

# Chatham-Kent Food Policy Council - Gleaning Project Grant

## Introduction

The [\*\*Chatham-Kent Gleaning Project\*\*](#) is a collaborative initiative led by the Chatham-Kent Food Policy Council (CKFPC) and supported by Chatham-Kent Public Health. In alignment with the [\*\*CKFPC's Strategic Plan 2025–2027\*\*](#), members have been actively exploring opportunities to expand and enhance the gleaning program.

**Gleaning** refers to the practice of collecting surplus crops from farmers' fields after commercial harvesting. The Chatham-Kent Gleaning Project connects local food producers with community agencies to ensure that food which might otherwise remain unused is redirected to organizations such as food banks, soup kitchens, and other service providers supporting low-income individuals and families. Expanding this program will strengthen local food systems by improving food availability, access, and utilization for residents across Chatham-Kent.

Funding for this initiative is provided annually by Chatham-Kent Council through the Employment and Social Services division budget. These funds are specifically designated to assist registered charities and non-profit organizations in Chatham-Kent that serve low-income individuals and families.

Through this grant, a selected community agency will be empowered to coordinate and expand the CK Gleaning Project. The CKFPC will provide guidance and support to ensure effective program delivery, while Employment and Social Services will administer the funding. Please see CK Gleaning Project - Roles and Responsibilities in Schedule B of the draft grant agreement below.

The Municipality reserves the right to deny any application for any reason. Grant decisions will be made by the CKFPC Accessibility and Availability Workgroup. Funding for this project is set at **\$25,000**, and applications must be submitted by **April 1, 2026**.

## Agency Eligibility

An applicant must meet each of the eligibility criteria in order to advance to the decision-making stage of the review process.

- The applicant shall be a registered Canadian charity or a non-profit organization with a proven record of equity-based work helping vulnerable people.
- Grants are not awarded to individuals, commerce, businesses, industries, sports teams/facilities, schools or sole proprietorships.
- The applicant shall respect the Canadian Charter of Human Rights and Freedoms and promote equal access and opportunity for all persons. The Municipality is nonpartisan and does not provide financial support to a religious or political doctrine.
- All applicants are screened for debt to the Municipality. Those in debt (e.g. taxes owed, delinquent on final reports for previous grants, fines, etc.) will be deemed ineligible for consideration.

**Applications should be emailed to the Chatham-Kent Food Policy Council at [FoodPolicyCouncil@chatham-kent.ca](mailto:FoodPolicyCouncil@chatham-kent.ca).** Questions may be directed to the CKFPC as well.

## Application

**Please complete the following for consideration for this grant:**

<i>Name of Organization:</i>	<i>Signing Authority Contact Information:</i>
<i>Date of application:</i>	<i>Charity or Non-Profit #:</i>

*Please describe why your agency is interested in coordinating and expanding the CK Gleaning Project:*

*Please advise if your organization can support this program after the funding period ends and what the organization's plans are for sustainability:*

## **Grant Agreement**

**The successful applicant will be required to enter into a grant agreement in order to receive the Grant. A draft grant agreement is attached hereto. By submitting the application, the applicant has reviewed and agreed to abide by the terms of the draft grant agreement should they be the successful applicant.**

<b>Signed by (print):</b>	<b>Signature:</b>
<b>Title:</b>	<b>Signed on (date):</b>

THIS AGREEMENT made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2026

Between:

**The Corporation of the Municipality of Chatham-Kent** (the "Municipality"),

-and-

\_\_\_\_\_ (the "Grantee")

**WHEREAS:**

- A. The Chatham-Kent Food Policy Council (the "CKFPC") is established under the authority of the Municipality's Public Board of Health to lead in the development of relevant policies and to advocate for the local food system of the Municipality of Chatham-Kent;
- B. The CKFPC has established the Chatham-Kent Gleaning Project, which involves collecting surplus crops from farmers' fields after commercial harvesting. The Chatham-Kent Gleaning Project connects local food producers with community agencies to ensure gleaned food is redirected to organizations within the community, to improve food availability and access for residents in Chatham-Kent;
- C. As part of the Chatham-Kent Gleaning Project, the CKFPC has established a grant (the "Grant") which permits a specified amount of funding to be allocated to a community agency to coordinate and expand the Chatham-Kent Gleaning Project;
- D. The Grantee applied to the Municipality for the Grant with its application dated \_\_\_\_\_ and attached hereto as Schedule "A";
- E. The Grantee and has been selected by the CKFPC to receive the Grant and administer the Chatham-Kent Gleaning Project on the terms and conditions herein;

