

United Townships of Head, Clara & Maria  
Municipal Council

**Type of Decision**

Meeting Date	Sept 07, 2012				Report Date	Sept 04, 2012			
Decision Required		Yes	X	No	Priority		High	x	Low
Direction		Information Only		x	Type of Meeting	X	Open		Closed

**REPORT TITLE**

Treasurer's Report – Information Only #07/09/12/802

**Treasurer's Report**

- I've attended a Grant Writing Workshop on Aug 28, 2012 in Ottawa. The workshop began at 10 am and ran through to 4:50 pm including:
  - The workshop identified how to construct a compelling, concise case for support that will serve as the template;

The differences between traditional granting sources including foundations, government agencies and corporate philanthropy programs;

- Formulating realistic project and operating budgets that meet the needs of applicant organizations and satisfy the expectations of granting sources;
- Understanding the importance of setting realistic benchmarks and indicators of success.

I've learned it is very important to investigate and understand with clarity what is required and expected of the municipality by the grant funders before the application is to be completed and the first step is to indicate:

- What the money is for; Identify major outcomes of the investment; how these outcomes will enable our organization to make progress towards achieving its mission?

It is very important to ensure that we know what the realities of grant writing are, for example:

- Grants are not a sustainable source of revenue; grant makers fund solutions, not programs; grant makers do not fund operations unless it is specified; grants should be regarded as the final piece of the puzzle – not the first; and key terms must remain consistent.

Type of grantmaking sources are as follows:

- Government Agencies – Federal, e.g. Service Canada, HRDC-Provincial, e.g. Ministry of Health, OMAFRA; Ontario Trillium Foundation; Community Foundations General Fund; Community Foundation Donor-Designated Funds; Corporate Foundations; Service Club Foundations; Private and Family Foundations w/ Staff; Private and Family Foundations w/o Staff; Professional and trade Associations, e.g. OFA; and Faith Organizations and Churches, e.g. Maranatha Fund.

Other important information that was touched on:

- Key financial information; source of revenue that addresses a specific problem or issue – it is not a sustainable income source; total assets; number of granting periods per annum; fiscal year end

of the granter; swot (strengths, weaknesses, opportunities, threats) of the organization applying for the funds; workplan; organization closer to achieving its mission; focus of the workplan is establishing the outcomes of the project; the workplan serves as a guide to identify all; relevant budgetary items required to achieving each result; the benchmarks and measurements for success; substance and key points for the project description; basic organizational information; organization's mission and objectives; programs and services; community partners; budget development; using your initial identified budgetary item as a starting point, develop a thorough listing of all direct and indirect expenditures that are relevant to the completion of your project; project details; project methodology; organizational qualification; partnering organizations; project volunteers; current and future funding; established benchmarks and measurements for success/effectiveness; proposal submission and post-grant phase;

This workshop has provided me with the background, training and materials to effectively complete a grant application.

2. I've amalgamated the Township's phones and removed services that we did not need and received an annual saving of \$1150 for the next 3 years.
3. I've been working on the Performance Measurement Efficiencies Report. I expect to have the report completed by the end of next week.
4. The penalty & interest in the amount of \$437.18 have been applied to all property tax accounts on September 4, 2012.
5. As of August 31, 2012 the property tax arrears list total is \$38,990.34.
6. I will check the status of the PILS this week and once I get the report I will forward it to Melinda to put in Council package.
7. I cancelled the Disposal Site Attendant cell phone as it is not being used, therefore this will be a savings of \$32.70 + hst/month.

**Noella Lebreton**  
**Treasurer**