

MUNICIPALITY OF RICHMOND

PROCEDURAL POLICIES

POLICY NAME: GRANTS TO CHARITABLE ORGANIZATIONS

AMENDMENT DATE: SEPTEMBER 8, 2008

PURPOSE: The purpose will be to provide guidance and direction in processing applications to Council for community grants.

POLICY:

- 1(A). Applications will not be eligible that are for projects to construct, create, establish, renovate, repair, improve or enhance structures, foundations or buildings beneficial to the district and its community”.
1. In accordance with the Municipal Government Act, the following shall be eligible for grants or contributions:
- (i) a society within the meaning of the Children and Family Services Act;
 - (ii) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province;
 - (iii) a mental health clinic in receipt of financial assistance from the Province;
 - (iv) an exhibition held by an educational institution in the municipality;
 - (v) a club, association or exhibition within the meaning of the Agriculture and Marketing Act;
 - (va) a Day Care licensed under the Day Care Act;
 - (vi) a registered Canadian charitable organization, but the total of the amounts so paid in a fiscal year shall not exceed one per cent of the taxes for general municipal purposes levied by the municipality for that year”;

2. The total of the amounts so paid in a fiscal year shall not exceed 1% of the taxes for general municipal purposes levied by the Municipality for that fiscal year.
3. Applications must be received by March 1st, for inclusion in expenditures for the fiscal year commencing April 1st following.
4. PROCEDURE:
 - (1) The applicant must provide evidence of eligibility as defined by the Municipal Government Act and this policy. The group must provide the names and addresses of their officers and principal contacts.
 - (2) **Applicants must complete their project, and submit an application for funding from the Municipality of Richmond, within two years of project approval. Failure to approach Council with the financial information for the completed project, within the two year period following approval, will result in forfeiture of the grant approved by Council.**
 - (3) The group must provide a written proposal that will provide information on the overall benefit to the community, and also illustrate the amount of community involvement.
 - (4) Applications (copy attached) must include the following:
 - a statement of objectives for the proposal, with priority being given to projects which are integrated into an overall development plan for a community.
 - a work plan should be included indicating starting and completion dates and number of employees in total work weeks involved.
 - a financial breakdown for the project, including materials, labour and other expenses, and other revenues from all sources. The persons responsible for monitoring the project should be identified.
 - (5) A financial statement for the last fiscal year must be included with the application.
 - (6) Grants will not exceed 50% of the cost of a project or proposal. The applicant must provide information on the source of funds for the remainder of the project.

- (7) Municipal funds will be distributed to projects upon the applicant demonstrating that the project has been successfully completed, and providing information to the Municipality, to include at a minimum a financial statement showing the revenues and expenditures for the completed project.
- (8) Applicants must agree to present reports or information to Council, at any time requested during the life of the proposal.
- (9) Applicants must agree to publicly acknowledge the municipal grant, when commenting publicly on the funding of their project.

**MUNICIPALITY OF RICHMOND COUNTY
APPLICATION FOR ASSISTANCE
GRANTS POLICY**

INSTRUCTIONS

- ✓ Applicants must complete application form in its entirety and provide appropriate attachments. Include attachments when not provided adequate space.
- ✓ Submit the completed and signed original application form along with attachments to P.O. Box 120, Arichat, Nova Scotia, B0E 1A0; Attention: Grant Requests
- ✓ Please keep a complete copy for your own records

IDENTIFICATION OF THE APPLICATION

Legal Name of Applicant (must attach evidence of legal name & status): _____ _____ Address & Postal Code: _____ _____ Project Location: _____ _____	Name and title of official to whom inquiries may be directed. _____ Name _____ Position _____ Telephone Number: _____ Email: _____ _____
---	--

Form of Organization:

- Non-Profit Organization
- Charitable Organization
- Other (please explain) _____

Explain the purpose of your organization: _____

- Attach a photocopy of current Registry of Joint Stocks renewal & file number.
- Attach a list of names and addresses of current Board of Directors and Officers.
- Attach financial statements for the last fiscal year.
- Attach budget for current fiscal year.

History of past successful projects completed by your organization.

IDENTIFICATION OF PROJECT OR ACTIVITY

Describe the project or activity, to include information on the overall benefit to the community, and the amount of community involvement (attach document, if not enough space on this form):

Provide or attach a Work Plan that includes starting and ending dates, number of employees and total work weeks involved.

Have you applied for financial assistance from other levels of government or funding agencies? Please explain:

Has your organization committed to contributing a portion of the overall cost of the project through a Stakeholder Loan or Stakeholder Equity, etc.? Please explain:

COST OR EXPENSES OF THE PROJECT/PROPOSAL:	PROJECT/PROPOSAL FINANCING AND REVENUES
Materials _____	Stakeholder Equity _____
Labour Costs _____	Stakeholder Loan _____
Other Costs (Please Specify): _____	Project/Proposal Revenues _____
_____	External Funding: (Please Specify) _____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
Total _____	Total _____
	Applicant must provide source of Funds for Stakeholder Equity and Stakeholder Loan.

Signed at _____ this _____ day of _____, 20____.

Name & Position of Individual Signing