

STAFF REPORT

TO: Shelburne Municipal Council

FROM: Val Kean, Community Development Coordinator

APPROVED BY: Trudy Payne, Chief Administrative Officer

DATE: November 23, 2020

SUBJECT: 2020/2021 Grants to Organizations Recommendation

ORIGIN

Each year the Municipality receives funding requests from organizations for the Grants to Organizations program.

RECOMMENDATION

It is recommended to Council:

THAT the Municipality of the District of Shelburne approve the recommended capital grant of \$1,000 to Shelburne County Society for the Rescue of Cats & Kittens, to come from the 2020/2021 Grants to Organization, GL# 00-21950-791

BACKGROUND

The Grants to Organizations application deadline was January 31st and all applications had to include a recent financial statement and budget. Applicants were required to be incorporated and in good standing with the Registry of Joint Stocks Companies or be affiliated with an organization that meets those requirements. Grant categories include an Operating Grant (programs/services/events) 50% of costs up to a maximum of \$5000 and a Capital Grant (facility repairs/equipment) 70% of costs up to a maximum of \$2,500. Applications are accepted in paper form and through the online application on the Municipal website.

Applications are reviewed by the Grants Committee for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, sound business practices, efficient use of resources and inclusion of required documents (financial statement/budget).

DISCUSSION

Staff have received a re-submitted Grant application from Shelburne County Society for the Rescue of Cats & Kittens for operating funds. During the initial grant review process, in February 2020, the Shelburne County Society for the Rescue of Cats & Kittens did not have charitable society status and did not submit a required financial statement for review. Since being notified that their application was denied, the group has fulfilled the registration and financial statement requirement and requests their application be re-considered.

A total of \$63,250 was approved in the Municipality's 2020/2021 Operating Budget for Grants to Organizations. At the May 19, 2020, meeting Council approved the review of 37 grant applications, totaling \$60,240. Due to the current COVID-19 situation, many organizations that received grant approval from the Municipality have declined funding as their events or activities been cancelled for 2020, leaving a total of \$13,072.50 in remaining Grant funds. On September 14, 2020, Council approved an additional grant in the amount of \$1,000.

BUDGET IMPLICATIONS

The amount of \$1,000 will be taken from the Grants to Organization GL# 00-21950-791, leaving \$11,072.50 for consideration of further request throughout the 2020/2021 fiscal year.

ATTACHMENTS

1. Grants to Organizations Policy



Policy 21

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 31st 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 31st 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 19th day of June, 2012, is hereby repealed.