

Municipality of the County of Colchester

Grants to Non-profit Organizations Policy

Purpose

The Municipality of the County of Colchester values the services provided by local non-profit organizations and the positive impact they have on our community.

This policy has been created to identify the process for consideration of grants to non-profit organizations within Colchester County.

Definitions

In this Policy:

- a) **“Municipality”** is the Municipality of the County of Colchester
- b) **“Non-profit Organizations”** are incorporated or registered charities in good standing with the Registry of Joint Stock Companies.
- c) **“Community Facility”** is a place where people from a particular geographical community can meet for social, educational or recreational activities.

Objectives

- To identify on an annual basis, the total amount that the Municipality will provide in grants, under this Policy.
- To establish a fair and consistent process that allows non-profit organizations to apply for grant funding assistance to a maximum of \$5000.00 annually.
- To identify criteria upon which grant applications will be evaluated.

Eligibility

- Only non-profit organizations that are incorporated or registered charities with the Registry of Joint Stock Companies, are eligible to apply for a grant of \$5,000 or less.
- Funding applications from religious organizations or for assets owned by religious organizations are not eligible.
- Applicant organizations must demonstrate how their activities will benefit citizens of Colchester County.
- Only non-profit organizations operating community facilities are eligible for grants of a capital nature.
- Applications for grants of a capital nature must include a signed declaration that the applicant is the owner of the community facility for which the grant is requested.
- Contractor quotes are required for Infrastructure improvement projects over \$1,000.00.
- 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 (ie. Utilities) and salaries/ wages are not eligible for grant funding.
- Organizations must demonstrate their need for assistance by indicating financial status and fund-raising efforts.

Budget Amount

On an annual basis, the Municipality will identify an amount to be allocated for grants to non-profit organizations. Council will set the allocation for grant funding during its annual Operating Budget meetings.

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.

Application Process

- Applications are available on the Municipality website.
- Completed applications must be received by Recreational Services Division on or before January 31st, for the upcoming April 1 - March 31st fiscal year.
- Applicants must include a current financial statement, balance sheet or income statement etc., that indicates revenue sources for the organization **and** 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.
- Recreational Services staff review applications for eligibility and completeness before recommending eligible applications to Council. Only grant applications that meet eligibility criteria will be considered as part of Council's annual Operating Budget process.
- Final decisions on grants will be made when the Council budget is approved.

Funding Allocation

- Under this Policy, applicants are eligible for a maximum of \$5000 funding assistance per year. Applicant must display financial commitment through means such as in-kind, donations or monetary.
- Successful applicants will receive a congratulatory letter that provides specifics of funding approval. Terms and conditions of the grant and a cheque for any amount granted to the organization will be included with the letter to successful applicants. Organizations in receipt of grants will receive a grant report form template with their congratulatory letter.

Presentations to Council

- All applicants are required to appear before Council to respond to questions related to their application and are encouraged to make an informal presentation to County Council. Meeting/Presentation dates to be scheduled by Recreation Services staff.
- Presentations will be capped at 10 minutes per non-profit applicant.
- 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 that use of funds is consistent with the grant application approved by Council and the terms and conditions set out in the letter of notification.
- All organizations in receipt of grants must complete a grant report form. (Photographs and a description of how the grant supported the activity, program, or upgrade are required).
- Post Grant Report Form Template is found on Municipal website.
- Grant Report forms and all required follow up information must be received by **December 31st** of the current year, to be eligible for future funding through the Grants to Non-Profit Policy.
- All automatic annual grant funding recipients must submit financial statements, including a balance sheet, and a program overview, annually.

Note: Grant Requests over \$5000.00 for larger projects will be considered on a case by case basis as budget allocations permit. These applicants must submit a written/detailed proposal for specified project. Proposal template can be obtained from Recreational Services.

Applicants will be required to meet the same eligibility criteria as above.

amended August 17, 2021 (Draft from Committee meeting)