



# TOWN OF SHELBURNE

## GRANTS TO ORGANIZATIONS POLICY

### 1. Application

This program governs grants to community and non-profit organizations and charities.

Eligible Grants:

- Support Grants – Community – Based Organizations
- Community Recreation
- Community Heritage and Culture Initiatives
- Community Festivals and Events

***This program does not govern the following, which are separately administered:***

- *Grants and Contributions pursuant to inter-municipal agreements*
- *Tourism & Museum Grants*
- *Tax Exemption for Non-Profit Organizations*
- *Economic Development*
- *Large Capital Grants*

### 2. Authority

Section 65, Municipal Government Act, as amended:

“The Council may expend money required by the municipality for...

(au) a grant or contribution to:

- (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 day care licensed under the Day Care Act
- (vii) 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 on their website and in a newspaper circulating in the municipality.”

### 3. Policy

**Funding for these grants is contingent on the approval of the Operating Budget by the Town of Shelburne Council.**

All grant applications under the Town of Shelburne Grants Program shall be assessed using the evaluation criteria contained in Schedule A. All grant applications shall normally be submitted on the form provided by the Town. The Town of Shelburne will not consider requests received as part of general (mass) mailing or telemarketing campaigns.

Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance. Funding will not normally be provided to social service, health or similar agencies.

Usually organizations receiving funding assistance should be Incorporated as non-profit under the Joint Stock Companies Societies Act, however, groups that are not Incorporated but have an executive, membership, and a positive history are eligible to make applications for funding assistance.

**The deadline for grant applications is January 31<sup>st</sup> or the last working day of the month of January.** Late applications shall not be considered.

### 4. Program Intent

Every year, the Town receives more grant requests than it can fund. The objective of this policy is to treat all organizations fairly and consistently. The aim of the Town of Shelburne Grants to Organizations Program is to share available resources throughout the Town. Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life.

Grants are intended to provide modest levels of support and assistance to community non-profit organizations. The program tries to balance on-going needs and new applications.

### 5. Types of Grants

The different types of grants awarded under the town of Shelburne Grants Program are listed below. Monetary awards are one-time development grants or one-time operating grants. Applicants may also apply for In-Kind Grants or Service Agreement Contracts.

***One-time development grant:***

- Normally awarded for a start-up project, a single purchase, or a building/site expense
- Grant awards are normally in the \$100 to \$2,000 range

***One-time operating grant:***

- Normally awarded to support an on-going community-based program recognized as a priority within the community

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- This type of grant is not intended to support staff salaries or wages
- Although an organization may be awarded this type of grant several times, the award does not carry any guarantee of renewal. Organizations must apply on a yearly basis.
- Grant awards are normally in the \$100 to \$2,000 range.

### ***In Kind Grant:***

- Requests to borrow Town Equipment has a monetary value
- Requests for Town Staff time has a monetary value
- Requests for Town Services has a monetary value

### ***Service Agreement Contracts:***

- This type of award may only be initiated by the Town through a (RFP) request for proposals competition.
- It may be used when a clear gap of service has been identified, for transitional programs, or to replace a municipal service

## **6. Grants Review Process**

- (i) Application form received prior to deadline.
- (ii) The Community Participation & Volunteerism Committee (CP & V) reviews grant applications based on need, past grants received, reporting from past applicants, and budget. The CP & V committee passes a motion that recommends grants to Council in their monthly report. The Evaluation Form may be found attached to this policy as Schedule A.
- (iii) Council reviews the CP & V report at a Regular Council Meeting for approval. Council will pass a motion to approve the recommendation or make amendments to the recommendation of the CP & V committee.
- (iv) The Finance Department is made given a list of successful applicants and letters are sent to grant recipients noting the reporting requirements and amount of the grant awarded. Note that not all applicants will receive the full amount requested due to budget constraints. The list of awards is made public and published online and in the newspaper.
- (v) Reports are expected to be delivered in either hard copy or electronically to the Town Office, attention Town Clerk, by December 31<sup>st</sup> of each year.

## **7. General Conditions**

- Applications received after January 31<sup>st</sup> are considered late and will not be reviewed. Each year, the Town receives more applications than it can fund, so it is important for applications to be on time and contain the correct information.
- Awards will be announced after the Town's budget approval (usually in the Spring).
- All applicants must comply with Section 65 of the Municipal Government Act.
- Only one application is permitted per organization each funding year.
- Churches are not eligible for funding unless they are registered as a Municipal Heritage Facility or they are applying for assistance with a recreation program.
- Applicants may be asked to make a verbal presentation to Town Council in order to explain and outline the specifics of their proposed project.
- Grants are awarded by the type of project, not the type of organization.

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- The Town requires promotion of equality of access and opportunity for all persons and residents.
- Grants are not awarded for the salary/wages of staff positions or board honoraria.
- Grant applications should be able to demonstrate active fundraising efforts and/or additional funding sources to support the continuation of a program, project or service.
- Grants may be awarded with certain terms and conditions. The letter of award will state if any particular restrictions apply to the grant. Payout restrictions may be put on a new group that is not incorporated (Example: payment upon submission of receipts).
- Awards may be issued in full (the usual practice) or can be paid in installments. The letter of award will state if a holdback applies to the grant.
- An applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or financial/budgeting concerns by an applicant or organization.
- Applicants must submit a report by December 31<sup>st</sup> to the Town Office, attention Town Clerk. Reports must include a summary of the project, financial statements, and/or any other supporting material to show completion of the project.

### **8. Grant Policy Review**

This Policy is to be reviewed by the CAO within 4 years of the previous approval date.

Previous Approval Date: February 18<sup>th</sup>, 2019

SCHEDULE A

Evaluation Criteria	Scoring Points	Score
<b>Municipal Mission</b>		
<b>Vital</b> – matches Town’s Strategic Plan or key area of focus	3	
<b>Notable</b> – Is a new idea that addresses community needs	2	
<b>Non-Critical</b> – not relevant to Town’s Strategic Plan or community needs	0	
<b>Public Need</b>		
<b>Community at Large</b> – general need, broad-based, open to the community at large, benefit to all	3	
<b>Multiple Interests</b> – some need, open to multiple sections of the community	2	
<b>Vested Interest</b> – special interest groups, select demographics	1	
<b>Public Benefit</b>		
<b>Public Interest</b> – all residents may derive benefit	3	
<b>Mixed Interest</b> – some residents may derive benefit from different areas of the population	2	
<b>Private Interest</b> – specific residents may derive benefit / barriers to all residents deriving benefit present	1	
<b>Human Development &amp; Inclusion</b>		
<b>High</b> – equality of access and opportunity (age, income, accessibility) and/or high level of volunteerism.	3	
<b>Moderate</b> – range of access and opportunity and/or medium level of volunteerism.	2	
<b>Low</b> – limited access and opportunity and/or low level of volunteerism	1	
<b>Quality of Life</b>		
<b>Livable Community</b> – important to providing core services to meet needs, help sustain the community	3	
<b>Community Image</b> – enhances image of community, working together	2	
<b>Community Extra</b> – Not a necessity but provides an extra	1	
<b>Alternate Provider</b>		
<b>None</b> – no other potential providers of service / program	3	
<b>Some</b> – some other providers of similar service / program	2	
<b>Many</b> – many other providers of similar service / program	1	
<b>Financial Need</b>		
<b>High</b>	3	
<b>Medium</b>	2	
<b>Low</b>	1	
<b>Accountability (Reporting &amp; Record)</b>		
<b>In good standing</b>	3	
<b>Not in good standing</b>	0	