

COUNCIL POLICIES AND PROCEDURES

SECTION-G

GRANTS

SUBJECT: Community & Recreation Grants

NUMBER: G-12

AMENDED DATE: May 2, 2018

PURPOSE

The Municipality of the District of Guysborough, in an effort to recognize the importance and value of local non-profit organizations to our communities, is committed to consider, within its financial capacity, reasonable financial support to these groups within the Municipality. To this end, each year the Municipality of Guysborough offers various grant programs to local non-profit and community organizations in order to encourage recreation opportunities, enhance the community and improve the quality and quantity of community recreation programming.

POLICIES

- Authority for the provision of this grant policy are pursuant to Council's authority under Section 65 of the Municipal Government Act.
- To assist with the provision of community recreation opportunities that benefit MODG residents through a community and recreation grant program;
- To approve only one application per year per group, excluding district activity funds;
- To approve only those applications received by the appropriate deadlines and within the monetary limits set for each grant type; Late or incomplete applications will not be forwarded for consideration;

Every year the Municipality of the District of Guysborough offers various grant programs to local non-profit and community organizations. This policy provides a summary the grants currently available.

1.0 DISTRICT ACTIVITY FUND

The Councillor's District Activity Fund provides grant funding to each Councillor. The funding is dedicated to each electoral district in the Municipality of the District of Guysborough. The aim of this fund is to provide a simple, effective method of providing small grants to community groups, special events and other municipal purposes. Typically, such requests are received directly by Councillors for modest amounts in support of local fund-raising campaigns, charitable and non-profit initiatives, a special event, an amateur sports team or competition or related to municipal programs and services.

Councillor's often receive requests for help from local community groups that are either ineligible, too small or time-sensitive to be handled in an effective manner by the larger *Community Grants Program* administered under section 5.0 of this policy. Flexibility is required to address such local requests. Therefore, an amount is allocated in each year's budget for the Councillor's District Activity Fund. A specified amount is allocated to each Councillor.

TERMS:

In general, contributions made under the Councillor's District Activity Fund focus on local activities related to recreation, social welfare, culture, charitable fund-raising by a recognized institution or duly registered community group, community and civic events, an amateur sports club or sports event, environmental protection or a community beautification project, and community-based educational initiatives.

In all cases, the grant funding can only be used for an authorized municipal purpose.

Contributions made under the Councillor's District Activity Fund are not intended to subsidize the operations of a committee or council of the Municipality of the District of Guysborough.

Contributions made under the Councillor's District Activity Fund are not intended to compensate or supplement federal or provincial responsibilities in health care, social services, justice, or employment.

A donation to a registered charitable organization or event shall be recognized with a receipt to the Municipality of the District of Guysborough. Individual members of Council shall receive no personal tax benefit. All receipts for such donations are to be submitted to the Municipality of the District of Guysborough.

Grants may not be awarded to individual persons or families. Members of Council who wish to assist cases of individual or family need must do so through a recognized third party (a church, registered charity, or local social agency).

Donations to a local recreational, athletic, environmental, cultural, arts, religious or heritage group are permissible. Funds to individuals participating in a sporting event shall be referred to the Director of Recreation for possible funding under the Leadership Development Grant Program.

Recipients of public funds administered through the Municipality of the District of Guysborough expected to uphold the Charter of Human Rights and participation should be open to all citizens without undue discrimination.

Restrictions on Type of Expenditure:

No Department, program, committee, or representative of the Municipality of the District of Guysborough shall solicit a member of Council for District Activity Funds for any funds, program, project or service.

Staff are expected to relay information to members of Council regarding community issues and requests. Such information should be relayed in the form of a written memorandum. Staff are not expected to encourage individuals or groups in lobbying members of Council.

District Activity Funds are not intended for use in fund-raising activities that are of direct or indirect benefit to a department, program, project, service, or individual of the Municipality of the District of Guysborough.

Restrictions on Expenditures During a Municipal Election Campaign:

Councillor's District Activity Fund expenditures shall be suspended 3 months prior to Nomination Day in an election held pursuant to Section 54(4) of the Municipal Elections Act. In the year of a regularly scheduled municipal election, no more than 50% of the District Activity Fund shall be eligible to be spent.

