



# The Corporation of the Town of Milton

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Report To: Council

From: Doug Sampano, Commissioner, Community Services

Date: December 9, 2024

Report No: COMS-013-24

Subject: 2024 Milton Community Fund Allocations

**Recommendation:** THAT Milton Community Fund applications numbered 1 to 47, save and except number 34 contained in Schedule C, be approved;

AND THAT the Mayor and Clerk be authorized to execute any agreements associated with the approved recommendations contained within the Staff Report COMS-013-24.

AND THAT Community Fund application number 34 contained in Schedule C be approved;

## EXECUTIVE SUMMARY

- The Community Fund Advisory Committee (CFAC) is comprised of six (6) citizen volunteers and one (1) Member of Council and together they review applications and make funding recommendations to Council.
- Forty-seven (47) applications were submitted for consideration to the 2024 Milton Community Fund (MCF) program, including two (2) new applicants.
- The annual budget allotment to the MCF was \$500,000 in 2024 with \$75,000 being directed to the Milton Community Connections Grant (MCCG), previously named the Milton Small Grant Program (MSGP).
- Staff reviewed all applications to determine eligibility and the CFAC completed an allocation process that recommends forty-four (44) organizations receive funding totalling \$433,168; similar to previous years, not all funding is allocated.
- Staff (in consultation with the CFAC) reviewed and made minor changes to the allocation process in order to maximize the impact of the funds on the community in a given year provided there is merit in the application.
- Opportunities to educate and provide guidance to organizations about the MCF program and how/where to direct their efforts to achieve the best outcome will continue to be explored.



## REPORT

### Background

Communication about the 2024 Milton Community Fund program and the application process was circulated in May to former applicants who met the program eligibility requirements, organizations affiliated with the Town of Milton, community organizations and those who specifically contacted the Town of Milton for information about funding opportunities available from the municipality. A copy of the 2024 guidelines outlining eligibility criteria is contained in Schedules A1 and A2.

### Discussion

The deadline date for this year's program was July 29, 2024, which was adjusted a few weeks earlier from the annual September deadline to allow appropriate time for staff and CFAC to review, given the increasing volume of applications trending over the last few years. The change was managed well by most groups, and the amount of applications received was similar to the previous year.

Forty-seven (47) applications and requests totaling \$782,099 were submitted. Applicant and proposal eligibility was reviewed by a corporate staff team and CFAC. In addition, the Corporate Services Department completed a financial analysis of each organization. CFAC responded positively to the changes, which resulted in CFAC allotting more closely to the \$425,000 made available annually (Annual budget allotment of \$500,000 minus \$75,000 directed to the MCCG).

### Review Process

Applications were circulated to members of the CFAC for their individual review prior to meeting as a committee on October 28 and 29. The focus of the CFAC review remains on the proposals for funds, benefit to the community, the lasting impacts of funds granted, the ability of the organization to sustain the proposal after funding is used, and a financial review of the requested dollars. In addition, consideration was given to organizations that provide recreation, artistic, and cultural programs and services.

Members of the CFAC carefully reviewed the applications and the amount of funding requested by each applicant. Some of the unsuccessful applications were based on the failure to meet the fund requirements, the project not being deemed a priority, or the limited impact on Milton residents. Members of the CFAC undertook a diligent review of all applicants and staff continue to be impressed with their dedication and commitment to the review process.



## Discussion

Similar to previous years, CFAC did not allocate all the funds available to them. Dollars not awarded in the current year are carried over and made available the following year, therefore ensuring the funds ultimately impact the community groups the fund serves.

Staff reviewed the allocation process with the CFAC prior to the 2024 program commencing. A process was successfully developed to maximize the funds available to the eligible groups and the community.

A listing of all applicants, funding requests and CFAC recommendations is contained in Schedule B for consideration. Additional information regarding each applicant and their request for funding is contained in Schedule C.

### Notification

All decisions recommended by CFAC and approved by Town Council are final. Staff will notify all applicants of funding decisions following Council's approval of this report.

### Milton Community Connections Grant

A portion of the 2024 MCF funding (\$75,000) was directed to the Milton Community Connections Grant (renamed in spring 2024 from the Milton Small Grant Program).

Grants of up to \$2,500 were allocated per approved activity, to encourage and enhance support for small scale citizen-led activities and events that support relationship building among community members and provide opportunities for connection, knowledge sharing, cultural exchange and community-building.

Unused funds will be returned to the MCF for future allocation programs.

## Financial Impact

The recommendations in this report total \$433,168 in allocations to community organizations. As a result of unallocated funding from prior years, it is estimated that \$117,140 will be carried over and made available for the 2025 Milton Community Fund process.

Respectfully submitted,

Doug Sampano  
Commissioner, Community Services



# The Corporation of the Town of Milton

Report #:  
COMS-013-24  
Page 4 of 4

For questions, please contact: Steve Palmer, Phone: Ext. 2581  
Director, Recreation & Culture,  
Community Services

## Attachments

Schedule A1: 2024 Milton Community Fund guidelines for established organizations  
Schedule A2: 2024 Milton Community Fund guidelines for emerging organizations  
Schedule B: Fund Allocations  
Schedule C: Applicant Review Summary

Approved by CAO  
Andrew M. Siltala  
Chief Administrative Officer

## Recognition of Traditional Lands

The Town of Milton resides on the Treaty Lands and Territory of the Mississaugas of the Credit First Nation. We also recognize the traditional territory of the Huron-Wendat and Haudenosaunee people. The Town of Milton shares this land and the responsibility for the water, food and resources. We stand as allies with the First Nations as stewards of these lands.