**IN CONSIDERATION** of the sum of ten dollars (\$10.00) from each to the other, the receipt and sufficiency of which is hereby acknowledged, and the mutual covenants and other terms and conditions in this Agreement, the parties hereby covenant, promise and agree each with the other as follows:

**1. Definitions**

In this Agreement, the following definitions will apply:

- a) "Agreement" means this grant agreement, including all schedules to this Agreement, as may be amended from time to time;
- b) "Grant" means a grant not to exceed \$25,000.00 to be paid by the Municipality to the Grantee made in accordance with the terms of this Agreement;

## **2. Grantee Representations**

(1) The Grantee hereby represents to the Municipality:

- a) All information provided to the Municipality herein, and through the application for the Grant is true and accurate;
- b) It has the requisite corporate/legal authority to enter into this binding agreement;
- c) It and its employees, officers and directors are not now, and shall not be, in a conflict of interest regarding the Grant or the Chatham-Kent Gleaning Project;
- d) It agrees to be bound by the terms of this Agreement, any terms and conditions included in the application document for this Grant, and any additional terms and conditions imposed by the Municipality or the CKFPC.

## **3. Grant**

(1) Subject to the Grantee's continued compliance with the terms, conditions, and other obligations set out in this Agreement, the Municipality shall pay \$25,000.00 to the Grantee for the Chatham-Kent Gleaning Project to be delivered over a one year term.

(2) Should the Grantee fail to provide any reporting and financial requirements as specified herein, the Municipality may, in its sole discretion, choose to terminate the Grant and not provide any further payments to the Grantee.

(3) The Grantee shall provide the CKFPC with such progress reports regarding the Chatham-Kent Gleaning Program and use of the Grant as the CKFPC may require.

#### **4. Use of grant funds**

- (1) The Grantee covenants and agrees that the Grant provided hereunder shall be used solely toward the Chatham-Kent Gleaning Project. Should any funds be used for any other purpose the Grant shall be deemed to be a loan and shall become immediately due and payable upon demand by the Municipality.
- (2) The Grantee covenants and agrees that no Grant funds shall be used for the personal benefit of any of its directors, officers, employees, agents or trustees or for those for whom the Grantee is at law responsible and should any funds be so used, the Grant shall be deemed to be a loan and shall become immediately due and payable upon demand by the Municipality.
- (3) The Municipality and/or CKFPC shall provide the Grantee with any relevant policies of the Municipality or Municipality of Chatham-Kent applicable to the Grant and the Grantee's delivery of the Chatham-Kent Gleaning Project. The Grantee agrees to comply with all applicable policies and legislation in relation to this Agreement and its delivery of the Chatham-Kent Gleaning Project.

#### **5. Repayment of Grant**

- (1) Failure of the Grantee to fulfill all of the terms, conditions, and other obligations set out in this Agreement shall cause this Agreement and the obligations of the Municipality under this Agreement to terminate and the Municipality shall have no further responsibility or liability with regard to this Agreement. It is understood and agreed that these conditions are for the sole benefit of the Municipality and may be waived in whole or in part by the Municipality at any time.
- (2) The Municipality shall have the right to declare that the Grantee has terminated this Agreement under the following circumstances:
  - a) if the Grantee refuses or neglects to comply with any reasonable requirement from the Municipality in regard to this Agreement, or
  - b) if the Grantee becomes insolvent, or commits any act of insolvency or makes any assignment for creditors, or
  - c) if the Grantee assigns or transfers or attempts to assign or transfer this Agreement without the Municipality's consent, or
  - d) if the Grantee ceases to exist.

(3) Any declaration as to termination made under this clause shall be made in writing and delivered by the Municipality to the Grantee in the manner specified in this Agreement for the giving of notices to the Grantee.

(4) If the Municipality has declared that the Grantee has terminated this Agreement in accordance with subclause (3), the Grant, in the full amount, shall be immediately repayable by the Grantee to the Municipality.

(5) If the payment of the Grant is found to be unlawful by a court of competent jurisdiction, the Grant shall be repayable by the Grantee.