Once an incumbent has officially declared their candidacy in a government election, use of their District Activity Fund account shall cease. Spending shall resume upon the day a candidate is officially sworn into office as an elected representative.

The intent of this restriction on spending during an election campaign is to avoid allegations of irregular election spending among candidates. No moneys from the Councillor's District Activity Fund may be spent on an incumbent's election related costs.

In the event of an incumbent's acclamation to Council access to their District Activity Fund account, in full, shall not be suspended.

Record-keeping Requirements:

The fiscal year starts April 1st and ends March 31st. No expenses shall be claimed or reimbursed after March 31st. There shall be no over-expenditures from the Councillors District Activity Fund. There is no accrual of funds. Any moneys not expensed and accounted for in any year (by March 31st) shall not be carried forward to the next fiscal year.

Council Members and staff are responsible for making a clear determination if an expenditure is permissible and shall be expected to issue funds in accordance with the appropriate policies of the Municipality of the District of Guysborough.

The authority and responsibility for the administration of the Councillor's District Activity Fund is that of the CAO and/or Director of Finance. In the case of uncertainty, the authority and responsibility for the determination of a permissible expense is that of the Committee of The Whole.

Procedures:

Affidavits for payment of an invoice, or a grant to a community organization are completed by Council Members and sent to finance department for processing.

Affidavits should include the appropriate documentation ie. an invoice, or a receipt for pre-payment (sales slip, credit card slip, letter, invoice). The originals are to be attached and are retained in the files held by Finance Department

The Councillor's District Activity Fund will be included in the annual audit and as such a more detailed review by Municipal Auditors may be conducted. Such an audit shall check for complete and appropriate documentation, compliance with policy, the fair and consistent application of policy, accurate reporting, and any other issues determined relevant by the audit team.

2.0 GENERAL GOVERNMENT GRANT

General Government Grants are available to non-profit organizations that support the delivery of municipal services or provide services to enhance community well-being and the quality of life for the citizens of Municipality of Guysborough.

To apply for a grant under this program submit your request in writing to the Chief Administrative Officer. Eligibility criteria include:

1. Program/Service Obligation ~ supports a service delivered by the Municipality.
2. 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.
3. 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.
4. Quality of Life ~ service or program enhances the quality of life of residents.

Applications received prior to March 31st in any given year will be given priority. Applications received after March 31st will be considered only if there are funds available.

Grants from this category shall not exceed \$250.

3.0 WHARF CAPITAL FUND

In order to promote and sustain the fishing industry and the tourism industry, each year the Municipality of Guysborough offers a grant program to support the renovation of existing wharves located within the Municipality that are either owned or leased by a non-profit organization. .

There are two categories of wharves eligible under this policy:

Category A:

Ownership: Federal Government - Small Craft Harbours

Category B:

Ownership: Federal Government has divested ownership to local organization

Category C:

Ownership: Federal Government has leased wharf to local Harbour Authority

Privately owned wharfs will not be considered for financial assistance.

CRITERIA:

Inasmuch as a wharf's major intent may be utilized for fisheries; and or tourism/recreational purposes two criteria exist.

- a) **Fisheries:** In order to be eligible for a grant from the Municipality the local Harbour Authority will have had to meet the Project Criteria of the Small Craft Harbours Branch and the D.F.O. Furthermore, funding approval by the Small Craft Harbour Area Chief responsible for the applicable area must be in writing prior to any commitment by the Municipality. The Municipality will provide up to a maximum of 1/2 funding of the total cost of the renovations and repairs to a max of \$18,750.00. Total costs exclude any financial assistance from the Federal Government or Federal agencies.
- b) **Tourism/Recreation:** In order to be eligible for a grant from the Municipality the local Harbour Authority will have had to meet the recreational goals and objectives of the Municipality. The Municipality will provide up to a maximum of 1/2 of the total costs to a max of \$18,750.00.

An organization or facility is only eligible to receive one grant in a four year period for the same project or facility. A community is only eligible for one grant under this fund in each four year period, regardless of which organization applies for the funding.

Grants from this category shall not exceed \$18,750.00.

