



Title: Grants Policy

Approved by Council

Date: February 26, 2024

Policy Review Notification

Date: February 12, 2024

Policy Review

Date: January 15, 2024

I certify this to be a true copy of the **Grants Policy** as adopted by the Municipal Council of Richmond County at a Public Meeting held February 26th, 2024

Shelley David
Municipal Clerk

1. Purpose

The purpose of this policy is to provide Council, municipal staff and the public with a framework by which Municipal grants will be applied for, reviewed and awarded.

2. Policy Statement

The Municipality of the County of Richmond recognizes the importance of volunteer organizations and the value of engaged citizens. Community partnerships and collaboration between local government, organizations and residents are major factors in community sustainability and growth. A progressive, welcoming and prosperous lifestyle can and will impact future population and economic growth initiatives. The Municipality of the County of Richmond wishes to support community growth efforts which align with municipal priorities and current strategies.

3. Short Title

This Policy is entitled "Grants" Policy.

4. Scope

- 4.1 This Policy enables the provision of funding programs which directly impact municipal goals through community engagement, and will:
- a) ensure that reporting processes are in place to enable the Municipality to measure progress toward achieving its goals;
 - b) ensure grants are awarded in a uniform, fair and equitable manner with clear processes and procedures;
 - c) identify roles and relationships of applicants; and
 - d) conform to the terms, conditions and guidelines for all grants and assistance programs including:
 - i. eligibility;
 - ii. rationale, community benefits;
 - iii. application deadlines, processes, and requirements;
 - iv. contribution limits and requirements; and
 - v. accountability and reporting requirements.

5. Overview

- 5.1 It is Council's intent to support community initiatives which are consistent with Municipal goals and strategic priorities, through the administration of five main financial assistance programs: (See Schedule A for Limits/Details)
- a) Type 1 - Infrastructure Grants
 - b) Type 2 - Activity Grants
 - c) Type 3 - Recreation Grants
 - d) Type 4 - Regional/Health/General Grants
 - e) Type 5 - Strategic/Council Priorities
- 5.2 All funding assistance provided through any of the four programs must be in compliance with the provisions of the Municipal Government Act. (MGA)

- 5.3 Subject to 5.2 and compliance with the Municipality's goals and priorities, funding through any of these programs may be used in support of any type of activity that benefits the community including, but not limited to, Recreation, Health & Healthy Living, Social and Community Service, Stewardship of the Environment, Education & Lifelong Learning, Community Economic Development and Tourism, Heritage, Culture and Creative Arts.
- 5.4 It is the intent of this Policy to offer grant programs that provide funding on the basis of financial need.
- 5.5 Eligible community organizations may apply for assistance through more than one grant program providing the applications pertain to separate and distinct projects, programs or initiatives.
- 5.6 Eligible community organizations are encouraged to plan projects and activities well in advance, giving the Municipality ample time to properly budget and approve applications prior to project commencement.
- 5.7 Council may create District Fund allocations through the annual budgeting process that can be applied to any grant type. Regardless of the original type of application, Council will make a final decision on the grant type for the district fund allocation at the time of the application review and approval.

6. Guidelines

- 6.1. Guidelines are laid out for each program and include:
 - a) Program description,
 - b) Eligibility criteria
 - i. Project cannot start and expenses cannot be incurred prior to approval of funding.
 - ii. Organizations outside the County of Richmond shall not be eligible for funding unless, under special circumstances, the

organization demonstrates there is a benefit to the County.

- c) Application deadlines (if applicable).
- d) Application processes, procedures, and requirements
 - i. Organizations shall provide the appropriate amount of due diligence and follow the MGA when using Municipal funds to purchase goods and awarding of contract work for projects. Organizations shall solicit three quotations and provide an explanation of award with their application.
 - ii. Organizations shall provide financial statements including Balance Sheet and Income Statement completed in a manner acceptable to the Municipality. (ie. Simply Accounting) Organizations shall provide a project budget as well as their upcoming fiscal budget confirming sources of funding.
 - iii. Organizations shall provide proof of registration with the registry of joint stock companies of Nova Scotia or other equivalent registered status.
 - iv. Requests and applications for funding shall be made and signed by a Director of the organization.
 - v. Organizations must clearly identify other government sources of funding.
- e) Municipal and community contribution limits and/or requirements. (Maximum per project/per fiscal) - See Schedule A
- f) Assessment criteria (if applicable).
- g) Reporting and accountability requirements; and
- h) Payment procedures and requirements'
 - i. Copies of invoices as well as cancelled cheques to be provided prior to payout, copy of invoice made out to the Municipality.
 - ii. Verification process that project work has been completed

prior to payout of grant to organization. (Municipality reserves the right to inspect prior to release of funds.)

- iii. Letter requesting release of funds.
- iv. Financial Statement for the project (Income Statement).

6.2. Program guidelines may be changed upon Council approval by ordinary resolution.

7. Roles and Relationships:

- 7.1. Staff and members of council, when appropriate, will encourage community organizations and residents to become engaged in projects and initiatives to support the sustainability of their communities and to consider the availability of the various grant programs as applicable.
- 7.2. Municipal staff will be assigned responsibility for the administration of each grant program and the role of each responsible employee will be clearly set out.
- 7.3. Municipal staff will review and prepare a report for each application or group of applications as applicable, to be presented to Council for approval.

8. Budget and Allocation of Funds

- 8.1. On an annual basis Council will identify an amount to be allocated in support of this Policy.
- 8.2. There will be no carry forward beyond the end of the current fiscal year of grant fund balances approved by Council at budget time that were not applied for/ approved for disbursement to any group.
- 8.3. All approved grants not paid out within the fiscal year in which they were approved will be eligible for an extension with written notification to the Chief Financial Officer for one additional fiscal year only. (prior to March

31) Extensions for additional time will need to be made in writing and approved by Council. Any approved grants not expended that do not have written notification provided will be cancelled.

9. Program Evaluation:

9.1. A report shall be prepared by staff to Council at the end of each quarter, providing an overview of the allocation of funds in each grant program and the respective applicants.

Policy Review/Amendment Schedule

Date of Review	Formally advertised and amended by Council
December 4, 2023, January 15, 2024, February 12, 2024	Review
February 26, 2024	Approved as amended.

Title Grant Policy- Schedule A - Limits/Policy Details

Type 1 – Infrastructure

- 50% of Costs (Net of HST Rebate)
- Maximum of \$5,000 per application
- One application per year, per registered organization
- Own/lease the assets being upgraded/improved

Type 2 – Activity

- 50% of Costs (Net of HST Rebate)
- Maximum of \$500 per application
- Two applications per year, per registered organization (different events)

Type 3 - Recreation

- **C1 - Physical Activity**
 - 50% of Costs (Net of HST Rebate)
 - Maximum of \$1,000 per application
 - One application per year, per registered organization
- **C2 - Instructor/Facilitator Development**
 - 50% of Costs (Net of HST Rebate)
 - Maximum of \$500 per application
 - \$500 per individual per year
- **C3 - Sponsorships**
 - Maximum of \$500
- **C4 - Canada Day**
 - Maximum of \$3,000 allotted per district
 - One application per year per registered organization

Type 4 - Regional/Health/General

- Maximum of \$10,000 per application
- One application per year, per registered organization

Type 5 - Strategic/Council Priorities

- Maximum of \$10,000 per application
- One application per year, per registered organization