

MUNICIPALITY OF THE COUNTY OF ANNAPOLIS POLICY AND ADMINISTRATION MANUAL	AM - 1.4.9
Section MUNICIPAL SERVICES	Subject Community Grants Policy

1. This program governs grants to community organizations and charities.
2. Enacted pursuant to Section 65, *Municipal Government Act*, as amended.
3. Subject to annual review and at the discretion of Municipal Council, the general operating budget shall annually provide for grants to community organizations and charities. Total funding shall be determined by Council on an annual basis and shall not normally exceed .8 percent of the taxes for general municipal purposes levied by the municipality for that year.

4. ELIGIBILITY

- a) The following organizations may submit an application for a community grant:
 - non-profit organization (under specific acts as identified within Subsection 65 (au) of the *Municipal Government Act*);
 - non-profit society (Nova Scotia Registry of Joint Stocks); or
 - registered Canadian charitable organization (Canada Revenue Agency).
- b) Only **one application** per organization can be submitted under this policy in each funding year.
- c) Applications are evaluated on the proposed project or service, not the sponsoring organization.
- d) No project / initiative shall be considered for funding beyond three consecutive years.
- e) The County reserves the right to deny any application deemed not within its mandate.
- f) The deadline for grant applications is **March 1st**. Applications received after this date will be evaluated subject to available funds remaining in the program.
- g) The County of Annapolis will not consider requests for which there are general (mass) appeals or marketing campaigns.
- h) Each application received shall be reviewed by staff to ensure it meets the eligibility criteria prior to being submitted to Municipal Council for their consideration to approve grant funding.

5. FUNDING CATEGORIES

Applications shall be considered for funding under the following categories:

- a) **Community Programs Assistance Fund** – to provide funds to non-profit community organizations to initiate or develop programs which support the delivery of municipal services or provide services to enhance community well-being and the quality of life. Grant awards are normally in the \$500 to \$1,000 range. Maximum assistance shall be up to 50% of the annual program cost to a maximum of \$2,000. Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of the program. No organization may receive funding for more than one program within any fiscal year. [MGA § 65 (au)].

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b) **Marketing and Promotion Partnership Programs** – to provide funds to non-profit societies to advertise or promote business, industrial and tourism opportunities in the county. Priority shall be given for initiatives which:

- are in keeping with the strategic goals of the municipality;
- provide a substantial regional benefit; and
- promote and support meaningful partnerships and linkages within the community.

Maximum grants shall not normally exceed \$5,000. [MGA § 65 (l) and (ah)]

c) **Community Heritage Grants for Lighthouses and Museums** – to provide funds to non-profit or charitable organizations to:

- preserve, protect or rehabilitate lighthouses in the County of Annapolis;
- protect or promote the heritage and culture of the County of Annapolis; or
- leverage senior government funding for heritage and cultural initiatives.

Maximum grants shall not normally exceed \$500. [MGA § 65 (au)]

d) **Community Halls and Centres Assistance Program** – to provide funding to non-profit / charitable organizations or to trustees for property held for public use, to assist with:

- capital maintenance or repairs;
- facility upgrade or development;
- installation or replacement of fixtures, appliances or equipment;
- leverage of senior government funding.

The facility must be used for activities of a recreational, educational, environmental, cultural, community, or social nature and accessible for use by the general public. Religious sanctuaries, schools or facilities that are not available to the general public are not eligible to apply. Maximum grants shall not normally exceed \$1,200. At the discretion of Municipal Council, a facility may be eligible for a grant of up to \$2,400 if it exceeds 2,000 square feet in size. [MGA § 65 (ah)]

Trails Assistance Program – to provide funding to established trails organizations to develop and operate public trails to serve the needs of all residents within the County of Annapolis. Eligible funding projects shall include capital projects relating to development, operation or maintenance of trails. Although no specific project may be funded in excess of three (3) years, trails organizations are encouraged to develop a long term strategic plan relating to capital projects for which specific phases may be considered for annual funding. Maximum grants shall not normally exceed \$5,000 per year. [MGA § 65 (ag)]

e) **Capital Projects Assistance Program** – Requests shall be considered for the following categories:

