

MUNICIPALITY OF THE COUNTY OF  
**ANTIGONISH**

<b>TOPIC:</b>	<b>Community Partnership Grants Policy</b>
<b>POLICY NUMBER:</b>	<b>36</b>
<b>DATE APPROVED:</b>	<b>January 21, 2014 (#2014-005) (As “Grants for Community Non-Profit Organizations Policy”)</b>
<b>DATE REVISED:</b>	<b>February 16, 2016 (#2016-020) (As “Community Partnerships Grants Policy”)</b> <b>March 20, 2018 (#2018-043) – Adding Elective Travel Assistance Grants for a one-year trial</b>

**TITLE:**

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

**PREAMBLE:**

The Municipal Government Act (1998), Part IV, Section 65, provides the broad framework within which policies authorizing the expenditure of public monies are developed. The Municipality of the County of Antigonish has created the Community Partnership Grants Policy to inform the intake, consideration and awarding of public funds to community organizations that apply to the Municipality of the County of Antigonish for financial assistance under any established grant categories. This policy is designed to encourage involvement in community groups and civic events, while creating a framework for the fair and transparent disbursement of public funds as authorized by section 65 (au) of the Municipal Government Act.

This policy is intended to direct members of Council and staff in the appropriate expenditure, record-keeping and reporting of expenses related to Grants.

**POLICY:**

**1. Definitions**

- 1.1. **‘Application’** shall mean the formal application form developed by the Municipality, specific to the grant program from which funds are being sought.
- 1.2. **‘Community organization’** shall mean an organization that is either incorporated as non-profit or a registered charity as defined by the Canada Revenue Agency, or is a group that is not incorporated but has an executive, membership and a proven reputation.
- 1.3. **‘Grant’** shall mean an award of financial or in kind assistance by the Municipality to an eligible organization with no expectation that the funds will be paid back; does not include monies transferred as part of a contract for service.
- 1.4. **‘Municipality’** shall mean the Municipality of the County of Antigonish
- 1.5. **‘Municipal Council’** shall mean the Council of the Municipality of the County of Antigonish

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## **2. General**

- 2.1. It is the policy of the Municipality of the County of Antigonish to consider, within its financial capacity, financial support to community organizations that provide programs, services or activities that enhance the quality of life for residents of the Municipality.
- 2.2. In general, grant applicants should not expect the Municipality to be the sole source of project funding. The Municipality is interested in ensuring that groups have other sources of funding or external partners to support the project. In certain cases the Municipality may make Municipal contributions contingent on other levels of government support or partnerships.

## **3. Budget and Allocation of Grants**

- 3.1. 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.
- 3.2. On an annual basis, Municipal Council shall identify an amount to be allocated for community grants & sponsorships.
  - 3.2.1. The amount identified by Municipal Council shall not be greater than four percent (4%) of tax revenue for general municipal purpose minus mandatory contributions.
- 3.3. Funding requests for grants are considered for one fiscal year at a time.
- 3.4. Approvals for Development, Capital and Operating Grants under this policy shall be given by Municipal Council.
- 3.5. Approvals for Travel Assistance and Leadership Grants under this policy shall be administered by the Recreation Department.

## **4. Funding Conditions**

- 4.1. 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.
- 4.2. Funding may be revoked for failure to comply with the terms and conditions stipulated.
- 4.3. Funding may be revoked should there be a misappropriation of funds, failure to report when requested, or misrepresentation by the receiving organization.
- 4.4. Any community organization that receives grant funding from the Municipality shall recognize the Municipality as a partner (where applicable).

## 5. Criteria

### 5.1. Basic eligibility requirements for all grants

#### 5.1.1. Applications will be accepted from groups that:

- Have submitted complete applications by the deadlines;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, **OR**
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

#### 5.1.2. Applications will not be accepted from:

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

5.2. Priority will be given to community organizations that provide programs or services within the Municipality, or to a significant number of residents of the Municipality.

5.3. All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues fundraising etc.)

## 6. Accountability

6.1. Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the provisions set out in this policy.

6.2. The objectives and criteria specific to each grant program shall identify the purpose of the grant program. See schedules A to E.

6.3. In some cases, Council may delegate the responsibility for awarding grants to municipal staff.

## 7. Post Grant Reporting

7.1. The Municipality 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 Municipal Council by requesting a follow-up report.

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

8.1. The Municipality shall publish annually a list of grants or contributions made to community organizations as required under Section 65 (au) of the Municipal Government Act.

## **9. Application Process for Development, Capital, and Operating Grants**

9.1. The deadline for grant applications shall be identified annually.

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

9.3. All applications for grant funding may include:

9.3.1. Completed application form

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

9.3.3. If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted with the application.

9.3.4. Most recent financial statements or Treasurer's Report

9.3.5. A budget outlining expenses and revenues for the proposed project, program or service.

9.4. All development, operating and capital grant applications received throughout a current year will be referred to the budget process of the next fiscal year.

