

## MUNICIPALITY OF THE COUNTY OF ANTIGONISH

**TOPIC:** Grants for Community Non-Profit Organizations Policy  
**POLICY NUMBER:** 36  
**DATE APPROVED:** January 21, 2014  
**DATE REVISED:**

### TITLE:

This Policy may be cited as the “Community Grants Policy” of the Municipality of the County of Antigonish.

### PREAMBLE:

The Community Grants Policy will provide guidance to Municipal Council in approving grant requests from community non-profit organizations as part of its annual budget process. This policy is designed to encourage public involvement in community groups and civic events, while creating a framework for the fair and transparent disbursement of public funds.

### POLICY:

#### 1. Purpose

- 1.1. The Municipality of the County of Antigonish (the Municipality) has created the Community Grants Policy to identify the process, terms and criteria that will be used to consider grants to community, non-profit organizations.

#### 2. Definitions

- 2.1. “*Community organization*” shall mean an organization that is either incorporated as non-profit or a registered charity.

#### 3. Budget and Allocation of Grants

- 3.1. On an annual basis, the Municipality shall identify an amount to be allocated for grants to community organizations.
- 3.2. Grants shall be considered on an individual basis and may vary by organization and year depending upon the financial resources available to the Municipality to make such financial commitments.

3.3. All grant applications shall be considered as part of Council's annual budget process and allocations shall be included in the Municipality's annual operating budget. Funding requests are considered for one fiscal year at a time.

3.4 Approvals for financial assistance under this policy shall be at the discretion of the Municipal Council.

#### **4. Application Process**

4.1. The deadline for grant applications for the April 1 – March 31, 2014-15 fiscal year will be March 31, 2014. The deadline for grant applications for all following fiscal years will be March 15 of the preceding fiscal year.

4.2. Only one application per community organization may be submitted in each fiscal year.

4.3. All applications for grant funding shall include:

4.3.1. A cover letter detailing the organization's mandate, the communities served, the intended use of municipal funding and the benefits this use will have for the community, and any financial assistance the organization receives from the County of Antigonish, the Town of Antigonish and the provincial and federal governments;

4.3.2. Proof of current registration as a non-profit or charitable organization;

4.3.3. Most recent financial statements, which indicate all revenue sources for the organization; and

4.3.4. A budget for the upcoming fiscal year compared against actual or projections for the current fiscal year.

4.4. Incomplete applications will not be considered for funding.

4.5. All applications from sport or recreation-based organizations shall be referred to the Municipal Recreation Director.

4.6. Municipal staff may request further information as required.

4.7. Council may wish to schedule a meeting to hear from grant applicants.

4.8. Final decisions on grants will be made upon approval by Council of the Municipality's annual operating budget.

4.9. Applicants shall be notified in writing of Council's decision. There shall be no appeal process.

## **5. Funding Conditions**

- 5.1. Any funding approval that is contingent on certain terms and conditions shall be communicated to the applicant in writing with an associated timeline to satisfy said terms and conditions.
- 5.2. Funding may be revoked for failure to comply with the terms and conditions stipulated.
- 5.3. Funding may be revoked should there be a misappropriation of funds, failure to report when requested under section 5.1, or misrepresentation by the receiving organization.
- 5.4. Any community organization that receives grant funding from the Municipality shall recognize the Municipality as a sponsor.

## **6. Post Grant Reporting**

- 6.1. Municipal Council may require any recipient of grant funding to confirm that the funds received were used as described in the grant request that was approved by Council.

## **7. Criteria**

- 7.1. Only community organizations are eligible to apply for a grant.
- 7.2. Funding applications from religious organizations are not eligible.
- 7.3. Applicants are required to submit quotes for capital improvements for projects that exceed \$5,000.
- 7.4. Priority will be given to community organizations that provide programs or services within the County, or to a significant number of County residents.
- 7.5. All grant applicants shall demonstrate financial need to receive funding and active fundraising efforts.

## **8. Publishing of Grant Recipients:**

- 8.1. The Municipality shall publish annually a list of grants or contributions made to community organizations.

## **9. Previous Policies:**

- 9.1. Any previous policy of the Municipality concerning the allocation of grants to community based non-profit groups is hereby repealed.