



**GRANTS TO ORGANIZATIONS**

**POLICY PURPOSE**

21.1 Intent:

It shall be the policy of the Municipality of the District of Shelburne to have a standard process for providing grants to community non-profit organizations and charities. The aim is to share available resources throughout the Municipality by supporting volunteer, community-based organizations at modest levels. The Municipal Grants Program will balance on-going need with a rotation of new applicants annually.

**POLICY DETAILS**

21.2 Categories:

- a. Operating Grant – an organization may apply for an operating grant to provide programs and/or services (excluding salaries and wages) and is eligible to apply for up to 50% of the total project costs to a maximum of \$5,000 annually (most operating grants fall within the \$500 - \$1,000 range).
- b. Capital Grant – an organization may apply for a capital grant to make a capital purchase or undertake a capital project and is eligible to apply for up to 70% of the total project costs to a maximum of \$2,500 annually.

21.3 Eligibility Criteria:

- a. Applicants must be incorporated under the Societies Act or similar Act and must be in good standing with the Registry of Joint Stock Companies or be affiliated with an organization that meets those requirements.
- b. Applications must be received by January 31<sup>st</sup> or the last working day in January of each year for funding consideration in the next fiscal year.
- c. Written applications must be submitted on the attached Application Form. Electronic applications must be submitted through our website.
- d. Applicants must be in good standing with the Municipality (no outstanding reports or payments).
- e. Only one application can be submitted per organization per funding year.
- f. Applicants must own the property/facility for which the application is submitted or alternatively have a minimum 10 year lease (if applicable).
- g. Applicants must show that they have the ability to contribute the remaining funds to complete the proposed program, project or service (50% for operating, 30% for capital).

- h. Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project or service.
- i. Upon completion of the project or by March 31<sup>st</sup> of the grant year, whichever comes first, a report including a financial statement and receipts must be submitted to the Municipality.

#### 21.4 Evaluation:

- a. Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.
- b. Types of grants approved may include:
  - i. Community based organizations
  - ii. Recreation, arts & culture and/or heritage programming
  - iii. Property and facilities development, upgrades and maintenance
  - iv. Leadership development
  - v. Historic conservation projects
  - vi. Community festivals and events
  - vii. Lighthouses and museums

#### 21.5 Process:

- a. Applications are reviewed by the Grants Committee for eligibility and evaluation, then a preliminary list of recommended grants is developed.
- b. Grants Committee submits the list of recommended grants to Council for discussion and final approval.
- c. Council determines a budget for the Municipal Grants Program during municipal budget deliberations.
- d. All applicants are notified of Council's decision after the municipal budget is passed.

#### 21.6 Funding:

- a. Grant funds will be released upon notification from the applicant that the funds are ready to be received.
- b. Grants \$500 or less will be provided in full to the applicant upon notification.
- c. Grants over \$500 will be provided in two separate installments: 80% will be provided upon notification that funds are ready to be received and the remaining 20% will be provided upon notification that the project, program or service is complete and the Final Report has been submitted.

### **REPEAL**

- 21.7 "Grants Policy" adopted by Council of the Municipality of the District of Shelburne on the 19<sup>th</sup> day of June, 2012, is hereby repealed.

**THIS IS TO CERTIFY** that the Council of the Municipality of the District of Shelburne duly passed the policy respecting Rules of Order on the \_\_\_\_ day of \_\_\_\_\_.

**SIGNED** this \_\_\_\_\_ day of \_\_\_\_\_, 2016

\_\_\_\_\_

WARDEN

\_\_\_\_\_

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: \_\_\_\_\_

Effective Date: \_\_\_\_\_

**MUNICIPALITY OF SHELburnE - GRANTS TO ORGANIZATIONS**

**APPLICATION FORM**

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NS REGISTRY OF JOINT STOCKS NUMBER: \_\_\_\_\_

FEDERAL CHARITABLE STATUS NUMBER: \_\_\_\_\_

If you do not have either of the above numbers, provide the name and contact information of the organization that you are affiliated with: \_\_\_\_\_

**1. PLEASE IDENTIFY THE TYPE OF GRANT YOU ARE APPLYING FOR AND INDICATE THE AMOUNT:**

OPERATING GRANT \$ \_\_\_\_\_

CAPITAL GRANT \$ \_\_\_\_\_

**2. PLEASE LIST ALL SUPPORT FOR THIS PROJECT/PROGRAM/SERVICE THAT HAS BEEN APPLIED FOR (monetary and in-kind):**

<b>FUNDING BODY</b>	<b>REQUESTED</b>	<b>CONFIRMED</b>
<b>FEDERAL GOVERNMENT</b> (List Dept/Agency)	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>PROVINCIAL GOVERNMENT</b> (List Dept/Agency)	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>MUNICIPAL GOVERNMENT</b>	\$	\$
	\$	\$
	\$	\$
	\$	\$
<b>OTHER FUNDERS</b>	\$	\$
	\$	\$
	\$	\$
	\$	\$

**3. PLEASE IDENTIFY THE COMMUNITY, AREA AND/OR GROUP(S) YOUR ORGANIZATION SERVES:**

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**4. PLEASE DESCRIBE YOUR ORGANIZATION'S SPECIFIC PROJECT/PROGRAM/ SERVICE (if additional space is required, please attach a separate sheet):**

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**5. PLEASE DESCRIBE THE BENEFITS YOUR PROJECT/PROGRAM/SERVICE WILL PROVIDE TO THE COMMUNITY AND/OR MUNICIPALITY:**

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**9. SUBMISSION:**

**MAIL:** MUNICIPALITY OF THE DISTRICT OF SHELBURNE

GRANTS PROGRAM

PO BOX 280

SHELBURNE, NS

B0T 1W0

**EMAIL:** [adedrick@municipalityofshelburne.ca](mailto:adedrick@municipalityofshelburne.ca)

**DROP OFF:** 136 HAMMOND STREET, SHELBURNE, NS

**ONLINE:** [www.municipalityofshelburne.ca/grants-to-organizations.html](http://www.municipalityofshelburne.ca/grants-to-organizations.html)

**APPLICATION DEADLINE:**

January 31<sup>st</sup> or the last working day of January.