



MUNICIPALITY OF THE COUNTY OF PICTOU MUNICIPAL GRANTS PROGRAM POLICY

1) **PURPOSE**

- a) To establish equitable guidelines for Council Members and Municipal Staff 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.
- c) To identify criteria upon which grant applications will be evaluated.

4) **GENERAL POLICY STATEMENTS**

- a) The Grants Program is limited in its ability to respond to large requests with short notice, therefore Council considers it is essential for an organization planning an expensive multi-year project to give the Municipality as much notice as possible (usually at least one year) so that it can be considered within the Municipality's fiscal framework well in advance.
- b) The Municipal Council shall determine annually as part of its budget deliberations the amount of funds to be provided to support the various grant programs and subsidies.

- c) Grants shall not be awarded to individuals, businesses, industry or sole proprietorship.
- d) Only one application can be submitted by an organization per fiscal year.
- e) 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.
- f) Letters shall be sent to all grant recipients, noting program reporting requirements and any restrictions.
 - i) Awards may be issued in full or can be paid in installments.
- g) Letters shall be sent to any unsuccessful applicants of grant applications.
- h) The Municipality shall publish at least annually a list of all grants paid on its website. The notice shall include the organization name, amount of the grant and the purpose of the funding.
- i) The applicant shall be in good standing with the County of Pictou and shall not have a debt or legal claim outstanding.
- j) All grant applications shall be submitted on a form specified by the Municipality. The form may include but not limited to a request to disclose financial statements of the organization, organizational structure, proposed budget and sources funding.

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;
 - 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;

- Board of Directors must consist of three or more members.

- b) The applicant must provide a service to residents of the Municipality of the County of Pictou or that the residents may access.

6) **FUNDING AGREEMENTS**

- a) The Municipal Council may enter into special funding agreements with groups or organizations to provide multi-year commitments.
- i) The agreement will be ratified by Municipal Council by way of motion.
 - ii) The agreement shall define the base level of funding to be provided for in each of the fiscal years.
 - iii) No agreement shall exceed a term that extends beyond the subsequent council term.
- b) Once an agreement is in executed the organization will not need to apply for funding during the term of the agreement and the funding will be processed through the annual budget process not the grant program.

7) **GRANTS**

- a) The Municipal Council may grant funds to community organizations from its annual operating fund for:
- i) Annual Operating Fund Grant: Assists with the general operating expenses of an organization or a specific program.
 - The grant shall not be used to fund a deficit or funding shortfall.
 - The grant shall not be used to fund debt of the organization.
 - ii) Community Events Grant: To support hosting and or delivering an event within the Municipality of the County of Pictou or proximity that are significant to the Municipality.
 - iii) Major Community Capital: to assist with the creation expansion or improvement of a community facility generally in excess of \$10,000.
 - Manses are not eligible for this grant.
 - Church halls may be considered for funding if the hall:
 - operates primarily for community, culture and diversity benefit;
 - provides programs that serve a broader community and not strictly the organization's membership.

- Applicants must demonstrate the use of these types of spaces through demonstrated calendar bookings, event flyers, etc.
 - The Municipality may provide up to 40 percent of the project cost, which do not include in-kind.
 - If the organization has not received funding in the previous three (3) years.
- b) Community Economic Development: To assist a community organization with the promotion of the area and foster community development.
- c) The intent is to invest local resources in local initiatives and build residents' organizational capacity, not to supplement campaigns developed and delivered into the region through international, national or provincial organizations.
- d) The grant program will not consider requests received as part of general (mass) mailing or telemarketing campaigns.
- e) The grant program will not consider requests received that serves primarily the membership or purpose of religious or political organizations.

8) **REPORTING AND ACCOUNTABILITY**

- a) All grant recipients have until January 31st to submit their reporting form and documentation to demonstrate the grant was spent and in accordance the terms of funding.
- b) The applicant will keep accounting records for all receipts and expenditures relating to the grant allocation.
- c) The applicant will make available for inspection by the Municipality or its Auditors all records and books of accounts of the applicant upon request of the Municipality.
- d) In the event that 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.
- e) Failure to report may result in ineligibility for further grant funding.

- f) In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.

9) **APPLICATION and REVIEW PROCESS**

- a) The deadline for applications for the April 1st to March 31st fiscal year is the last working day of February of the preceding fiscal year.
- b) In January of each year, the Municipality shall advertise in a local newspaper the Grants Program, indicating details of the program and the deadline for applications to be submitted for consideration.
- c) Additional information may be requested by the Grants Review Committee or the Financial Services Committee, if the application is incomplete, an incomplete application shall not be considered late.
- d) The Grants Review Committee shall submit a report to the Financial Services Committee explaining the rationale for the recommendations.
- e) The Grants Review Committee shall consist of the Warden and Deputy Warden and four additional members of Council.
- f) All Grants shall be approved by the Municipal Council by way of resolution at a duly called meeting of Council.

10) **EVALUATION CRITERIA**

- a) The Grants Review Committee shall review each application against the following:
 - i) Application is consistent with Council's Strategic Priorities, Recreation Master Plan, Capital Improvement Plan or other formal documents approved by Council.
 - ii) Promote and enhance the wellbeing of the Municipality and its citizens
 - iii) Ensures that the service, activity of program is open to the community.
 - iv) Encourage more active involvement in the community organization, programs and activities
 - v) Ensures that the funds will be administered by a competent body and that there is an adequate administrative system of review and oversight implemented with groups and activities.
 - vi) Actively seeking additional sources of funding.
 - vii) Quality of management (established track record)
 - viii) Evidence of financial need.
 - ix) Evidence of clear goals and expected outcomes.
 - x) Demonstrated need to the community.

xi) Demonstrated uniqueness of the service or program.

11) **REPEAL**

a) All former policies with respect to municipal grants are hereby repealed.