4.0 CAPITAL RECREATION FUND

The objective of the Capital Recreation Fund is to assist community groups and organizations to plan, develop, construct, renovate, conserve and acquire facilities for community recreation by providing up to one-half of the total capital cost of the project to a maximum of \$18,750.00. Types of projects eligible for assistance are community centres, halls, athletic fields, parks, playgrounds, trails, and any other public recreational facility. A maximum of 5 Capital Recreation Projects will be funded each budget year.

Guiding principles of this program are to:

- Conserve existing recreation infrastructure whenever possible.
- Improve sport or recreation opportunities for all residents of a community or the Municipality.
- Reflect recent trends, activity patterns, and shifting demographics.
- Design facilities for multiple uses, if this is possible and advantageous.
- Include public and community participation in the planning process.
- Encourage cooperation among groups within the Municipality.

ELIGIBILITY:

- Community organizations incorporated as non-profit societies under the Societies Act of Nova Scotia are eligible to apply for funding under this program.
- The applicant must have either clear title to the land involved in the project, or an appropriate long term lease (generally a minimum of ten years). A copy of the deed or lease must be attached to the application.
- New facilities and any renovated facility must include minimum standards for wheelchair access to all program and public spaces.
- Eligible work will be identified by the Municipal Recreation Director. Eligible work can include facility related, non-consumable, fixed furnishings, fittings, and equipment necessary to make an area suitable for a particular use, function, or operation.

FUNDING:

- The Municipal Recreation Department acknowledges a role in assisting the development of sport and recreation facilities of all sizes. Potential applicants should note that the availability of funds under this program is limited. This program provides capital assistance for recreation facility development, but not for the purchase of land for future development.
- Capital grants shall be up to, but not exceed, one half of the total capital cost of the approved project. The funding provided by the Municipality may be comprised of a combination of financial grant. Final approval of the municipality's commitment is contingent upon verification of the remaining 1/2 funding to cover total project costs.
- No more than one grant will be awarded to a facility or facility site within a four year period. This four year restriction is based on the year of approval, and not the year of payment disbursements.
- Grants may be paid out over one or two years, depending on budget availability and project progression.
- Grants must not exceed the direct cash requirements of the project.

- Facilities must be accessible to all members of the public at reasonable times and at reasonable rates.
- In order to remain eligible for funding, all projects must be completed within a two year fiscal period.

APPLICATION REVIEW FACTORS:

The Municipality will utilize application review factors in order to prioritize and assess funding applications from each applicant. While most of these review factors are part of every application, we will consider the applications based on the extent to which each proposal meets our basic expectations for each factor.

Applicants are asked to describe in writing how the project responds to the following assessment factors:

- Community benefit and impact
- Needs assessment and project planning
- Equity and accessibility
- Long term sustainability
- Safe and secure environments
- The goals of the Municipal Recreation Department
- Commitment by applicant

An organization is eligible to receive one grant in a four year period for the same project or facility

APPLICATION PROCEDURE:

All non-profit organizations seeking financial support from the Municipality will have to submit in writing by February 28 a Capital Grant application in order to be eligible from the Municipality in the next fiscal year (Apr 1 - Mar 31). This application can be obtained from the Recreation Department.

Grant recipients must conduct a process of competitive pricing, or tendering for goods and services relating to the project. As such, applications must include written quotes/estimates (at least 2 per item) to support cost figures.

Applications must be accompanied by:

- a detailed description of the project
- how the project responds to the application review factors
- a copy of each of the following:
 - Organization's constitution / by laws
 - List of the executive members
 - Proof of incorporation

- Deed, or lease for land involved in the project
- Assurance and supporting evidence of:
 - Strong local support
 - Ability to generate a major portion of capital
 - Operational costs of the facility
- Assurance of compliance of Municipal By-Laws, and Provincial Building Code, if applicable.
- Assurance that, where applicable, approval from regulatory bodies is received before construction starts. Regulatory bodies include:
 - Fire Marshall
 - Municipal Building Inspector
 - Nova Scotia Power Incorporated
 - Nova Scotia Department of Environment and Labour
 - Nova Scotia Department of Natural Resources
 - Other regulatory agencies, such as Coast Guard Canada, Fisheries and Oceans Canada
- If published standards, guidelines, or legislation exist for the facility type proposed, then the facility must conform to these. For example, OHS legislation, Building Accessibility Act, and CSA Standards for playgrounds. If your facility does not conform to such standards, then your application may be rejected.
- The source of Capital Funding of the application must be completed in full. Donated labour or materials must clearly be identified.

