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DEPARTMENT: ALL TOWN DEPARTMENTS

TITLE: **COMMUNITY SUPPORT GRANTS POLICY**

Minutes reference date: 23 September 2013 27 October 2014 21 May 2015 25 June 2018 24 September 2018

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### **POLICY STATEMENT:**

1. ~~1.~~ Amherst Town Council directs the operation of the Town through its approved policies. The Community Support Grants Policy guides the allocation of financial and in-kind contributions to non-profit or charitable organizations that are based in the Town of Amherst and are considered by Council to enhance the lives of residents. Every year the Town receives more grant requests than it can fund. The purpose of this policy is to establish equitable guidelines for the distribution of limited amounts of funds to non-profit and charitable organizations in the community in a manner approved by Council.
2. This program does not govern the following, which are separately administered:
- (1) Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws); and
  - (2) Residential Property Tax Rebates (low-income homeowners).

### **POLICY OBJECTIVES**

3. The objectives of this policy are:
- (1) To outline the requirements to apply and be considered for a Community Support Grant from the Town of Amherst;
  - (2) To ensure that groups applying for Community Support Grants are evaluated on a consistent, equitable basis, utilizing the same evaluation criteria; and
  - (3) To provide for public disclosure of a list of grant recipients and the amounts of those grants.

### **EXCLUSIONS**

4. The following are exclusions from the grant program:
- (1) It is not the intent of this policy to fund activities of organizations that are clearly within the mandate of the Government of Nova Scotia or the Government of Canada (e.g. health, social services, housing).
- ~~2. This program does not govern the following, which are separately administered:~~
- ~~\* Tax Exemption for Non-Profit Organizations (full and partial tax exemption by-laws);~~
  - ~~(1) \* Residential Property Tax Rebates (low-income homeowners).~~

## AUTHORITY

3. Authority is provided under Section 65, *Municipal Government Act*, as amended.

## APPLICATIONS FOR ASSISTANCE

- (2) ~~4. All grant applications shall normally be submitted on the form provided by the Town. The Town of Amherst will not consider requests received as part of general (mass) mailing or telemarketing campaigns. Applications will be considered from groups that have had satisfied conditions and obligations from previous grants awarded to them and provided sufficient proof of their non-profit status. Funding applications will not be considered from the following:~~

Funding applications will not be considered from the following:

- (3)
- ~~➤~~ Businesses;
  - ~~➤~~ Hospitals, medical programs, treatment services or social services programs;
  - ~~➤~~ School Boards or quasi government organizations;
  - ~~➤~~ Non-profit organizations for the purpose of funding accumulated deficits;
  - ~~➤~~ Any organization for the purpose of ~~fund raising~~fundraising to distribute to other organizations/individuals; and
  - ~~➤~~ Organizations with political affiliations
- (4) Funding will not normally be provided to religious organizations where services include the promotion or required adherence to a particular belief.
- (5) Funding will also not normally be provided to ~~fund raising~~fundraising campaigns of national charitable organizations.
- (6) ~~Applicants~~Funding will not normally be provided to organizations who are encouraged to submit applications planning to give proceeds of the Town of Amherst by March 1<sup>st</sup>~~event to another organization.~~

## ALLOCATION OF FUNDS

5. Council is not obligated to:

- (1) Provide funding in ~~order to address the schedule under~~form of Community Support Grants;
- (2) Spend all the Towns budget process funds allocated for grants in any given year;

- (3) Award the full amount requested in an application; or
- (4) Renew any grant.

### **FUNDING ELIGIBILITY**

6. The following organizations are eligible to apply for a grant:

- (1) A society within the meaning of the Children and Family Services Act;
- (2) A club, association or exhibition within the meaning of the Agriculture and Marketing Act;
- (3) Any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province; sport organizations must be recognized and registered with its relevant provincial umbrella organization;
- (4) A registered Canadian charitable organization.

In rare situations, exceptions to these categories can be made at Council's discretion.

### **SPECIAL CONSIDERATION**

7. ~~5.~~ The ~~current level of financial support to~~ following Grants are provided annually, and the recipients must comply with the applicable requirements under the **application process** below. Failure to do so could result in future funding being suspended.

