of \$20,000, whichever comes first.

Should the funding ask of eligible organizations exceed the program budget, funds will be distributed to organizations on a proportional basis.

## Eligibility

### Eligibility applicants

- Incorporated not-for-profit organization
- Have a clear and obvious local economic development mandate
- In operation for at least 3 years at time of application
- Must have proof of sound financial management
- Must be located within the borders of the City of Kawartha Lakes and provide direct Local Economic Development initiatives within Kawartha Lakes

### Ineligible applicants

- Individuals
- Government agencies
- For-profit groups
- Lobby groups or organizations aligned with any political party or to support programs or services thereof
- Religious organizations or groups affiliated to support programs or services thereof
- Commercial ventures
- Funding bodies or organizations
- Sports teams
- Hospitals
- Foundations
- Any organization that has received or received approval for direct operational funding in the given year from the City of Kawartha Lakes
- Organizations eligible for the Cultural Facilities Operational Support Grant

## Eligible funding

### Eligible costs

The Local Economic Development Support Grant contributes to Fixed and Staff operating costs. Duplicate funding is not permitted; any expenses already supported by another funding source are ineligible under this program. Fixed Operating Costs: expenses that an organization incurs which remain constant regardless of the level of organizational activity. Examples are items such as rent, mortgage, utilities, telephone, property taxes, and building insurance.

- Fixed Staff Operating Costs: labour expenses that remain constant to maintain a baseline level of staffing necessary for the day-to-day operations of the organization.

## Ineligible costs

- Operational costs already supported by another funding source (including, but not limited to other grants, sponsorships and employment programs)
- Temporary staff (project specific)
- Capital costs for programs, facility upgrades and maintenance
- Costs funded through other grants, sponsorships and/or endowments
- Debt reduction of the organization
- Operational costs that support the implementation of projects which duplicate or directly compete with existing municipal services Fees associated to project and/or program implementation

## Application Process

Application forms and intake timelines are available on the City of Kawartha Lakes website.

Organizations are limited to one funding request per calendar year.

- Applications must be submitted on or before the application deadline, May 20, 2025. Late applications will not be considered.
- Must demonstrate alignment with the City of Kawartha Lakes Strategic Plan, Economic Development Strategy or related municipal priorities.
- Clearly demonstrate the organizations mandate and initiatives that support local economic development.
- Provide required documentation including:
  - Previous year audited or approved financial statements (profit & loss statements are acceptable if audited financial statements are unavailable)
  - Current year organization budget
  - Organization's Board or Council motion that confirms support of the funding request
  - Letters or emails that confirm partnerships outlined in the application.
  - Proof of legal status (letters patent/incorporation documents, constitution or bylaws)

There is a 10% holdback in funding. The first 90% of the approved funding is dispersed upon the project approval. The remaining 10% is dispersed upon approval of your final report.

## Recognition activities

Funding recipients are required acknowledge their funding through recognition activities:

- Invite their local Ward Councillor and Mayor to participate in grant recognition events
- Acknowledge the Municipality at events and initiatives
- Placement of the City of Kawartha Lakes logo on your organization's website
- Use the municipal logo and name according to City of Kawartha Lakes brand guidelines
- Report on all public recognition activities and media coverage in their Progress and/or Final Reports

## Reporting

Project reporting will include evidence of the above recognition activities and:

- Year-end financial statements (profit & loss statements are acceptable if audited financial statements are unavailable)
- Sample of marketing and promotion materials including any links
- Provide a list of all public recognition activities and media coverage
- High resolution images for use in City of Kawartha Lakes promotions;
  - 10 photos with crowds (multiple people)
  - One (1) video
- Local Economic Development impact, including:
  - Number of events hosted
  - Number of event attendees
  - Number of volunteers
  - Number of visitors
  - Number of businesses served
  - Description of any new initiatives offered to community
  - Testimonials and/or post project survey results
- Two (2) testimonials from funding recipient Board, staff and/or stakeholder up to 500 words
- All reporting must correspond to the performance measures proposed in the application form

### Interim Reporting

**Approved projects will be required to complete an interim report by September 15, 2025.**

Recipients will be required to meet with Economic Development staff for a mid-year check in to discuss the organizations LED initiatives and the LED priorities of their community.

### Final report

**Approved projects will be required to submit a final report by January 30, 2026.**

If grant funds exceed the 25% maximum funding allotment, the recipient will be required to return the additional funds. Incomplete reporting may initiate a claw-back of granted funds.

## Program administration

The Kawartha Lakes Economic Development Division administers the Local Economic Development Support Grant as per the Economic Development Fund Policy CP2024-001.

An internal review committee reviews applications and are approved by the Director of Development Services. Successful applicants are announced through a news release and posted on the municipal website.

