

Schedule “A”



# PORT OF JOHNSTOWN

*A Division of the Corporation of the Township of Edwardsburgh Cardinal*

## Community Capital Project Funding Policy



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### **Background**

Port of Johnstown – Did you know?

The Port of Johnstown was purchased by the local municipality in the year 2000 making it a community owned port. It is located 85 kilometers south of the Nation’s Capital along the St. Lawrence River and remains one of the only “open” ports currently in the Great Lakes/St. Lawrence Seaway system. Being an open port means that the port is not leased out to a major grain broker(s) or cargo broker(s), allowing all producers in our community to utilize the services provided. The port currently pays the township an annually management fee in lieu of taxes. Without this payment, the township would have to increase taxes to their residents by approximately 15%. The port will also have contributed over \$650,000 towards the new hockey arena in Cardinal over an eight-year period to help with the ongoing interest payments. In total, over the past 10 years, over 8.2 million dollars have been transferred from the port accounts to the township’s accounts. These funds are then used for various services and operational expenditures by the township.

The port spends approximately 4.75 million dollars on operational expenses each year. While approximately 55% is for labour and operating expenses, the remaining two plus million dollars is for preventative maintenance work for the aging grain elevator and marine docks. In addition to this, the port has spent fifty (50) million dollars over the past 10 years on capital projects, including the expanded docks and additional grain bins. It is important to note that all of the capital spending is from the port’s profits and not from the township accounts. In other words, after operational expenses, all surplus monies are put back into the port to ensure sustainability of its aging infrastructure and to continually improve services provided to producers in our community and region.

### **Community Projects – Capital Funding**

In an effort to support our community organizations and to promote the Port of Johnstown’s commitment to helping our community, the Port of Johnstown management committee recommended and received approval to make available \$75,000 (excl. taxes) for Community Capital Projects in 2021. The following describes the purpose of the funding, application and selection process. This policy will be reviewed and updated annually.

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### **Purpose**

The Port of Johnstown, a division of the Township of Edwardsburgh Cardinal offers Community Capital Project funding to provide financial assistance to community groups and organizations within and directly serving the Township.

This support is in recognition of the value of these groups which contribute to the well being and growth of the community and to help the Port of Johnstown to retain a strong community focus.

### **Funding**

The council of the Township of Edwardsburgh Cardinal has approved \$75,000 (excluding taxes) towards community capital funding for 2021, as recommended by the Port Management Committee.

The capital funding that is being made available is for new projects only. Projects need to be well defined and it is advised that the eligibility criteria be reviewed very carefully.

Capital Funding requests must be at least \$5,000 and cannot exceed \$75,000 (excl. taxes).

**For 2021, the Port of Johnstown will accept applications starting January 1, 2021 and closing Monday March 1, 2021.**

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### **Eligibility Criteria**

- 1) Applications must be filled out completely and must be handed in before the closing date. It may be determined that incomplete applications that are sent back to applicants will no longer be accepted for the current funding year. Only completed applications will be presented to the Port Management Committee.
- 2) If requested, a delegation must make a presentation to the Port Management Committee.
- 3) Only capital project funding requests over \$5,000 and under \$75,000, excluding taxes, will be considered.
- 4) Projects must be within the property boundaries of the Township of Edwardsburgh Cardinal.
- 5) All invoices must be presented to the port for payment and cheques will only be made payable to company names and not individuals.
- 6) The Port Management Committee will determine who is responsible for the project management and administration of the project and will select the payment certifier representing the port/owner.
- 7) Applicants, with the exception of local schools and our indigenous partners, must be non-profit community groups /organizations.

#### Faith based Organizations

The Township of Edwardsburgh Cardinal recognizes the contributions that faith-based organizations make to our communities and may allow funding under the following criteria. The project being funded,

- Is not used for religious activities.
- Supports the broader community.
- Is not used to carry out activities that are discriminatory, or support organizations engaged in discriminatory practices.
- Does not support organizations that seek to limit legal rights and activities of people

As a result, some faith-based organizations may not qualify for this funding.

*Note: the provisions with respect to Faith Based Organizations are consistent with those applicable to Trillium Foundation Grants.*

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- 8) Applicants must fit into at least one of the following categories.
  - Community Economic Development / Tourism
  - Community Heritage
  - Community Green Initiatives
  - Community Recreation
  - Community Health and Safety
- 9) Returning applicants that have not successfully submitted a satisfactory project evaluation report Schedule “C” for a past project will not be eligible for future capital funding.
- 10) Retroactive funding will not be considered.

### **Guidelines**

All capital Project Funding applications shall be submitted on the “Community Capital Projects Funding Application Form”. The application form and post project evaluation form are available electronically on our website. Upon request, a word format version can also be e-mailed out.

### **Review and Assessment**

- 1) All requests for funding will be considered having regard for the budgeted funds available.
- 2) Applications will be reviewed by staff for completeness, accuracy and compliance with this policy. Incomplete submissions will be returned to the organization with a list of any additional information required. This may result in rejecting the application for the current funding year.
- 3) All applications will be assessed in terms of:
  - Ability of the organization to carry out capital project and achieve desired results.
  - Need for project in the community.
  - Clear measurable benefit to the community of the municipality of Edwardsburgh Cardinal
  - Ability of the organization to sustain the initiative at the end of the funding period.

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### **Accountability**

- 1) Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives. Funding in future years will be received based on past demonstrated fiscal responsibility of the applicants.
- 2) Funds bestowed under this program are not transferrable between projects without the Port of Johnstown Management Committee approval and must be used for the specific purpose outlined in the application.
- 3) Any change in scope will need to be approved by the committee. Depending on the scope of the change, the committee may reject the previously approved project. It is important that accurate budgeting with proper quotes are obtained and are part of the application.
- 4) Annual financial statements of the organization and accounting of the use of the funds granted by the Port of Johnstown may be requested by port staff or the management committee at any time. Annual Revenues and Expense Report will also be accepted.
- 5) Successful applicants who receive financial funding from the program must complete the financial evaluation report at the end of the project. Reports must be submitted to the Port of Johnstown by December 31<sup>st</sup> of the year for which the funds were provided. An extension for submittal may be requested and granted depending on the circumstances. If the recipient fails to fully complete and submit the evaluation report to the Port of Johnstown within the stated time, the organization will not be eligible for future funding until such a time that the port is satisfied that the report has been submitted in full.

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### **Application Submission Dates**

Applications must be received by March 1 of the year that the project is taking place. Applications with errors and/or omissions will be returned to the applicant and may be resubmitted, however, the delay may affect the outcome of the decision including rejection of the application for that current year. For this reason, it is important that you fill out the application in its entirety and that you are as detailed as possible.

### **Publishing Policy**

Notice of application deadlines, application forms and this policy will be posted on the Port of Johnstown website. An electronic “word” version of the document that will expand the document as you type is available by contacting the port via e-mail. [generalinfo@portofjohnstown.com](mailto:generalinfo@portofjohnstown.com)

### **Address for Submissions**

All application and evaluation forms must be sent to the following address:

Administration – Capital Projects  
Port of Johnstown  
3035 County Road #2  
Johnstown, On  
K0E 1T1

OR you can submit by e-mail electronically at [generalinfo@portofjohnstown.com](mailto:generalinfo@portofjohnstown.com)