<u>a) Amherst Food Assistance Network,</u>	<u>\$ 2,000</u>
<u>b) Cumberland Early Intervention Program,</u>	<u>\$ 500</u>
<u>c) Sexual Health Centre for Cumberland County <del>and</del></u>	<u>\$ 500</u>
<u>d) Cumberland County Transition House (Autumn House),</u>	<u>\$10,000</u>
<u>e) Senior's Safety Advisory Committee <del>and</del></u>	<u>\$ 6,500</u>
<u>f) Cumberland County Museum</u>	<u>\$ 4,000</u>
<u>g) Amherst Little League Baseball Association</u>	<u>\$ 1,500</u>
<u>h) Amherst Little League T-Ball Baseball</u>	<u>\$ 500</u>
<u>i) NSCC Grant last payment fiscal 2021/22</u>	<u>\$20,000</u>
<u>j) Maggie's Place</u>	<u>\$10,000</u>

Council reserves the right to discontinue funding for these organizations without notice, however, they will ensure consideration is made to provide notice or a gradual decrease to the amounts above where possible. These are reviewed annually. It is anticipated that the contribution from the Town is not the sole source of funding for the above organizations.

### **LIMITATIONS**

8. The following limitations apply to funding for the Programs listed below:

- a) Funding shall be continued. Further applications requesting financial assistance in this category limited to no more than 40% of overall costs for an event or program except "A" fresh start which is limited to 60% of overall costs.
- b) Funding will not be considered. All be provided for a maximum of three consecutive years.
- c) Funding cannot be used to purchase alcohol.
- d) An organization can only apply for funding under one area for the same activity, item or event. For example, an event cannot apply under "A" Fresh Start and under the Festivals and Events Grant.
- e) Those organizations receiving financial assistance must annually file financial statements with the Town. Failure to do so will result in future funding being suspended funding under number seven above are not eligible for funding under other the programs listed below.

**POLICY COMPONENTS**

6. \_\_\_\_\_ A) — **PROGRAMS**

9. The following are a list of the grants available:

- a) "A" Fresh Start

There is one annual intake with a maximum allocation of \$35,000. See Appendix A  
— Maximum annual allocation \$17,500.

- b) B) — **Recreation Sport** and Physical Activity Grants and Assistance

(1) — **Direct Recreation Programming Support**

— Amounts may be appropriated under this program only when the organization provides an organized recreational opportunity through an organization recognized and registered with its relevant provincial umbrella organization. Support currently provided to the following organizations will be continued:

— Fundy Youth Soccer Association (Payment of Property Taxes)

— The current funding for Amherst Little League will continue and be included in our operations budget each year under Program Youth.

— The current funding for Amherst T-ball will continue and be included in our operations budget each year under Program Youth.

- i. ~~(2) — Financial Assistance to Teams Traveling~~ Maximum funding considered under this component will be \$500 for a team and \$250 for an individual.

This includes amounts for teams traveling to Provincial, National and International Competition

~~Amounts may be appropriated under this program only when the team or individual applying meets the following applicable criteria:~~

- ~~ii. The competitions when the team/ or~~ individual has been successful at a regional qualifying competition recognized by its relevant provincial or national umbrella organization (e.g. Hockey Nova Scotia or Skate Canada).
- ~~iii. The team is located in the Town of Amherst and is considered by the provincial or national umbrella organization to be the home for the team.~~
  - ~~Individuals playing for an Amherst Team do not qualify for funding support. Only the team qualifies to apply for funding.~~
- ~~iv. The individual is competing as an individual and has their principal residence in the Town of Amherst.~~

c) Festivals and Events Grants

- i. Less than 1,000 people anticipated to participate:

1. Maximum funding considered under this component will be \$500.00 for a team and \$250 for an Individual.

- ~~(3) — Financial Assistance for hosting Invitational, Provincial and National Tournaments.~~

~~An organization or team hosting an Invitational Tournament in the Town of Amherst qualify for funding support under this policy.~~

