Policy 21

GRANTS TO ORGANIZATIONS

POLICY PURPOSE

21.1 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, charities and athletes.

21.2 The Municipality recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic and/or recreation programs, facilities and events to the benefit of Municipal residents. The Municipal Grants to Organizations Program will balance on-going need with a rotation of new applicants annually.

AUTHORITY

21.3 Authority is provided under Sections 2, 47, 48(3) and 65C, Municipal Government Act, as amended.

POLICY DETAILS

21.4 Categories:

a) **Operating** – See Schedule A for Application Form
To help with an organization's annual operating costs.

b) **Capital** – See Schedule A for Application Form
To help with the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility, and/or equipment.

c) **Community Events** – See Schedule A for Application Form
To encourage new or to expand existing events that create a positive economic impact for the Municipality. The grant is to support operating, marketing, or promotional expenses for events that will attract visitors to the area.

d) **Partnership Support** – See Schedule B for Application Form
Operating partnerships for essential services.

e) **Elite Athlete Travel** – See Schedule C for Application Form
To help elite athletes who reside in the Municipality of Shelburne with travel costs when competing at National or International events.

f) **Youth Travel** – See Schedule C for Application Form
To help Municipality of Shelburne youth (18 years & under) with travel costs when competing in provincial, national or international competitions in community organized, non-school related, sporting or cultural events.

g) **Sponsorship Ad/Donation of Prize(s) Request** – See Schedule D for Application Form
To help support promotional publications for non-profit organizations' projects, events or initiatives, or to supply prize(s) to enhance the project, event or initiative.

21.5 General Information:

a. The Municipality reserves the right to deny any application believed not within its mandate.
b. All proposed work must follow Municipal, Provincial and Federal regulations.
c. Applicants who have previously received funding should not assume annual approval of funding applications. Applications are subject to evaluation and approval each fiscal year.
d. The municipality will publish to the public a list of recipients of grants and the amounts given as stated in Section 65C of the Municipal Government Act.
e. It is a priority of the Municipality to support organizations, programs, events and services that are open and accessible to all persons.
f. Grant funds awarded must be spent in the fiscal year you are applying for.
g. Operating and Events Grants – 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
h. 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.
i. Elite Athlete and Youth Travel Grants – funding levels will be determined based on the level of competition, Provincial $250, National $500 and International $750.
j. Partnership Support – funding amounts will be determined by funding formula with all partners. A presentation to Council will be required.

21.6 General Criteria:

a. Organization is 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. Application is received by the deadline provided in the associated attached Schedule for funding consideration in the next fiscal year.
c. Application was submitted on the attached Schedule Application Forms.
d. Application is complete and has enclosed all requested documentation.
e. Applicant must be in good standing with the Municipality (no outstanding reports).
f. Applicant must show financial need.
g. Applicant is seeking funding from the Municipality they are physically located in, if the organization is outside of the Municipality of Shelburne. If denied funding from your Municipality, details may be required.

h. Applicant provided details of how they will recognize the Municipality's contribution.
i. The organization shows long-term financial sustainability.
j. Fire Departments, school organizations and religious institutions are not eligible for funding under this Policy.
k. The organization has demonstrated the estimated percentage of users from the Municipality.
l. Only one application can be submitted per organization per funding year.
m. For capital funding requests, applicants must own the property/facility for which the application is submitted or alternatively have a minimum 10-year lease (if applicable).
n. Upon completion of the project or by March 31st of the grant year, whichever comes first, a final report including a financial statement, proof of recognition for contribution and receipts must be submitted to the Municipality.

21.7 Process:

a. Grant applications for the following categories are reviewed by the Grants Committee for eligibility and evaluation, then a preliminary list of recommended grants is developed and submitted to Council for discussion and final approval:
    i. Operating
    ii. Capital
    iii. Community Events
    iv. Partnership Support
b. Council determines a budget for the Municipal Grants Program during municipal budget deliberations.
c. All applicants are notified of Council's decision after the municipal budget is passed.
d. Grant applications for the following categories are reviewed by the Grants Committee for eligibility. Recommended grant amounts are submitted to the CAO for approval:
    i. Elite Athlete Travel
    ii. Sponsorship Ad/Donation of Prize Request
    iii. Youth Travel
e. A list of approved grants will be updated and provided to Council immediately upon approval.

REPEAL

21.8 "Grants Policy" adopted by Council of the Municipality of the District of Shelburne on the 19th 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 23rd day of October 2017.

SIGNED this 19th day of December, 2016 24

Tony Smith

WARDEN

W. Macleod

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: December 11, 2024

Effective Date: December 11, 2024