



The Corporation of the Town of Milton

Report To: Council

From: Kristene Scott, Commissioner, Community Services

Date: December 18, 2023

Report No: COMS-011-23

Subject: 2023 Milton Community Fund Allocations

Recommendation: THAT Milton Community Fund applications numbered 1 to 53, save and except numbers 6, 12, 24, 30 and 38 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-011-23.

AND THAT Community Fund application number 6 contained in Schedule C be approved;

AND THAT Community Fund application number 12 contained in Schedule C be approved;

AND THAT Community Fund application number 24 contained in Schedule C be approved;

AND THAT Community Fund application number 30 contained in Schedule C be approved;

AND THAT Community Fund application number 38 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.
- Fifty-three (53) applications were submitted for consideration to the 2023 Milton Community Fund (MCF) program, including six (6) new applicants.
- The annual budget allotment to the MCF increased from \$250,000 in 2022 to \$500,000 in 2023 with \$75,000 being directed to the Milton Small Grant Program (MSGP).



EXECUTIVE SUMMARY

- Staff reviewed all applications to determine eligibility and the CFAC completed an allocation process that recommends forty-six (46) organizations receive funding totalling \$362,564; similar to previous years, not all funding is allocated.
- Staff in consultation with the CFAC plan to review and make 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 also be explored.

REPORT

Background

Communication about the 2023 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 2023 guidelines outlining eligibility criteria is contained in Schedules A1 and A2.

Discussion

The deadline date for this year's program was September 11. Fifty-three (53) applications and requests totaling \$980,177 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.

Review Process

Applications were circulated to members of the CFAC for their individual review prior to meeting as a committee on November 14, 16, 17. 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

Discussion

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.

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 are planning to review the allocation process with the CFAC prior to the 2024 program commencing. The goal is to ensure a process exists whereby the funds available to the eligible groups and the community are maximized.

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.

Leadership Workshops

The MCF guidelines allow for a portion of the funds allocated to be targeted to the development and execution of training sessions regarding topics of interest to Board/Committee members and volunteers of non-profit organizations servicing the Milton community. Funding of \$3,350 was used towards community organization leadership training in 2023 via the inaugural Non-Profit Congress hosted at the Milton Sports Centre on Saturday, November 18. There was a lot of interest resulting in 78 attendees representing 41 organizations.

Milton Small Grant Program

A portion of the 2023 MCF funding (\$75,000) was directed to the Milton Small Grant Program which is in its final year as a pilot 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.



Discussion

Unused funds will be returned to the MCF for future allocation programs. A staff report will be submitted for Council review in Q1 2024 with full details, reconciliation and staff recommendations regarding the continuance of the program.

Financial Impact

The recommendations in this report total \$362,564 in allocations to community organizations plus \$3,350 for organizational leadership training. Based on the funding envelope that CFAC utilized (current year envelope plus other adjustments), unspent funding from the current year equals \$65,764. In addition, funding from prior years of \$29,912 remain, leaving a total amount of \$95,676 that will be carried over and available for the 2024 Milton Community Fund process.

Respectfully submitted,

Kristene Scott
Commissioner, Community Services

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

Attachments

Schedule A1: 2023 Milton Community Fund guidelines for established organizations
Schedule A2: 2023 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



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Recognition of Traditional Lands

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.