

INFORMATION MEMORANDUM

TO: Mayor and Council

FROM: Shelley Rector CPA, CMA – CFO and Greg Herrett, CPA, CA - CAO

DATE: April 29, 2019

SUBJECT: Community Grants Policy

Background

During budget discussions questions were raised around the Community Support Grants Policy. Staff thought it would be beneficial to have a discussion around the Policy prior to Council deciding on what will be funded this fiscal year.

To stimulate discussion, attached is the Town of Amherst Community Support Grants Policy as well as:

1. A model policy from AMA
2. The Town of Antigonish Application
3. Town of East Hants Policy, application and report

If there is an interest in amending the current policy **BEFORE** the grants are awarded, Council may want to consider the following decision areas for the policy.

Discussion Areas

The following identify the areas for discussion and the main items to be determine in each area:

1. Are there going to be certain categories that are eligible for funding?
 - a. Established organization – purchase of equipment
 - b. Established organization – unconditional
 - c. Established organization – promotional
 - d. Established organization – event
 - e. Event
 - f. Team - sport
 - g. Individual - sport
2. Is there going to be a dollar value limit on amounts given? Up to:
 - a. 100
 - b. 250
 - c. 500
 - d. 1,000
3. What are the reporting requirements?
 - a. Report at end
 - b. Income Statement and Balance Sheet at time of application
 - c. Event Results
 - d. Required income for event breakeven
 - e. Require invoices for Capital/Equipment purchases

4. Are there other conditions for funding?
 - a. Promotion recognition to Town
 - b. Pictures
 - c. Others?
5. Are there other rules around funding?
 - a. Will funding be provided for a maximum of five years?
 - b. Are there any that will have ongoing funding (see policy items currently in place)?
 - c. If they are Provincially funded do, they not receive funding?
 - d. Is there an up to a maximize percent of overall costs (50% for example)?
 - e. No alcohol?
 - f. Final application deadline – no approvals throughout the year?
 - g. If approvals throughout the year, are there guidelines around it?
 - a. Maximum amounts
 - b. Only for certain items like sport event or advertising
6. How will we provide the funding?
 - a. Cash flow up front
 - b. Percentage and claim throughout
 - c. All at the final once report received
7. How do we allocate the amount approved?
 - a. All at budget time
 - b. Leave some for though out the year
8. Decision making
 - a. All council
 - b. Some CAO discretion throughout the year

In addition, there were questions raised at the meeting about some of the applications submitted this year. Attached to this document is summary information to answer those questions.

Supplemental Information – Fire Association

From: Greg Jones <GJones@amherst.ca>
Sent: April 17, 2019 2:50 PM
To: Greg Herrett <GHerrett@amherst.ca>
Subject: Fire fit
Importance: High

Good afternoon,

Greg, in speaking with the Fire fit committee members I have learned that a \$1,000 non refundable deposit (Plus applicable taxes) is required this year in order to reserve the requested event date for 2020. This payment needs to be forwarded to Fire fit Canada no later than October 30th, 2019. In addition, a non-refundable deposit of \$3,500 (plus applicable taxes) is due by September 30th, 2019. Further, The total host fee for a two (2) day event is \$11,000.00 (plus applicable taxes); with the balance of \$7500, due 2 months prior to event.

Total breakdown

Due Fall 2019

\$1,000 – Cost to reserve the 2020 event date

\$3,500 – Deposit on the 2020 event

Due May 2020

\$7,500 – Final payment prior to the event

Total cost - \$11,000

Supplemental Information – Biker Bash

[illegible]

| <u>In-Kind Services provided</u> | <u>Value</u> |
|---|---------------------------|
| Atlantic Combustion (Forklift) | \$2,000.00 |
| Arthur J Gallagher Ins. (Event Insurance) | \$5,000.00 |
| Amherst Toyota (Shuttle) | \$300.00 |
| Casey Concrete (Barriers) | \$1,000.00 |
| Charm Diamond Centre (Ring-Blitz the Bridge) | \$500.00 |
| Dorchester Jail B&B | \$200.00 |
| Labbatt/Keiths | \$500.00 |
| Municipality of Cumberland | \$2,000.00 |
| N.S. Motorcycle Tour Guide (Prizes-Toys for Tots) | \$775.00 |
| N.S. Power (Temporary Entrance fee waived) | \$525.00 |
| RayTech Electrical (On call service for weekend) | \$2,000.00 |
| Town of Amherst | \$3,000.00 |
| Tuxedo Toilets and Septic Cleaning | \$1,000.00 |
| Vendor support for Toys for Tots (Prizes) | \$750.00 |
| | |
| <i>Total Value of Services</i> | <i>\$19,550.00</i> |

Supplemental Information – Amherst Artisan Gallery

Council requested clarification on the amounts identified on page 28 of the binder under “Payouts” called “Cash Draw – Gallery” and “Cash Draw – Stage Market”. In discussions with the contact identified on the application, it was determined that these amounts are draws for a cash prize that are given during events. An entrance fee is charged, and a portion of the entrance fee is then given away as cash in a draw (there is also usually a donation from an artist). They do this because they believe it increases attendance.