~~Maximum funding considered will be \$250.00 for the host team or organization.~~

~~Organizations who have successfully applied to host a Provincial or National Tournament in the Town of Amherst qualify for funding under this policy.~~

~~Maximum funding considered will be \$500.00 for the host organization.~~

~~a) C) — Must Festivals and Events Grants~~

- ~~2. The Town of Amherst recognizes that local festivals and events are an integral part of life in Amherst. The Town wants to encourage and support organizations that successfully organize and facilitate these events. It is recognized that there are many requirements to be successful, ranging from the financial capacity of the organizing body to facility requirements. Through this policy, the Town of Amherst will provide support to organizing bodies who demonstrate that their event or festival garners broad community support, significant participation up to 1000 people, and provides; and~~
- ~~4.3. Provides a unique experience not duplicated by other ongoing events, festivals or activities. The Town of Amherst will consider requests for financial assistance submitted.~~

~~ii. More than 1,000 people participating:~~

~~Maximum funding **considered under this component** will be **\$500.00**~~

- ~~1. Major events and festivals in the community are designed to stimulate public participation and enhance the quality of life for our residents, while serving as an economic generator for the Town. These events determined by Council but will draw not exceed \$2,500;~~
- ~~2. Draw spectators from the Maritimes, nationally or internationally and increases the profile of our community. These events must; and~~
- ~~2.3. Must be a minimum of three days in length and must be affiliated with a local community non-profit organization.~~

~~**Maximum funding considered under this component will be determined by council upon reviewing the proposal and recommendations from staff.**~~

~~**EVALUATION CRITERIA for Festivals and Events Grants**~~

~~d) — Organizational Equipment~~

~~Operational and capital equipment purchase requests will be considered by Council to a maximum of \$500.~~

~~e) Community Well-Being~~

~~Funds have been allocated for initiatives that directly impact community well-being and result in a reduction in poverty in the community. The reporting requirements and limitations in section 8 apply to these grants.~~

- i. Applications ~~being~~ will be considered for funding will be evaluated on up to a maximum of \$5,000

### APPLICATION PROCESS

10. Applications may be submitted throughout the year. Council reserves the right to refer the request to the following ~~criteria~~ year's budget process if they deem so appropriate. Budget deliberations begin in November of each year. Deadline for submission is December 1st of each year for the following fiscal year. The Town's fiscal years runs April 1-March 31.

e) ~~Financial Need (20%)~~

- ~~Need for direct financial assistance from the Town is identified.~~
- ~~Other fund raising efforts identified and sources confirmed.~~

f) ~~Economic Impact (15%)~~

- ~~The event or activity promotes economic activity in the community~~
- ~~The event or activity positions the town to be destination for visitors.~~
- ~~Direct economic impact identified. (revenues generated by event; hotel rooms sold; local vendors utilized; volunteers mobilized; local purchased made; etc.~~

k) ~~Value of Event or Activity (50%)~~

- ~~Uniqueness of the experience to the community and is not a duplication of other activities.~~
- ~~Potential of audience numbers and participation levels (planned success levels)~~
- ~~Potential of event to become an annual marquis event.~~
- ~~Ability for the event or activity to become self-sufficient with little or no financial assistance from the Town.~~

p) ~~Organizational Strength (15%)~~

- ~~Strong and committed leadership with a clear focus~~
- ~~Proposals, budgets and action plans are clear, organize and well developed~~

11. ~~Only~~ Council will only approve one application per year per group in addition to the "A" Fresh Start grant. Applications for "A" Fresh Start must be for new initiatives and must not include events applied for under the Community Support Grant process.

12. An applicant for amounts under \$1,000 must submit the following information as application for grant funds:

- (1) A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.

13. An applicant for amounts over \$1,000 must submit the following information as application for grant funds:

- (1) A complete Community Grant Application in the form prescribed by the Town of Amherst, including a proposed budget for the project.
- (2) The most current financial statements of the organization designated to receive the grant funds in the application, as well as a budget for the upcoming year.

