



# **Municipality of the District of Shelburne**

## **Festivals and Events Policy**

### **PURPOSE**

1. Every year, the Municipality receives more grant requests than it can fund. The aim of this policy is to share available resources throughout the Municipality and neighbouring municipalities. Grants are intended to provide modest levels of support and assistance.
2. The purpose of this policy is to provide guidelines to Council in approving financial grants given by the Municipality for festivals and events. It is the intent of this policy to enable and encourage citizen involvement in community groups and civic events.

### **OBJECTIVE**

1. The Municipality will consider providing limited financial assistance to not for profit, charitable organizations and neighbouring municipalities that advance the Municipality's overall strategic direction and that accrue significant economic, social, health and community benefits. Support may also come in the form of in-kind services or facility use.
2. To provide financial assistance to not for profit, charitable organizations and neighbouring municipalities that coordinate and implement festivals and events.
3. To define eligibility and to establish criteria to be used to evaluate each request.

### **CRITERIA**

1. In addition to the information provided in the completed grant application form, the following criteria shall be considered when reviewing festival and event applications to determine whether it should be referred to the Municipality's Tourism Account:
  - a. The level of responsibility of the Municipality to provide funding;
  - b. The mandate of the organization and how it affects the citizens of the Municipality and the greater community;
  - c. The length of the festival or event;

- d. The length of time the festival or event has been held; the minimum being 10 years;
  - e. The festival or event's operating budget;
  - f. The requested amount; and
  - g. Other potential support.
2. The Municipality cannot guarantee funding levels from year to year. In order to ensure that consideration for financial support is given in the next fiscal year, another request for funding must be submitted.
  3. Preference will be given to festivals and events that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

### **GRANT REVIEW PROCESS**

The deadline to receive festival and event requests is January 31<sup>st</sup>. Late requests shall only be reviewed after applications received by the deadline have been processed.

#### *Application submission:*

1. All applications must be submitted using the grant application form provided by the Municipality.
2. Applications must be received and date stamped on or before the annual application deadline in order to be considered for a grant under this policy. It is the responsibility of applicants to ensure that applications are complete.
3. Applications received after the annual application deadline shall be considered the following year, unless there is an urgent need for funding and the request is within the annual budget allocated by the Municipality for such grants.

#### *Application evaluation:*

4. Applications shall be evaluated by the Grants Committee using the Grants Policy evaluation form as well as the criteria listed above.
5. All applicants shall be notified in writing of Council's decision on a grant application. There shall be no appeal process.

#### *Post-grant reporting:*

6. At the end of the project or by the end of the Municipality's fiscal year, whichever comes first, grant recipients must submit a report and/or financial statement to the Municipality.
7. Organizations who fail to report on a grant received from the Municipality shall be ineligible for further funding until the conditions of funding are satisfied.

**GENERAL CONDITIONS**

1. Grants may be awarded with certain terms and conditions. The letter of award shall state if any particular restrictions apply to the grant. Funding may be revoked for failure to comply with the terms and conditions stipulated in the letter of award.
2. Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.
3. The festival or event receiving a grant under this policy must recognize the Municipality as a sponsor.
4. Approvals for financial assistance under this policy shall be at the discretion of Council.

Clerk’s Annotation For Official Policy Book

Date of Notice to Council Members of Intent to Consider

(7 days minimum):

Date of Passage of Policy:

\_\_\_\_\_  
Penny Smith, Municipal Clerk

\_\_\_\_\_  
Date

