



POLICY # 2023-07-17

**MUNICIPALITY OF THE COUNTY OF PICTOU
COMMUNITY CONNECTIVITY EVENT GRANT PROGRAM**

1) PURPOSE

- a) To establish equitable guidelines for the distribution of funds to the not-for-profit sector and charitable organizations in the community.
- b) For the Municipality to recognize and support the efforts of community organizations to provide cultural, social, environmental, heritage, economic, recreation programs, facilities, and events to the benefit of municipal residents.

2) AUTHORITY

- a) Authority is provided under Section 65, Municipal Government Act, as amended.

3) OBJECTIVES

- a) To identify on an annual basis the amount of funding that the Municipality will provide in grants.
- b) To establish a process for applying for grant money which is fair and consistently applied, as well as a process by which the Municipality will consider grant requests.

4) GENERAL POLICY STATEMENTS

- a) The Municipal Council shall determine annually as part of its budget deliberations the amount of funds to be provided to support the various events.
 - i) For Fiscal year 2023/24 the amount shall be \$18,000
 - ii) Each of the Council Districts shall receive \$1500.
- b) Grants shall not be awarded to individuals, businesses, industry, or sole proprietorship.
- c) Only one application can be submitted by an organization per fiscal year.

- d) Applicants must agree to recognize the Municipality for its contribution. This may include a banner, public statement, sign, or other method agreed to by the Municipality.
- e) Letters shall be sent to all grant recipients, noting program reporting requirements and any restrictions.
- f) The applicant shall be in good standing with the County of Pictou and shall not have a debt or legal claim outstanding.

5) **ELIGIBILITY**

- a) The applicant must be:
 - i) a federally registered charity. ii) non-profit society registered and active with the Nova Scotia Registry of Joint Stocks.
 - iii) A society within the meaning of the Children and Family Services Act.
 - iv) A mental health clinic in receipt of financial assistance from the Province of Nova Scotia.
 - v) An exhibition held by an educational institution in the Municipality. vi) A club, association or exhibition within the meaning of the Agriculture and Marketing Act. vii) Any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province of Nova Scotia. viii) The applicant must provide a service to residents of the Municipality of the County of Pictou or that the residents may access.

6) **GRANTS**

- a) The Municipal Council may grant funds to community organizations from the Community Connectivity Event Fund:
 - i) To assist with an event or activity that brings people together for a social gathering such as a supper, welcoming event, community recreation event, or fundraising event that supports community infrastructure.
 - ii) The event must be held within the Municipality of the County of Pictou

7) **REPORTING AND ACCOUNTABILITY**

- a) All grant recipients have until January 31st to submit their reporting form and documentation to demonstrate the grant was spent in accordance with the terms of funding, if the amount granted is more than \$1000.00.
- b) The applicant will keep accounting records for all receipts and expenditures relating to the grant allocation.
- c) If the project is completed without requiring the full use of the grant allocated by the Municipality, then the unspent portion shall be returned to the Municipality.
- d) Failure to report may result in ineligibility for further grant funding.
- e) In rare circumstances, an applicant's eligibility may be suspended for a specified period for misappropriation of funds, failure to report, or misrepresentation.

8) **APPLICATION and REVIEW PROCESS**

- a) A Municipal Councilor may receive a request to contribute to the event at any point throughout the fiscal year.
- b) The Municipal Councilor shall request payment of a grant on a form approved by the Administration.
- c) If the grant request meets the terms of the policy, then payment shall be approved by the Administration and the Administration shall report to the Financial Services the amount of the grant paid.
- d) Grant requests more than \$1000 shall be approved by the Municipal Council by way of resolution at a duly called meeting of Council.