- **Small Project Matching Grants** - Eligible applications include initiatives that demonstrate significant benefit to the region or a high degree of creativity, innovation, unique appeal or benefit, as determined by the council. Awards are one-time grants and shall not normally exceed \$5,000. Grant approval shall require proof of matching funds in cash and/or “in kind” contribution by the applicant. [MGA Section 65-various]

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- **Large Capital Pledge Grants** - Applications shall only be considered for capital projects for facilities, programs and/or services the municipality would or might otherwise provide. Eligible capital expenditures shall be consistent with the accounting principles and requirements applicable to municipalities. Awards are one-time capital grants and shall not normally exceed \$25,000. The municipality may pay capital pledge grants over two or more fiscal years, subject to the availability of funds as determined by the council. The grants are considered a contribution to non-owned assets which are made from operations and may be funded by a transfer from the operating reserve. [MGA Section 65-various]

6. EVALUATION

- Each application received shall be reviewed by appropriate staff (generally the Manager of Recreation Services and / or the Economic Development Officer) to evaluate and make recommendations to Municipal Council in regard to the grant requests received.
- The following criteria will serve as a guide for the evaluation of grant applications:
 - Program/Service Obligation ~ supports a service delivered by the Municipality.
 - Public Need/Benefit ~ service or program is broad based and all residents will derive a benefit versus special interest group needs and benefit to specific residents.
 - Financial Need ~ application demonstrates financial need and identifies all other grants and fundraising activities. Copies of most recent Financial Statements and the current year's budget should accompany the request.
 - Quality of Life ~ service or program enhances the quality of life of residents.

7. GRANT APPROVAL / ALLOCATION SCHEDULE

- The following grant budget allocation schedule will be followed:
 - 60% - normally approved and allocated as part of the annual budget consideration in May of each year
 - 30% - approved and allocated on an "as needed or requested" basis
 - 10% - reserved as a contingency for unanticipated requests

Municipal Clerk's Annotation for Official Policy Book	
I certify that this policy was adopted by Municipal Council as indicated below:	
<i>Seven (7) Day Notice</i>	December 13, 2011
<i>Council Approval</i>	December 20, 2011
<u>Carolyn Young</u>	<u>December 20, 2011</u>
Municipal Clerk	Date
At <u>Annapolis Royal</u> Nova Scotia	

Municipality of the County of Annapolis
Grant Application Form

Check Type of Grant You are Applying for:

- Community Programs Assistance Fund
- Marketing and Promotion Partnership Programs
- Community Heritage Grants for Lighthouses & Museums
- Community Halls and Centres Assistance Program
- Trails Assistance Program
- Capital Projects Assistance Program

1) Name of organization: _____

2) Contact Person (name): _____ Position in the organization: _____

Mailing address: _____

Postal Code: _____ Telephone number: _____ CELL: _____

E-mail: _____ FAX: _____

3) **Organization Executive:**

Please attach a list of the Executive of your organization, (i.e. President, Vice President, Treasurer & Secretary)

4) **Constitution or Bylaws:**

Please ensure that the County has been provided with an up-to-date copy of your constitution or bylaws

NS Registry of Joint Stock Number: _____ Federal Charitable Status Number: _____

5) **The Project:** Briefly explain the project or program for which funding is being requested, including the goals and objectives
(You may attach additional information to the back of the application if more space is required)

Will any new programs or projects be started as a result of this grant?

Yes No Please explain: _____

If you are applying for funding for a community hall or community centre, does the size of your facility exceed 2,000 square feet?

Yes No

6) **Financial information** - Please provide the following:

Amount Requested from the County \$ _____

12-month Project / Program Budget

- all projected sources of revenue for the project, including "in-kind" volunteer contributions if appropriate
- all projected expenses to initiate the program or complete the project

Copy of most recent financial statements for the organization including Statement of Income and Balance Sheet

- if statements are not available at the time of application, please indicate the date by which a copy will be provided

I certify that the information supplied in this application is, to the best of my knowledge, exact and complete, and that the project has received the approval of the organization I represent.

Date: _____ Signature: _____

Mailing address: _____ Title: _____

If you require assistance, please phone 902-532-2331 or forward and email to: dcampbell@annapoliscounty.ns.ca