## **6. Insurance**

(1) The Grantee acknowledges it is required to obtain, maintain, and provide evidence of a policy of Commercial General Liability insurance. The insurance must have a limit of not less than Two Million Dollars (\$2,000,000.00) inclusive per occurrence for bodily and personal injury, death and damage to property including loss of use. The CGL insurance must include cross liability and severability of interest clauses, Standard Non-Owned Automobile Liability, include the Corporation of the Municipality of Chatham-Kent as an additional insured, and be endorsed to provide that the policy or policies will not be altered, cancelled or allowed to lapse without thirty (30) days prior written notice to the Municipality. The Grantee agrees to provide proof of insurance coverage upon execution of this Agreement to the CKPFC.

## **7. Indemnity**

(1) The Grantee hereby agrees that it shall, from time to time, and at all times hereafter, well and truly save, keep harmless and fully indemnify the Municipality and CKPFC from and against any and all actions, claims and demands whatsoever which may be brought against or made upon the Municipality and CKPFC and against any and all loss, liability, claims, judgments, costs, demands or expenses whatsoever which the Municipality may sustain, suffer or be put to resulting from or arising out of:

- (a) this Agreement;
- (b) the obligations of the Grantee under this Agreement;

(c) any act or omission of the Grantee, its agents, servants, consultants, contractors, employees or by anyone for whom the Grantee is at law responsible relating to any work or thing required to be performed under Agreement by the Grantee.

## **8. Notice**

Any notice required by this Agreement shall be in writing and shall be deemed to have been sufficiently given when delivered personally or sent by mail to the addresses below:

### **To the CKPFC:**

Attn: Sharmini Balakrishnan, Public Health Nutritionist  
Chatham-Kent Public Health  
435 Grand Avenue West  
Chatham, ON N7L 3Z4  
Tel: 226-312-2025 ext. 2496  
Email: [sharminib@chatham-kent.ca](mailto:sharminib@chatham-kent.ca)

### **To the Grantee**

Attn:  
*Enter Name of Agency*  
*Enter Address*  
*Address Line 2*  
Tel:  
Email:

## **9. Right Of Audit**

- (1) The Municipality, or anyone designated in writing by the Municipality, may audit and inspect accounts, records, receipts, vouchers, and other documents relating to the Grant and shall have the right to make copies and to take extracts. For the purposes of this clause, audit includes any type of audit.
- (2) The Grantee shall make available all facilities, physical and otherwise, for the audits and inspections and shall furnish the Municipality and its authorized representatives with all of the

information as it, or they, may from time to time require with reference to the accounts, records, receipts, vouchers and other documents.

(3) The Grantee shall cause all accounts, records, receipts, vouchers and other documents, required under this clause, to be preserved and kept available for audit and inspection at any reasonable time, and from time to time, until the expiration of 2 years from the date of the final disbursement of the Grant under clause 3, or until the expiration of such lesser or greater period of time as approved in writing by the Municipality.

## **10. Confidentiality**

The Grantee understands that the Municipality is a Municipal corporation that operates openly and freely and is subject to Freedom of Information legislation. As such, the Municipality may be required to disclose the contents of this Agreement and any other information received by the Grantee and cannot guarantee its confidentiality. The Grantee agrees that the terms and conditions of this Agreement are confidential and shall not be disclosed to third parties, without prior written consent of the Municipality. This term shall survive the termination of this Agreement by a period of five (5) years

## **11. Enurement**

(1) This Agreement shall enure to the benefit of and be binding upon the Grantee, its successors and permitted assigns. The Grantee shall not assign or in any way transfer this Agreement or any of its rights, privileges, duties or obligations under this Agreement without the prior written consent of the Municipality which consent may be unreasonably withheld or delayed.

(2) This Agreement shall enure to the benefit of and be binding upon the Municipality, its successors and assigns.

## **12. No Waiver**

The waiver of any provision hereof or the failure of any party hereto to enforce any right hereunder shall apply to that provision or right only and shall not be deemed to effect the validity of the remainder hereof. No departure from or waiver of the terms of this Agreement shall be deemed to authorize any prior or subsequent departure or waiver and the Municipality shall not be

obligated to continue any departure or waiver or to permit any subsequent departure or waiver.

### **13. Entire Agreement**

This Agreement, including any schedules or referenced documents, constitutes the complete and exclusive statement of the Agreement between the parties, which supersedes all proposals, oral or written, and all other communications or representations between the parties, relating to the subject matter of this Agreement.

### **14. Illegality**

If one or more of the phrases, sentences, clauses or articles contained in this Agreement is declared invalid by a final and unappealable order or decree of any court of competent jurisdiction, this Agreement shall be construed as if such phrase, sentence, clause or paragraph, had not been inserted in this Agreement.

### **15. Amendment**

This Agreement may be changed only by a written amendment signed and sealed by authorized representatives of the parties.

