

COUNCIL POLICIES AND PROCEDURES

SECTION-G

GRANTS

SUBJECT: General Government Grant Program

POLICY NUMBER: G-12C

APPROVAL DATE: July 16, 2025

PURPOSE

The General Government Grant Program is a set of Municipal grants that support the Municipality of the District of Guysborough (MODG) Strategic Plan goals and strategic objectives.

The purpose of this policy on the General Government Grant Program is to provide Council, Staff and the public with a framework by which Municipal grants will be applied for, reviewed and awarded. More specifically, this framework outlines the following:

- Types of Grants
- Eligibility Criteria
- Funding Limits
- Application Procedures for Category 1 & 2 Grants
- Disbursement of Grant Funds

POLICY

It is the policy of MODG to consider, within its financial capacity, financial support to non-profit organizations and groups within the Municipality. This support is provided in recognition of the value these organizations provide to the well-being and growth of the community and in helping the Municipality retain strong community focus. The Municipality recognizes that supporting volunteer community-based organizations and groups is often fundamental to maintaining our quality of life.

The types of grants considered under this policy include:

- Affordable Housing Fund
- Community Transit Fund
- Community Food Security Fund
 - School Breakfast Program
 - Food Card Program
 - Guysborough & Area Food Bank Program
- District Based Activity Fund

1.0 **AFFORDABLE HOUSING FUND**

While the provision of housing is a Provincial responsibility under the “*Housing Nova Scotia Act*”, MODG will, from time to time, consider grants that will assist organizations with their ongoing work in improving and increasing the availability of affordable housing units in MODG.

This policy applies to registered non-profit and charitable organizations that have been incorporated for at least one year.

The purpose of this policy is to provide grants to eligible organizations that will assist with their work in construction or rehabilitation of affordable housing, building condition assessments, pre-development studies, or the acquisition of buildings, dwelling units or property.

For the purpose of this policy, the “4-year term” or “term of the commitment” refers to the term of office for Council (maximum 4 years).

This policy will consider two types of grants for eligible organizations as follows:

- Operational Grant: The maximum funding allocation under this category will be based on \$80,000 over the 4-year term of the commitment.
- Capital Grant: This grant shall be in the form of the provision of MODG land and costs related to municipal service connections where applicable.

“*Affordable housing*” is defined as a dwelling unit for which the rent does not exceed 30 percent of the gross annual household income; or is at 80% or less than the average market rent as defined by the Canada Mortgage and Housing Corporation (CMHC) for MODG.

Application Requirement:

Applicants must be a Not-For-Profit or Charitable Organization that is registered under the Nova Scotia Joint Stocks.

All applications shall be writing and must specify an amount requested and evidence that the organization is registered under with Registry of Joint Stocks and in good standing.

All applications for funding must provide the necessary information to enable a full evaluation of the request based on the eligibility criteria listed below.

Criteria:

- a. Completed applications, including all necessary documentation, must be submitted to the Office of the Chief Administrative Officer by no later than December 31st to be considered in the next fiscal year.

- b. All applications for funding must provide all necessary information to enable a full evaluation of the request.
- c. Only one application will be considered per fiscal year (April 1st – March 31st).
- d. Funding approvals will be a multi-year commitment based on the term of office for Council (maximum 4 years) and is subject to review at the beginning of each new term of office for Council.
- e. Council may also consider provision of land or connection costs to municipal services as part of MODG's contribution.
- f. Applicant must provide a year-end report on how grant was used to receive funding each year during the term of the funding commitment

Disbursement of Funds:

Funds will be approved by Council during annual budget deliberations and disbursed accordingly following final budget adoption.

Funding in 2nd and subsequent years will only be released following receipt of annual year-end report including financial statements.

Operational Grant funding from this category shall not exceed \$20,000 per year for the term of the commitment to a maximum of \$80,000.

2.0 COMMUNITY TRANSIT FUND

From time to time, Council will consider grants that will assist organizations with providing affordable subsidized public transportation that provide service to all or a majority of MODG residents.

This policy applies to registered non-profit organizations that have been incorporated for at least one year.

The purpose of this policy is to provide grants to eligible organizations that will assist with rate fare subsidies to MODG residents.

For the purpose of this policy, the "4-year term" or "term of this commitment" refers to the term of office for Council (maximum 4 years).

Application Requirements:

Applicants must be a Not-For-Profit or Charitable Organization that is registered under the Nova Scotia Joint Stocks.

All applications shall be writing and must specify an amount requested and evidence that the organization is registered under with Registry of Joint Stocks and in good standing.

All applications for funding must provide the necessary information to enable a full evaluation of the request based on the eligibility criteria listed below.

Criteria:

- a. Completed applications, including all necessary documentation, must be submitted to the Office of the Chief Administrative Officer by no later than December 31st to be considered in the next fiscal year.
- b. All applications for funding must provide all necessary information to enable a full evaluation of the request.
- c. Only one application will be considered per fiscal year (April 1st – March 31st).
- d. Funding approvals will be a multi-year commitment based on the term of office for Council (maximum 4 years) and is subject to review at the beginning of each new term of office for Council.
- e. At least 50% of the funding each year **must** be used to provide affordable subsidized public transportation services to MODG residents.
- f. Applicant must provide a year-end report on how grant was used to receive funding each year during the term of the funding commitment.

