

Corporate Policies and Procedures			
<b>DEPARTMENT:</b> Finance			<b>POLICY #:</b> 4-09
<b>POLICY:</b> Municipal Grant Policy			
<b>DATE:</b> May 16, 2024 By-Law 27-2024	<b>REV. DATE:</b>	<b>COVERAGE:</b> All Departments	<b>PAGE #:</b> 1 of 11

**1.0 Policy Statement**

The Township of Greater Madawaska is committed to supporting various community organizations and groups as they provide important programs, activities, and events to the residents of the municipality. These programs and services enhance the life experience of citizens.

**2.0 Definitions**

**“Community Organizations”** – means residents, ratepayers, service clubs, agencies, organizations, schools, sports organizations, and groups sharing a common interest.

**“Municipal Grants”** – means monetary awards as well as an estimated value that is determined for in-kind contributions which involve an expense or the foregoing of revenue for the Municipality.

**“Services Benefiting the Municipality”** – means charitable community services, artistic endeavors, specific cultural and heritage activities, programs that improve the health and wellbeing of the community, programs that encourage participation in organized athletic activities, services or events directed for youth and older adults, public safety enhancement services and environmental services.

**“Not-for-Profit Organization”** means a not-for-profit organization that provides a program, service or financial contribution primarily to the residents of the Township on a cost-recovery basis. Organizations providing benefits to their members only via membership fees are excluded from this policy (e.g. Special Interest Groups, Business Associations or Political Groups).

**“In-Kind Support”**– means a form of Municipal Grant that is provided by Council to an eligible community organization by way of in-kind contribution(s) to support a program, event, activity or service, waiver of rental fees, etc.

**“Rental Fees”** means all Municipal fees associated with the rental of a facility, inclusive of set up but excluding externally regulated fees collected by the Municipality, such as Special Occasion Permits and Insurance.

**“Programs/Events”** means an event hosted by a not-for-profit organization that provides a program, service or financial contributions primarily to the residents of the Township and is free for the public to attend.

### **3.0 Purpose**

The purpose of this grant policy is to establish eligibility requirements, expectations, as well as the application and review process involved in providing grant (financial and/or in-kind) assistance to community organizations to ensure the grant awarding process is consistent, transparent, and fair.

### **4.0 Scope**

The intent of this policy is:

- To establish a process for providing financial and/or in-kind grants to groups, community organizations that is fair and consistently applied;
- To identify criteria upon which financial and/or in-kind grant applications will be evaluated; and
- To set out the process by which the municipality will consider financial and/or in-kind grant requests.

### **5.0 Qualifications, Criteria and Conditions**

#### **5.1 Eligibility for Municipal Grant (Funding or In-Kind)**

The following criteria will serve as a guide for reviewing applications for financial and/or in-kind assistance from the Township of Greater Madawaska.

To be eligible for funding, an application for financial/in-kind support must meet the following criteria:

- a) The applicant must be a not-for-profit organization operating in the Township of Greater Madawaska.
- b) Activities and programs must occur in the Township of Greater Madawaska.
- c) The applicant must fill out an application outlining the program and how it meets the needs of the community.
- d) The applicant must demonstrate sound organizational ability.
- e) The applicant must provide financial statements as well as annual and project budgets, demonstrating good financial management. An organization must clearly demonstrate financial need or may be disqualified from funding.
- f) The applicant must complete and submit the appropriate application form a minimum of 60 days prior to their need.

## **5.2 Ineligibility**

- a) Municipal Grants cannot be used to fund/assist activities that serve only an individual versus benefiting the community at large.
- b) Organizations who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds, will not be eligible for funding until such time proper documentation is remitted and evaluated.
- c) Organizations that can operate and provide an adequate level of service without public funding and who cannot demonstrate need should not receive funding.
- d) The funding generally cannot be used in such a fashion to achieve an operating surplus that can be donated to a separate group or entity.

## **5.3 Evaluation Criteria**

All applications for municipal grants, either by way of funding or in-kind support, will be evaluated based on the following:

- a) Demonstrated need of the community organization;
- b) Overall contributions to the community as an organization;
- c) Support and promote the Township's vision, values, and strategic priorities as outlined in its Strategic Plan;
- d) Financial management of the community organization;
- e) Demonstrated support of volunteers;
- f) Demonstrated the benefit to the residents of the Township of Greater Madawaska.

## **5.4 Conditions of Assistance**

- a) All requests are subject to eligibility requirements, budget availability, facility/staff availability, and Council Approval.
- b) For in-kind requests, revenue-generating bookings may take precedence.
- c) Municipal Grants will not be provided retroactively for a program/activity, event or service, etc.
- d) Municipal Grants do not waive other mandatory requirements, such as providing satisfactory facility user liability insurance.
- e) Receipt of Grant does not guarantee funding the following or any subsequent year. Funding is on a first-come, first-serve basis.
- f) The applicant acknowledges and agrees that the Township shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the organization out of or in any way related to the approved program/event/service.
- g) If the activity/event is not completed or does not move forward, the Township reserves the right to request the return of any grant funding provided.

- h) Where applicable, the Township of Greater Madawaska must be acknowledged on promotional materials related to the funded activities/event, including but not limited to brochures, print ads, programs, posters, signage and media releases, as well as websites, e-newsletters, and social media campaigns, where possible. The Community Development Coordinator will require information from the applicant, in advance regarding what materials/electronic formats the Township's logo will be included on to ensure compliance with the Townships brand guidelines.

## **6.0 Reporting**

Each grantee shall be required to submit a final report outlining the outcome of the project/event/program as well as a final budget summary.

## **7.0 Maximum Contribution**

- a) No organization shall receive more than 25% of the overall allocated annual funding.
- b) An organization can receive more than one grant, subject to the total funding maximum.

## **8.0 Responsibility**

### **Township Clerk**

The Township Clerk and his/her designate is responsible for:

- Receiving applications for Municipal Grants
- Screening Applications with Appropriate Staff for eligibility

### **Treasurer**

The Treasurer is responsible for:

- Tracking the Municipal Grant budget and ensuring Council is made aware of the remaining budget available, with each new application that is received (if applicable).

### **Council**

Council is responsible for:

- Setting the annual budget allotment for Municipal Grant funding as part of the budget process; and
- Reviewing, approving, denying applications for Municipal Grants.