14. The Town of Amherst may request additional information.

### **APPROVAL PROCESS**

15. The follow outlines the approval process for applications ~~scoring in excess of 60%:~~

- (1) Staff will review the applications to ensure the proper information has been provided. Applicants who have not provided proper information will be ~~considered for~~ identified in the information provided for the Committee of the Whole meeting;
- (2) Applications will be reviewed at Committee of the Whole for eligibility, evaluation and recommendation to Council;
- (3) Council determines all grant levels per organization as per maximum allocations identified in number 9 above.

16. Council retains the authority to provide amounts over the maximum amounts in unusual or special circumstances where it is in the Town's best interest to do so.

17. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.

### **Authority of the Chief Administrative Officer**

### **AUTHORITY OF THE CHIEF ADMINISTRATIVE OFFICER**

18. The Chief Administrative Officer (CAO) may approve applications submitted under this sections 6 B (1, 2 & 3-) and 6 C (1) of this policy that are \$500 and less, provided such applications



qualify in accordance with this policy and fall within the thresholds established. Council will be notified by email upon approval of each application and a media release will be issued to communicate the support provided by the town under the application. A list of applications approved will be provided to Council quarterly. (March, June, September and December)

### GENERAL CONDITIONS

8. ~~a) Applications received after the March 1<sup>st</sup> deadline are considered late. Late applications are reviewed only after the regular review. 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.~~
- ~~b) Awards are announced after the Town's budget has been approved (usually in May).~~
- ~~c) Successful proponents shall agree for the Town to arrange a presentation of the community support grant with the media present and for the Town to use any photo images, videos or stories related to the community support grant in other forms of media as the Town deems fit.~~
- ~~d) An applicant must be a registered non-profit organization or charitable society. Part of the review process includes confirmation of registration by municipal staff.~~
- ~~e) Only one application per organization may be submitted in each funding year.~~
- ~~f) Grants are not awarded for salary/wages of staff positions or board honoraria.~~
- ~~g) Grant applications should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service.~~
- ~~h) Grants may be awarded with certain terms and conditions. The letter of award will state if any particular restrictions apply to the grant. Funding may be revoked for failure to comply with terms and conditions.~~
- ~~i) Awards may be issued in full (the usual practice) or can be paid in instalments. The letter of award will state if a holdback applies to the grant.~~
- ~~j) In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.~~
- ~~k) At the end of a project or the organization's year-end, grant recipients must submit~~

### PAYMENT PROCESS

19. For amounts over \$1,000 payment will be made as follows:

- (1) 75% at the time of award
- (2) 25% at the time of receipt of the final report. Reports must be received by no later than March 31 in the year of award. Failure to submit final reports by March 31, will result in the final 25% not being awarded.

### **CONDITIONS**

20. Grant recipients shall:

- (1) Make no misrepresentation on their application;
- (2) Use the grant as described in the application;
- (3) Provide a final report after the completion of the activity; and
- (4) Use the funds in the year granted.

21. Grant recipients receiving less than \$1,000 shall submit a final report once the activity has been completed but not later than March 31 of the fiscal year in which it was awarded. The report shall include:

- (1) A copy of receipts for funding used; and
- (2) An outline of the impact of the grant upon the organization and community.

22. Grant recipients receiving \$1,000 or more shall submit a final report once the activity has been completed but not later than March 31 of the fiscal year in which it was awarded. The report shall include:

- (1) A copy of receipts for funding used;
- (2) An outline of the impact of the grant upon the organization and community; and/or
- (3) The proposed project budget submitted with the original application with updates for actual revenue and expenditures.

23. Grant recipients shall keep proper books of accounts and receipts of all expenditures related to the project and shall make them available for inspection by the Town of Amherst upon request.

24. Non-compliance in number 18 above, could result in no funding being awarded in the future year(s).

25. Grant recipients are required to acknowledge the financial statement to support of the Town of Amherst in all advertising, publicity, programs and signage for which funds are granted.

26. Grant recipients who fail to comply with these conditions may be required to return all or partial funds to the Town of Amherst and may be deemed ineligible for Community Support Grant funding in future years.