9.5. Incomplete applications will not be considered for funding.

9.6. Municipal staff may request further information as required.

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

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

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

## **10. Application Process for Travel Assistance & Leadership Development**

10.1. Applications for Travel Assistance and Leadership Development will be considered on an ongoing basis.

10.2. All applications for grant funding shall include:

10.2.1. Completed application form

10.2.2. Application form must be submitted at least two weeks prior to the event taking place.

## **11. Previous Policies**

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

**12. Community Partnership Grant Categories**

12.1.	Development Grants	Schedule A
12.2.	Operating Grants	Schedule B
12.3.	Capital Grants	Schedule C
12.4.	Recreation, Sport & Culture Travel Assistance Grants	Schedule D
12.5.	Leadership Development	Schedule E
12.6.	Elective Travel Assistance	Schedule F

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## **SCHEDULE A – DEVELOPMENT GRANTS**

### **OBJECTIVE:**

To provide one time financial support to fund or sponsor an event, program, project or activity that enhances, supports, promotes, informs/educated, celebrates, preserves and/or provides access to:

- a. Arts/Culture/Community Heritage
- b. Community Beautification/Environmental Sustainability
- c. Community Health and Wellness
- d. Youth/Seniors Supports
- e. Tourism/Economic Development

### **CRITERIA:**

Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted complete applications by the deadlines;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, OR
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

Applications will not be accepted from:

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Priority will be given to community organizations that provide programs or services within the County, or to a significant number of County residents.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues, fundraising etc).

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## **SCHEDULE B – OPERATING GRANTS**

### **OBJECTIVE**

1. To provide grants to community groups and organizations that have a mandate to deliver an ongoing service or program that is generally delivered by a municipality, or complements a service being offered by the Municipality of the County of Antigonish.

### **CRITERIA:**

#### Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted complete applications by the deadlines;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, OR
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

Applications will not be accepted from:

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Priority will be given to community organizations that provide programs or services within the County, or to a significant number of County residents.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues, fundraising etc.)

Operating grants are not intended to support permanent full-time staff salaries or wages.

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## **SCHEDULE C – CAPITAL GRANTS**

### **OBJECTIVE**

1. To provide one-time support for the purchase of property, the construction of a facility, remodeling, expansion of a facility; or purchase of equipment.
2. Council may consider a multi-year funding option for a capital grant

### **CRITERIA:**

#### Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted complete applications by the deadlines;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, OR
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

Applications will not be accepted from:

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Priority will be given to community organizations that provide programs or services within the County, or to a significant number of County residents.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues, fundraising etc.)

Applicants are required to submit quotes for capital improvements for projects that exceed \$5,000.

Applicants must hold the deed/lease to the property/facility or acceptable alternative (if relevant).



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## **SCHEDULE D – RECREATION, SPORT, AND CULTURAL TRAVEL ASSISTANCE GRANTS**

### **OBJECTIVE**

1. To provide travel assistance to youth teams, clubs, or organizations travelling to sport or cultural competitions/tournaments outside of Antigonish County.
2. To provide travel assistance to local youth who have been selected as members of a provincial or national team.

### **CRITERIA:**

#### Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted complete applications at least two (2) weeks prior to the travel date(s) or as soon as they find out they have been selected.
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status or is a group that is not incorporated but has an executive, membership and a proven reputation.
- Apply on behalf of an individual(s) who are members of their organization.

Applications will not be accepted from:

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Youth is defined as an individual who is 18 years of age or younger and a resident of the Municipality of the County of Antigonish. Applicants must have competed in a competitive event or activity and qualified to compete at the next level of completion.

The next level of competition must be at the provincial, eastern Canadian or national level, or higher and recognized as such by the governing body specific to each discipline. (Examples include but not limited to Provincial Sport Governing Body, National Sport, Governing Body, Scotdance Canada, and Nova Scotia School Athletic Federation.)

Invitational tournaments are not eligible for funding.

The tournament/competition site must be 100km or more from the team, club or organizations home base in Antigonish.

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## **SCHEDULE E – LEADERSHIP DEVELOPMENT GRANTS**

### **OBJECTIVE**

To provide travel assistance to youth travelling to workshops and conferences which are leadership based or educational in nature.

### **CRITERIA:**

Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted complete applications at least two (2) weeks prior to the travel date(s) or as soon as they find out they have been selected.
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status or is a group that is not incorporated but has an executive, membership and a proven reputation.
- Apply on behalf of an individual(s) who are members of their organization.

Applications will not be accepted from:

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Youth is defined as an individual who is 18 years of age or younger and a resident of the Municipality of the County of Antigonish.

Applicants must have gone through a selection process and selected by the host organization/team as a participant or team member.

## **SCHEDULE F – ELECTIVE TRAVEL ASSISTANCE GRANTS**

### **OBJECTIVE**

To provide travel assistance to youth teams, clubs, or organizations for elective travel for sports, cultural or educational purposes outside of the Maritimes.

### **CRITERIA:**

#### Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted complete applications at least two (2) weeks prior to the travel date(s) or as soon as they find out they have been selected.
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status or is a group that is not incorporated but has an executive, membership and a proven reputation.
- Apply on behalf of an individual(s) who are members of their organization.

#### **Applications will not be accepted from:**

- Individuals;
- For-profit businesses;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Youth is defined as an individual who is 18 years of age or younger and a resident of the Municipality of the County of Antigonish.

If there are 3 or more individuals applying for the same trip/event, the individuals **MUST** apply as a group.

The event site must be outside of the Maritime Provinces to be eligible for funding.