Disbursement of Funds:

Funds will be approved by Council during annual budget deliberations and disbursed accordingly following final budget adoption.

Funding in 2nd and subsequent years will only be released following receipt of annual year-end report and financial statements.

Grants from this category shall not exceed \$20,000 per year for the term of the commitment to a maximum of \$80,000.

3.0 COMMUNITY FOOD SECURITY FUND

Council has identified a need in MODG to improve our food systems and to better support our most vulnerable which includes people of all ages, cultures and backgrounds. Factors that contribute to food insecurity include high cost of food, lack of affordable housing and inadequate wages. Without food, you can't have health, without health you can't work, without work you can't feed yourself or your family. Adults and children who experience food insecurity suffer from poorer mental and physical health, poorer oral health, greater stress and are more likely to suffer from chronic conditions such as diabetes, hypertension and mood and anxiety disorders.

Council also recognizes the value and importance of school food programs and access to nutritious and healthy food as a means to improve student health, well-being and success at school. The municipality supports efforts to ensure the school breakfast programs are properly resourced as a means to make nutritious food more accessible to all students, especially those that need it the most.

It shall be the policy of Council to consider grants on an annual basis that will assist in addressing and providing food security for MODG residents.

School Breakfast Program:

This program will apply to the schools serving students of the Municipality of the District of Guysborough.

Annual grant funding allocations will be determined during budget deliberations, with funding not to exceed the limits listed below:

Fanning Education Centre/Canso Academy:	\$10,000
Chedabucto Education Centre/Guysborough Academy:	\$10,000
St. Mary's Education Centre/Academy:	\$ 3,500

Food Card Program:

This program will apply to the Upper Big Tracadie Seniors Action Club Food Card Program.

Annual grant funding allocations will be determined during budget deliberations, with funding not to exceed the limits listed below:

Upper Big Tracadie Seniors Action Club Food Card Program:	\$5,000
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Guysborough & Area Food Bank Program:

This program will apply to the Guysborough & Area Food Bank Program.

Annual grant funding allocations will be determined during budget deliberations, with funding not to exceed the limits listed below:

Guysborough & Area Food Bank Program:	\$10,000
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4.0 DISTRICT BASED ACTIVITY FUND

The Councillor's District Activity Fund provides grant funding to each Councillor. The funding is dedicated to each electoral district in MODG. 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.

Councillors 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 Recreation & Capital Grant Programs*. 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, equal 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 MODG.

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 MODG. Individual members of Council shall receive no personal tax benefit. All receipts for such donations are to be submitted to MODG.

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 MODG are 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 MODG 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 MODG.

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.

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. Spending shall resume upon the day a candidate is officially sworn into office as an elected representative.

In the event of an incumbent's acclamation to Council, access to their District Activity Fund account will be reinstated.

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 will issue funds in accordance with the appropriate policies of MODG.

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 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 the Finance Department for processing. Affidavits should include the appropriate documentation ie. sales receipt, credit card transaction receipt, letter or invoice. The originals are to be attached and are retained in the files held by the 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.



Warden



Chief Administrative Officer

July 17, 2025

Date



GENERAL GOVERNMENT GRANT APPLICATION

Address: 33 Pleasant Street, Guysborough, NS B0H 1N0

Phone: (902) 533-3705, Ext. 224

Name of Organization if applicable: _____

Contact Person: _____ Phone: _____

Position in Organization: _____ Email: _____

Address: _____

Incorporated as a Non-Profit Organization under the Societies Act of NS?

☐ Yes

☐ No

If yes, please provide registration number: _____

*** Please refer to the General Government Grant Policy G-12C for a detailed description.**

Please check which grant you are applying for:

- ☐ **Affordable Housing Fund:** Financial assistance may be provided to support the work of a registered non-profit organization in improving and increasing the availability of affordable housing units in MODG. Annual funding shall not exceed \$20,000.
- ☐ **Community Transit Fund:** Financial assistance may be provided to support the work of a registered non-profit organization with providing affordable subsidized public transportation within MODG . Annual funding shall not exceed \$20,000.



GENERAL GOVERNMENT GRANT APPLICATION

SUPPORTING DOCUMENTATION

Applicants are advised that grant approvals will be conditional on the applicant providing such documentation and other information as MODG may require to evaluate eligibility and merits of the application.

AFFORDABLE HOUSING & COMMUNITY TRANSIT GRANT FUND

Please attach the following:

Year 1 Applications

- ☐ Detailed description of the project
- ☐ Proof of registration as a Non-Profit Organization in good standing
- ☐ A copy of the organization's constitution/bylaws
- ☐ List of executive/board members
- ☐ Supporting evidence of local support
- ☐ Confirmation of ability to generate all necessary funding for the project if applicable
- ☐ Confirmation of capital/operational costs and sources of funding
- ☐ Confirmation of approval from other regulatory bodies where applicable

Year 2 and Subsequent Applications

- ☐ Proof of registration as a Non-Profit Organization in good standing
- ☐ Copy of annual year-end report including financial statements

SIGNATURES:

Name: _____

Signature: _____

Date: _____