Municipality of the County of Colchester

Not for Profit Insurance Funding Program

Guidelines

Purpose
The purpose of the Not for Profit Insurance Funding Program is to support community organizations who require financial assistance in order to obtain General Liability Insurance.

Definition
General Liability Insurance: Helps protect an organization from claims made by persons hurt on your premises or at your activity who sustain damage because of your event. Property insurance falls under this category.

The minimum amount of coverage available to not-for-profit groups is one million dollars commercial general liability.

Eligibility
Must be a Not for Profit community organization or group.

Evaluation Criteria
Applications will be assessed on the basis of the following criteria:

- group/association who exist to serve the needs of the community;
- demonstrated need for financial assistance.

Priority will be given to recreation associations who have limited revenue and/or limited ability to raise funds.

Private membership organizations, service clubs and social service agencies are not eligible for funding.

Churches and Day Care/Preschools will not be accepted.

Sport/Recreation associations whose policy falls under their Provincial or National Sport Organization and/or if individuals pay insurance based on participation will not qualify for funding.

Tourism initiatives and festivals are not eligible but staff will direct these inquirers to the Economic Development Grants.

Scope of Funding

The Municipality will support the group by contributing up to 50% of the total cost of the General Liability Insurance policy to a maximum of $1000 per association.

Applicants must secure the remaining 50% funding at time of application.

Groups must apply for funding based on their current policy or quote. Only one application per

group will be accepted each fiscal year.

Groups are requested to submit more than one quote for a new policy, including their current policy at time of their first application to the program. When a company will not provide to a group, the group should request confirmation of same and submit the confirmation of no quote to Recreation Services. Groups will be asked to submit new quotes for insurance every three years.

Municipal funds will be awarded based on the number of requests meeting pre-determined criteria and the amount of funding available each year.

The organization will be responsible for the purchase, maintenance, and execution of any and all suits or claims made against the policy.

Standard coverage information will be available at time of application. This information is subject to change each year.

The Municipality will consider funding policies whose coverage is consistent with similar policies of similar associations. Any additional coverage required by the group will be full responsibility of said group.

Documentation Required

Applications must include the following:

- completed application form;
- more than one quote for a new policy or current policy with additional detailed quotes;
- detailed annual budget for the association;
- list of the group's current board of directors;
- overview of the group's annual activities.

Once General Liability Insurance is secured, groups must submit a copy of their active policy to Recreation Services.

Application Review

Applications must be submitted to Recreation Services by 4:30 p.m. on **February 29, 2012.** Questions or requests for assistance should be directed to Recreation Services at 902-897-3181 or cburgess@colchester.ca.