



MUNICIPALITY OF THE COUNTY OF PICTOU MUNICIPAL SERVICES GRANT 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 for Municipal Services Grants.

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) APPLICATIONS AND ELIGIBILITY

- a) Applications for a Municipal Services Grant shall be received by the Municipal Councillor at any time throughout the fiscal year.
- b) Church manses or glebe houses are not eligible for funding.

5) FUNDING

- a) The Municipal Council shall distribute an amount of Municipal Services Grant to each district in accordance with the funding formula approved by Municipal Council.

6) RATEPAYERS MEETING

- a) The Municipal Councillor shall hold a rate-payers meeting to review Municipal Service Grant applications received and to recommend allocations to the Financial Services Committee.

- b) The Municipal Councilor shall determine the time and place for the ratepayers meeting.
- c) The Municipal Councilor shall provide at least 7 days advance notice of the meeting. Notice may be provided by posters located within the community, an advertisement in a newspaper circulating in the municipality, notice in a community newsletter or bulletin; or a notice on the Municipality's webpage or social media sites.
- d) The Municipal Councilor at the ratepayers meeting shall inform the ratepayers of the requirements and rules of this policy including but not limited to:
 - i) The Requirement for the applicant to submit to the Municipality a copy of its most recent financial statements;
 - ii) That an applicant cannot receive Municipal Services Grant funding if they have received funding from the Council Grants Program for the same fiscal period;
 - iii) Decisions of the ratepayers meeting are recommendations only and that the Municipal Council is the only body that can authorize the expenditure of funds in accordance with the Municipal Government Act;
 - iv) The Financial Services Committee will review recommendations from the rate-payers meetings and determine if funding shall be recommended to Council.

7) APPLICATION PROCESS

- a) Prior to the Financial Services Committee reviewing the recommendations of the ratepayers meeting, the applicant shall submit to the Municipality a copy of their most recent financial statements, which shall include a reporting on investments held and balances in all bank accounts.
- b) Any application for a Municipal Services Grant shall be declared null and void if the applicant has received funding from the Council Grants Program pursuant to this policy for the same fiscal period, or any applications for a Council Grant shall be declared null and void if a Municipal Services Grant has been approved for the same fiscal period.

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) 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.
- 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.
- g) Grants approved below \$1000 will not be required to report on how the money was spent in accordance with this section. It shall be the responsibility of the Municipal Councilor to ensure compliance with the policy.

9) REPEAL

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