In addition to assisting applicants directly with their application, the Municipal Recreation Director can provide important, relevant, information of potential value to the applicant. This information could concern other programs and grants, and the availability of resource materials and staff.

APPLICATION REVIEW AND RESPONSE PROCESS:

- The Municipality will review applications each March/April. Applicants will be informed of the outcome of the application review process at the earliest opportunity following approval of the Municipal Recreation budget.
- Projects receiving funds must be completed within the specified fiscal year(s), and all funding must be properly accounted for during that period.

PAYMENT OF GRANTS:

- Grant payments will be made upon the submission of invoices or project completion, following the Recreation Directors site visit, and the recipient’s submission of statement of total expenditures (supported by receipts and proof of payment).
- A statement of total expenditures must be signed by the Chair/ President and one other member of the executive.
- If actual costs are less than the original cost estimate, the amount of the grant payment will be reviewed and revised accordingly.

- Changes to the purpose of the grant as originally outlined in the application process are not permitted unless approved beforehand by the Municipality. If for any reason, a grant recipient is unable to proceed with a project or needs to make substantial changes to a project as outlined in the application, the Director of Recreation must be informed in writing.

To apply complete the application form and submit to the Department of Recreation & Culture by February 28th.

Grants from this category shall not exceed \$18,750.00 per organization. The maximum amount set aside by Council in each year shall not exceed \$93,750.00 (5 project in total) and will be clearly defined in each year's budget.

5.0 COMMUNITY RECREATION GRANTS

The Community Recreation Grant Program is designed to encourage community recreation in a manner consistent with the recreation principles, goals and plans of the Municipality of Guysborough. In addition it is to be used to improve the quality and quantity of community recreation opportunities by financially assisting community groups with new Recreation & Culture Initiatives, Leadership, Youth Programming and Individual training and development.

Community Grants are received and assessed on an "as needed" basis. In addition, it is the policy of council to approve only one community grant per year (April 1st - March 31st) per group or individual.

It is also a policy of Council to encourage community commitment to an initiative by not exceeding community contributions to projects being considered for grant assistance; therefore the grant awarded shall be based on a cost sharing basis no greater than 50%.

Community Grants are assessed under the following four categories:

i. Youth Programming

In an effort to encourage youth physical activity, the Municipality offers a grant program to assist non-profit groups offering annual recreation programs for youth, 18 years of age and younger, by application through the Recreation Department under the following conditions;

- Applications will only be accepted from registered non-profit organizations.
- All applications for funding must be accompanied by detailed programming description including how physical activity will be achieved and benefits to the youth involved.
- All applications must provide documentation showing that at least forty MODG youth will actively participate in the program.
- Completed application form including project budget and financial statement of organization must be submitted to the Director of Recreation for approval.

Grants from this category shall not exceed \$2,500. Only one grant per group per year will be approved from this category.

ii. Leadership Development

The Municipality recognizes the important role that volunteers play in assisting the Recreation Department in providing programming in a rural municipality. In order to support the development of our volunteers and improve the quality of leadership available to Municipality residents, the Municipality offers a grant to assist individuals by reimbursing volunteer's registration fees to attend training courses and programs that they will utilize in their communities.

- Application forms are available from the Recreation Department and completed applications must be given final approval by the Director of Recreation.
- Applications must demonstrate how the training will be utilized by the volunteer in his/her community to support the goals and principles of the Municipality's' Recreation Program.

Grants from this category shall not exceed \$500. Maximum of one grant per organization will be approved from this category per year.

iii. Community Organization Grants

In order to support the Municipality's ability to facilitate community organizations that provide recreational activities, the community organization grant is available to qualifying applicants under the following conditions;

- Applications will only be accepted from registered non-profit organizations
- Only applications for the purpose of providing programming in the community are eligible for approval. Applications must contain description of the programming to be provided.
- Application forms are available from the Recreation Department and completed applications must be given final approval by the Director of Recreation

Grants from this category shall not exceed \$375. Only one grant per group per year will be approved from this category.

