

MUNICIPALITY OF THE COUNTY OF RICHMOND

POLICY

POLICY NAME: **MUNICIPAL DISTRICT FUND - \$17,000**

APPROVAL DATE: **APRIL 10, 2007**

PREAMBLE:

The Municipal District Infrastructure Fund provides funding for infrastructure to each electoral district in the Municipality. The aim of this fund is to provide financial support for community infrastructure in municipal districts.

The following policy outlines how expenditures from the Councillors' District Activity Fund may be applied, and the record keeping and reporting requirements. The policy also contains guidance on the roles and responsibilities of Councillors and staff.

1. POLICY

1.1 The Municipal Government Act (1998) provides the broad framework within which policies authorizing the expenditure of public monies are developed. According to the Act, the Municipality may award a grant or make a contribution to:

Section 65(au)

- (i) a society within the meaning of the Children and Family Services Act,
- (ii) a mental health clinic in receipt of financial assistance from the Province,
- (iii) an exhibition held by an educational institution in the municipality,
- (iv) a club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- (v) any charitable, nursing, medical, athletic, educational, environmental, cultural or social organization within the Province,

(vi) a registered Canadian charitable organization, and the municipality shall publish annually a list of the organizations and grants or contributions made pursuant to this clause in a newspaper circulating in the municipality.

1.2 The Municipal Government Act also provides authority for municipalities to expend funds for specific purposes, and funding from this policy can be provided for these other specific purposes that are authorized by the Municipal Government Act.

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

1.4 To be eligible for a grant from the Councillors' District Activity Fund, the following criteria must be satisfied:

- the organization or project must be eligible in accordance with the provisions of the Municipal Government Act;
- the application shall be for projects to construct, create, establish, renovate, repair, improve or enhance structures, foundations or buildings beneficial to the district and its community.

2. The basic guidelines are as follows:

2.1 District funds must be expended in the district for which they are allocated; or on a project that can be demonstrated to provide a direct benefit to the district.

2.2 Annual allocations, if unused in a fiscal year, will be allotted for use by that district in future years.

2.3 Municipal Council and staff will review each request individually, and Municipal Council must approve each individual request. The process may include legal advice.

3. PROCEDURE:

3.1 The applicant must provide evidence of eligibility as defined by the Municipal Government Act and this policy.

3.2 The group must provide the names and addresses of their officers and principal contacts.

3.3 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.

3.4 Applications (copy attached) must include the following:

- (i) a statement of objectives for the proposal or project;
- (ii) a work plan should be included indicating starting and completion dates and number of employees in total work weeks involved.
- (iii) 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.
- (iv) A financial statement for the group's last fiscal year must be included with the application.

3.5 Funding 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.

3.6 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.

3.7. 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.

3.8 Applicants must agree to present reports or information to Council, at any time requested during the life of the proposal.

3.9 Applicants must agree to publicly acknowledge the municipal assistance, when commenting publicly on the funding of their project.

**MUNICIPALITY OF RICHMOND COUNTY
APPLICATION FOR ASSISTANCE
“DISTRICT \$17,000 INFRASTRUCTURE FUND” PROJECTS**

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 OF THE PROJECT	FINANCING THE PROJECT
Capital Costs:	Stakeholder Equity _____
Land _____	Stakeholder Loan _____
Land Improvements _____	Funding Agency _____
Materials _____	Provincial _____
Labour Costs _____	Federal _____
Other Capital Costs: Specify _____	Municipality of Richmond _____
Other Capital Costs: Specify _____	Other: Specify _____
	Other: 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