### **PUBLIC DISCLOSURE**

27. The Town of Amherst will provide financial information with respect to the budgeted amounts disbursed and actual amounts disbursed on an annual basis.

28. A summary of grant awards will be posted on the Town of Amherst's website in accordance with s.65C(1) of the *Municipal Government Act*.

Appendix A – “A” FRESH START – Maximum Annual Allocation \$35,000

This money would be granted in a program called “A” Fresh Start- Community Initiative. This program would be ~~twice~~once per year, with up to ~~\$17,500~~\$35,000 available ~~each time~~. The process would be administered, and events convened, by the Amherst Recreation Department.

(1) Applications

- (a) Organizations may apply; ~~up to twice per~~ once a year.
- (b) Organizations may only be chosen once ~~a year~~ every two years
- (c) Application Deadlines
  - ~~(i) April 1st for first public voting in June~~
  - ~~(ii)~~ (i) August 1st for ~~second~~ public voting- in October.

(2) Qualifying applications

- (a) In order to qualify the presentation, idea, or use of the money must be for creative, new events or initiatives or that enhance current programs. For example: a new cultural play, new event, festival, fundraising event with funds going back into Amherst and area, or new enhancement to an existing service or event.
- (b) Normal ongoing operations of an organization do not qualify.

(3) Selection Process

- (a) All qualifying applicants, are eligible to be one of 5 FINALISTS reviewed by a staff committee and approved by Council at ~~both the May and the~~ September council ~~meetings~~ meeting.
- (b) The 5 selected are required to present at the public event in ~~June and~~ October.

(4) Presentations

- (a) The public meeting would be for 1 ½ hours from 7pm- 8:30 pm- ~~June and~~ in October at the Community Credit Union Business Innovation Centre.
- (b) All presenters and public are welcomed to attend.
- (c) Those persons 16 years of age and over will be charged a \$2.00 fee at the door and will receive a ballot to vote.
- (d) The door proceeds will be donated to a local charity
- (e) Selected applicants are required to make presentations of 10 minutes each.

(5) Decision making

- (a) After all presentations are complete, members of the public who have paid for a ballot at the door will vote to rank the quality of the presentation.
- (b) Council will review the applications immediately following the public event, taking into consideration the results of the presentation vote and other factors, and determine by vote final decision on funding to be allocated to the final 5.

(c) Awards

(i) Up to \$~~17,500.00~~35,000 to be awarded, but all 5 chosen get an award- the money at the door is donated to charity.

(ii) Public vote on top 5– council then votes on final ranking of all 5.

(6) Other

(a) Where applicable While voting is going on- previous winner makes a presentation on how they spent the money for their cause.

~~(7) Transition – As 2018/19 is the initial year of the program there will only be a fall event in the 2018/19 fiscal year.~~

~~(8)~~(7) Those receiving grants will receive 80% of the funding granted in advance of their event with the remaining 20% issued after completion of a final report that must be presented to the Town following the completion of the event.

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(8) \_\_\_\_\_ The amount provided through "A" Fresh Start cannot exceed 60% of the overall cost.

Date:

REQUEST FOR FINANCIAL SUPPORT

1. ORGANIZATION INFORMATION:

Name of Organization:

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Full Mailing Address:

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Contact Person: \_\_\_\_\_

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Email Address: \_\_\_\_\_

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Telephone: \_\_\_\_\_

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2. AMOUNT OF FUNDING ASSISTANCE BEING REQUESTED \_\_\_\_\_

\$ \_\_\_\_\_ \$ \_\_\_\_\_

3. What is the purpose for the funding requested? ~~((Sport and Physical Activity, Festivals and events, Organizational Equipment, Community Event; Tournament – Provincial / National / Invitational; Festival; Well-Being etc.))~~

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4. Please attach a budget for the tournament, event or activity; include sources of revenue and ALL costs. **Please attach all documents that support the funding request.**

5. What are the expected benefits to the community? (event participation numbers; local, regional, provincial or national attraction; time span; community assets being used; support from business community)

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6. Please list all funding sources and/or other community partners for this event:

NAME	FUNDING IF ANY

7. How many volunteers contribute to this event or festival:

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