Recreation Facility Support Program

Curling Clubs – Operating Grant

Chedabucto and Canso Curling Clubs are eligible to apply annually for \$1,125.00 Operating Grant to assist with their annual operational expenses. The total grant amount is \$2,250.00.

iv. Individual Recreation Grants

In order to encourage participation in sport and recreation-related competition and individual skills development, the Municipality offers two categories of assistance to individuals: **Only one grant per person per year will be approved from this category.**

Elite Athlete

Available to athletes competing in individual events that are of an inter-provincial caliber. **Grants from this category shall not exceed \$250.**

Individual Skills Development

Available to individuals attending skills or leadership development programs (ie. Hockey School Registration, Soccer Camp, YMCA Leadership Camps, etc.). The grant application must demonstrate how the training received developed their individual skills **Grants from this category shall not exceed \$150.**

Individual Recreation Grant applications must be accompanied by proof of enrollment in program. Application forms are available from the Recreation Department and completed applications must be given final approval by the Director of Recreation.

v. Educational Travel Grants

In order to encourage participation in educational travel either individually or as part of a group, the Municipality offers two categories of assistance:

Group Travel

Available to groups travelling for educational purposes out of province or out of country. **Grants from this category shall not exceed \$2500. Only one grant per school per year will be approved from this category**

Individual Travel

Available to individuals representing the Municipality at either an out of province or out of country educational forum. **Grants from this category shall not exceed \$200. Only one grant per person per year will be approved from this category.**

6.0 SPECIAL EVENTS GRANT

The Special Events Grant exists to provide one-time financial assistance to non-profit community organizations and groups who are hosting a significant or special event in the Municipality. The event planned must be open to all members of the public and have a positive impact on the community, tourism and culture or economic development.

1. **Application Requirements**

All applications for grants shall be in writing to the Director of Recreation specifying an amount requested the nature and details of the event and the proposed impact the event will have on the community, tourism and/or economic development or economic development. All requests for funding should provide the necessary information to enable a full evaluation of the request based

on the eligibility criteria listed below.

2. Eligibility Criteria

The following criteria will serve as a guide for the review of applications for financial assistance from the Municipality of Guysborough Special Event Grant fund:

- a) **Public Benefit** - The event is broad based and open to all members of the public (versus a special interest group event open to specific individuals).
- b) **Financial Need** - The application demonstrates financial need; a copy of the event budget and all other grants, contributions and fundraising activities should accompany the request.
- c) **Community Showcase** – Offers an opportunity to showcase Guysborough’ community attributes and aids in creating awareness of the area with the intent of attracting participants from Guysborough and beyond.
- d) **Economic Development** – The event proposes to have a positive economic development impact for the area hosting the event (i.e. benefit to local business, event construction contracts, local employment opportunities, etc.). More weight will be given to events that are proposed as sustainable multi-year events.
- e) **Community Development** – The event proposes to have a positive community development impact for the area hosting the event (i.e. bring community together, improved infrastructure, fundraising dollars left in the community, etc.). More weight will be given to events that are proposed as sustainable multi-year events.
- f) **Tourism** – The event proposes to highlight a geographic area of the Municipality that is considered to be tourism rich in terms of attractions and or heritage and will directly benefit from increased visitor traffic. More weight will be given to events that are proposed as sustainable multi-year events.

Consideration will however be given to applications that request one-time funding for a special event that meets criteria (a), (b) and (c) and one or more of criteria (d), (e) and (f).

3. Application Procedure

Applications must be accompanied by:

- a description of how the project responds to the application review factors
- a copy of each of the following:
 - List of the executive members
 - Proof of incorporation
 - Financial statements from the previous event or fiscal year.
 - A clearly outlined budget for the proposed event.

Note: Filing an application does not necessarily guarantee the award of any grant moneys or grants in kind to the applicant.

Unless otherwise approved by Council, no grant moneys will be paid until the annual budget has been approved by Council. Department heads will maintain records of any grant in kind issued to any organization and applicable amounts will be charged back to the appropriate grant account by the Finance Department.

Deadline for Applications is February 1st to be eligible for funding in the next fiscal year,

Grants from this category shall not exceed \$500.

Warden Vernon Pitts

Chief Administrative Officer
Barry Carroll

Date