



The Sault Ste. Marie Airport Development Corporation

Financial Assistance Policy

Funding Objectives

The program has the following objectives:

- To enhance the financial decision-making process through effective and responsible fiscal management by The Board of Directors and management staff.
- To provide SSMADC funds, or other forms of financial assistance (in-kind services), in limited amounts, to eligible organizations that warrant SSMADC support.
- To evaluate all applications equitably and consistently.
- To ensure an adequate administrative system of review for each organization making a request, and a follow up review for organizations receiving funding.
- To ensure that full value is obtained for financial assistance provided by the SSMADC.
- To ensure that recipients of funds are held accountable for targeted results.

All grants are subject to the availability of budget funds and the approval of the SSMADC.

Eligibility Criteria

The application must meet the following criteria:

1. The organization or project benefits the residents of Sault Ste. Marie.
2. The organization must operate in a non-discriminatory manner as set out by the Ontario Human Rights Code.
3. Financial assistance requested from the SSMADC should have a major impact in terms of services or benefits within the City of Sault Ste. Marie.
4. The applicant shall submit the application form including all required attachments and documentation by the due date. Include information on all areas identified on Proposal Components. A delegated authority has signed the application where applicable. The applicant organization shall also submit any further pertinent information as may be required by the SSMADC.
5. Only one request for financial assistance per year per applicant organization will be received and considered. This would include requests for in-kind services. All programs, projects, and undertakings should be consolidated into one application.
6. The organization must:
 - Be not-for-profit
 - Aims and objectives must be clearly stated
 - Have an independent active governing body composed of volunteers. This body will be held responsible for the effectiveness of services provided and financial accountability for funds received from all sources.
 - Should show evidence of volunteer involvement in the day-to-day provision of its services. Also, show the number of members or participants involved, and indicate the impact of its activities or cultural development in the community.
 - Prepare and submit current and prior year's Financial Statements including Balance Sheet and Income Statement, and Operating or Project Budgets for the current fiscal year.
7. The applicant must demonstrate a financial need.
8. Financial assistance from the SSMADC should not be considered as a primary source of funding. Applicants must demonstrate that they have other sources of funding.
9. Organizations requesting financial assistance will be required to provide an analysis of the use of funding (if any) received in the previous year, as well as an explanation of how financial assistance requested for the upcoming year will be used.
10. A Post Grant Report must be submitted no later than December 31st. No further grants will be awarded until Post Grant Report is received.

11. Funding will not be provided for accumulated deficits of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
12. An organization receiving financial assistance from the SSMADC should not act in the capacity of a funding body for, or make grants to any other organization or group.
13. The applicant organization must demonstrate a willingness to co-operate with related groups in the community.
14. The SSMADC Board of Directors makes the final decision on all financial assistance requests in excess of \$2,500.

A grant of assistance for any one year is not to be regarded as an ongoing commitment by the SSMADC. Approval of funding in one year does not commit the SSMADC to future funding.

Ineligibility Criteria

What the SSMADC will not fund:

- Past operating or capital deficits
- Projects for sectarian, religious, or political purposes
- For profit organizations or ventures
- Administrative expenditures

Assessment Criteria

In a broad context, the following general criteria are considered in the determination of priorities:

- Necessity of the service
- Effectiveness of the service
- Fiscal viability
- Contribution to the quality of life in the community
- Community response
- Eligibility for financial assistance funding

In order to maintain a non-discriminatory approach in the recommended allocation of funds, the following criteria and guidelines will be used in addition to Eligibility Criteria to assess the organizations.

1. Individual organizations must demonstrate the following:
 - Community benefit
 - Financial need
 - Financial Reporting and Controls
 - Accountability of organization and clear identity and structure
 - Community support in the form of volunteer time and participation by its members, financial and in-kind contributions from other funders.
 - Involvement of multiple partners in planning, doing, or evaluating the work (where appropriate).
 - Support from people who are knowledgeable about the sector community and/or the initiative
2. The organization must have a clearly stated purpose and function and must be fully responsible for the planning and provision of its services.
3. The organization must present adequate documentation demonstrating the need for the proposed service to be funded.
4. The organization must provide the appropriate financial reports.
 - Copies of their financial statements and annual budget
 - Percentage of the group's budget being requested
 - Numbers of registrants and user fees for the current and previous year.

5. An organization's capability to manage both the requested funds and the resources to achieve the desired results as demonstrated by:
 - The financial capability and capacity to manage the project. A relevant mandate, proven track record and good operating systems.
 - Appropriate financial management policies and practices. A realistic relationship between the requested amount and the organization's annual budget.
 - No significant past deficits. No large, unrestricted reserve funds or accumulated surplus.
 - A history of collaboration and/or partnering with others (where appropriate).
6. An organization must be able to monitor outcomes and be able to evaluate activities for which the grants were received. It must be willing to participate in an evaluation process of its service standards and attainment of objectives if requested.

Procedures and Review

1. Organizations and individuals wanting financial assistance should pick up or request an email copy of the Eligibility and Assessment Criteria guidelines, Procedures to follow, and the Financial Assistance Application form from the Administration Department.
2. Complete the Financial Assistance Application Form and submit it along with supporting documents to the Administration Department.
3. Please allow up to three months for decision upon request.
4. Requests will be sent to the President/CEO for review. He will ensure that all financial information is complete, that eligibility criteria have been met, and assessment criteria have been applied. He will obtain recommendation and comments from the management team. The recommendation will then be forwarded to the Board, if necessary.
5. The SSMADC Board of Directors makes the final decision on all financial assistance requests in excess of \$2,500 on a recommendation from the management team.
6. All applicants will be duly notified of the granting decision.