### **16. Gender, Number**

Words importing the masculine gender shall include the feminine and neuter, and the singular shall include the plural where the meaning or context so requires.

### **17. Headings**

The article numbers, article headings, clause numbers and clause headings contained in this Agreement are inserted for convenience of reference only and are not to be considered when interpreting this Agreement.

### **18. Covenants**

Each obligation of the Municipality or of the Grantee expressed in this Agreement, even though not expressed as a covenant, is considered to be a covenant for all purposes. The covenants, representations, warranties, and indemnity of the Grantee set forth in this Agreement shall survive the expiry of the term of this Agreement.

## **19. Governing Law**

This Agreement shall be interpreted under and is governed by the laws of the Province of Ontario.

## **20. Assignment**

This Agreement shall not be assigned by the Grantee without the prior written consent of the Municipality, which consent may be arbitrarily withheld.

## **21. Execution**

This Agreement may be executed in counterpart and the combination of both parts shall be deemed a fully executed agreement. This Agreement may be exchanged electronically by fax or email, and the electronic copy or copies shall be deemed to be an original agreement.

IN WITNESS WHEREOF the parties hereto have duly executed this Agreement.

### **SIGNED, SEALED AND DELIVERED**

in the presence of

) The Corporation of the Municipality of  
Chatham-Kent

)  
)  
)  
)  
)

) Name:  
)  
Title:  
)  
)

) Name:  
)  
Title:  
)

) I/We have authority to bind the Municipality.  
)  
)

) **Insert Name of Grantee**  
)

) \_\_\_\_\_  
)) Name:  
)) Title:  
))  
))  
)) \_\_\_\_\_  
)) Name:  
)) Title:  
)) I/We have authority to bind the Grantee.

DRAFT

**SCHEDULE A – GRANTEE’S APPLICATION**

DRAFT

## **SCHEDULE B – PROJECT SPECIFICATIONS**

Purpose of the Grant: To support the operations of the Chatham-Kent Gleaning Project by the Grantee

Date of CKPFC Approval for the Grant: October 20, 2025

Maximum Grant Amount: \$25,000.00

Chatham-Kent Gleaning Project Specifications

### **CK Gleaning Project - Roles and Responsibilities**

The following table lists the roles and responsibilities of the CKFPC and the Grantee, respectively.

<b>Task</b>	<b>CK Food Policy Council</b> <i>Provides oversight and resources</i>	<b>Grantee</b> <i>Grantee is responsible for coordinating gleaning project.</i>
<b>Program Framework</b>	Provide an overview of the operational guidelines for the program.	Follow operational guidelines as outlined in the program framework.
<b>Volunteer Recruitment and Coordination</b>	Connect current volunteers to the agency.	Identify, recruit, and coordinate volunteers to participate in gleaning activities. Agency will be responsible for volunteers.
<b>Volunteer Training</b>	Support training for volunteers on program protocols.	Provide training to volunteers on the agency's and the program's protocols.
<b>Program Monitoring and Evaluation</b>	Provide indicators and the minimum requirements* for monitoring the program.  Use indicator results to evaluate program outcomes and identify areas for improvement.	Meet the minimum requirements* for indicators provided.  Collect and provide CK Food Policy Council with indicator results at quarterly meetings.

<b>Program Materials</b>	Provide current materials at no charge, as per supply.	Purchase required materials, such as baskets or bags to transport produce and gloves for picking produce.
<b>Producers and Agencies</b>	Provide current list of producers and agencies.	Collaborate with local farmers/food producers, and community agencies to facilitate gleaning opportunities. Grantee is responsible for obtaining consent (verbal or written) for accessing each farmers' land prior to accessing the land for gleaning, and keeping a record of same.  Build and maintain partnerships to support program sustainability
<b>Logistics</b>	No involvement.	Provide scheduling, transportation, and distribution logistics to ensure gleaned food reaches the target population.

**\*Minimum requirements for Program Monitoring:**

1. Quarterly check-in meetings (virtually) with CK Food Policy Council's Accessibility & Availability workgroup to discuss:
  - a. Indicators
    - i. Number of gleans completed (minimum per year = 10)
    - ii. Number of unique agencies receiving produce (minimum per year = 25)
    - iii. Number of unique farmers providing produce (minimum per year = 5)
    - iv. Number of volunteers (minimum per year = 20)
    - v. Amount of produce delivered per glean (no minimum)
  - b. Any support required from CK Food Policy Council