

## **Municipality of the County of Colchester**

### **Grants to Non-profit Organizations Policy**

#### **Purpose**

The Municipality of the County of Colchester has created the Grants to Non-Profit Organizations Policy to identify the process, and criteria for considering grants to non-profit organizations that benefit Colchester County.

#### **Objectives**

1. To identify on an annual basis the amount that the Municipality will provide in grants.
2. To establish a process for applying for grant money which is fair and consistently applied, as well as a process by which the Municipality will consider grant requests.
3. To identify criteria upon which grant applications will be evaluated.

#### **Budget Amount**

On an annual basis, the Municipality will identify an amount to be allocated for grants to non-profit organizations.

The Draft Operating Budget will not include an allocation for grants, other than amounts to organizations receiving automatic annual funding, as previously approved by Council. Rather, Council will set the allocation during its Additions/Deletions meetings.

#### **Application Process**

- All grant applications will be considered as part of Council's annual Operating Budget process.
- The deadline for grant applications for the April 1 - March 31 fiscal year will be January 31 of the preceding fiscal year.
- All applications must include a current financial statement, which indicates revenue sources for the organization, as well as a budget for the upcoming fiscal year.
- All grant applications received throughout a current year will be referred to the budget process for the following year.
- Council will schedule a minimum of one additional meeting to hear presentations from non-profit organizations requesting grants from the Municipality.
- Final decisions on grants will be made at the Council meeting following Additions/Deletions meeting.

#### **Funding Allocation**

- Organizations may apply for any amount up to \$5,000. Council may grant up to 100% of eligible amounts requested by the applicant.
- A letter of notification about application results will be sent to each organization. Terms and conditions of the grant and a cheque for any amount granted to the organization will be

included with the notification of successful applicants. Organizations in receipt of grants over \$1,000 will also receive a grant report form with their letter of notification.

### **Presentations to Council**

- First-time applicants must make an in-person presentation to County Council to introduce their organization and its activities.
- An organization that has received three grants under the Grants to Non-Profit Organizations Policy must make an in-person presentation to County Council as part of a fourth application for support. Presentations are required every fourth application thereafter.
- In addition to these scheduled presentations, any organization requesting a grant may be required to present its request to Council in person at Council's invitation.
- Organizations receiving automatic annual funding as previously approved by Council, will be required to make a presentation to Council at least once during each term of Council.

### **Post Grant Reporting**

- Post grant reporting is required of all organizations to confirm use of funds is consistent with the grant application approved by Council and the terms and conditions set out in the letter of notification.
- Organizations in receipt of grants up to \$1,000 must deliver a letter verifying proper use of funds. Photographs and a description of how the grant support the activity, program, or upgrade are encouraged.
- Organizations in receipt of grants over \$1,000 must deliver a completed grant report form. Photographs and stories about the grant-supported activity are encouraged.
- Reporting forms and required follow up information must be received by December 31 of the current year to be eligible for future funding through the Grants to Non-Profit Policy.
- Automatic annual grant funding recipients must submit financial statements, including a balance sheet, and a program overview, annually.

### **Eligibility Criteria**

1. Only non-profit organizations are eligible to apply for a grant.
2. The non-profit organization must be either an incorporated body or a registered charity.
3. Applicant organizations must demonstrate that their activities will benefit citizens of Colchester County.
4. Only organizations operating community facilities are eligible for grants of a capital nature. For the purposes of this policy, a community facility is defined as a place where people from a particular geographical community can meet for social, educational, or recreational activities without restriction by membership or other conditions other than optional rental fee and normal user conditions address liability.
5. Applications for grants of a capital nature must include an authorized signature accompanying a declaration that the applicant is the owner of the community facility for which the grant is requested.

6. Capital improvement project applications over \$1,000 must be accompanied by a contractor quotation for the work.
7. Grants to Non-Profit Organizations Policy focuses on capital costs for community facilities, and programming and project costs for non-profit organizations. On-going operating costs and wages are not eligible for grant funding.
8. Organizations must demonstrate their need for assistance by indicating financial status and fund-raising efforts.

**Clerk's Annotation For Official Policy Book**

Date of Notice to Council Members of Intent to Consider (7 days minimum): May 11, 2020

Date of Passage of Current Policy: May 28, 2020

I certify that this Policy was adopted by Council as indicated above.

Rob Simonds  
Municipal Clerk

June 16, 2020  
Dated

*amended May 28, 2020  
amended November 30, 2017  
amended February 23, 2012  
amended September 29, 2005  
amended January 30, 2003  
originally approved June 24, 1999*