

MUNICIPALITY OF THE DISTRICT OF ARGYLE POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER _____
SECTION PROCEDURE AND ORGANIZATION OF COUNCIL	SUBJECT GRANTS PROGRAM

1. PROGRAM INTENT

- 1.1.** The aim of the *Municipality Grant* Program is to provide modest levels of support and assistance to community non-profit organizations, charities and recreational organizations within the Municipality and/or supporting the Municipality to assist with their priorities. This support is in recognition of the value that these groups provide to the wellbeing and growth of the community and in helping the Municipality retain a strong community focus. Every year the Municipality receives more grant requests than it can fund.
- 1.2.** The intent is also to focus the nature of these grants to specific initiatives, and to define Council's criteria to predetermined standards that are clear to the applicant. Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. The Municipality of Argyle provides initial support to these organizations with the approval of Bylaw #28- *Respecting Tax Exemptions for Non-profit Organizations*.
- 1.3.** This program does not govern the following, which are separately administered:
- a) Grants and contributions pursuant to inter-municipal or other regional agreements; such as the Yarmouth International Airport Corporation or the Western REN;
 - b) Municipality of Argyle Fire Services operating & capital grants;
 - c) Tax Exemption for Non-Profit Organizations (full and partial tax exemption bylaws);
 - d) Residential Property Tax Rebates (low-income homeowners); and
 - e) Approved funding for the Argyle Courthouse and Gaol, which is owned by the Municipality and not subject to grants to a separate organization.
 - f) Funding requests received by YASTA and the Yarmouth Area Industrial Commission.
- 1.4.** Community groups can access funds in two ways through the *Municipality of Argyle Grants Program*. The first is the general application process (*see section 3 below*) with deadlines on April 15th (spring issue) and on September 15th (fall issue) of each year and the second being a special category for *Community Grants (see section 7 below)*.
- 1.5.** Both categories funds projects, initiatives and events that complement Municipal priorities as identified in our Strategic and Active Living Plan.
- 1.6.** Each category is subject to maximum levels of funding to be determined by council on an annual basis. The same community group cannot submit applications to both deadlines (April and September) of the General Application Process.

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2. AUTHORITY

- 2.1. Section 65C (1) & (2), *Municipal Government Act*.
- 2.2. The grants awarded will be published in June and October every year. A list of recipients of grants and the amounts will be published in the local French and English newspaper, social media site, and web site. Other media outlets will be optional.
- 2.3. Content to be included in a disclosure will include all grants to non-profit organizations that are subject to an intermunicipal agreement.

3. GENERAL APPLICATION PROCESS – GRANTS TO ORGANIZATIONS

- 3.1. The total of the amounts paid in a fiscal year pursuant to Clause 65 of the *Municipal Government Act* shall not normally exceed 1.5 percent of the tax levied by the municipality for that year (including community grants). Unique capital project requests may result in grants in excess of this amount. The decision to exceed 1.5% would be at the discretion of Council.
- 3.2. All grant applications under this policy shall be assessed using an evaluation criteria determined by the Municipality. All grant applications (except Community Grants) shall be submitted using our online application process. The Municipality of Argyle will not consider requests received as part of general mass mailing or telemarketing campaigns.
- 3.3. Preference will be given to organizations that are located in our Municipality or demonstrate that the residents of Argyle will support their initiatives. Other factors will include (but not limited to) the organization's history in organizing other projects within the community, its reputation for sound business practice, and its efforts to generate revenue from other sources, such as the sale of products, or through other government units.
- 3.4. Deadlines for all grant applications are April 15th and September 15th, at 11:59 pm, with the exception of the Community Grants which have no deadline. As the application process is automated, these deadlines are not flexible.

4. ELIGIBILITY REQUIREMENTS & GENERAL CONDITIONS

- 4.1. Grants will not be available to groups that have failed to comply with the reporting requirements from previous grants.
- 4.2. Applicants must be non-profit or charitable community groups and organizations, with the exception of some grants related to active living and recreation, which may be available to individuals and private sector groups.
- 4.3. The grant shall not normally be considered as the primary source of funding for the organization. Grants are intended to be supplementary to main sources of funding for

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organizations. The group should show exploration of other financial support i.e. fundraising and volunteer support.

- 4.4. The Municipality of Argyle, through its grants process, will not contribute to outstanding deficits, reserves, or to any contingency accounts for future activities or operations. The Municipal unit may arbitrarily reduce the request in contingencies or reserves are included as part of a larger request. In the event that a recommendation is made to provide funding for an organization from which the Municipality is owed funds, the Municipality has the right to reduce the recommended grant amount by the amount of monies outstanding.
- 4.5. The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality of Argyle to continue such assistance in future years, unless explicitly stated by the Municipality.
- 4.6. In the case of Grants related to recreation or active living, funding priority will be given to new programs in areas where similar programs do not exist, in order to stimulate recreational activities throughout the Municipality of Argyle.
- Retroactive funding will not be considered.**
- 4.7. The Municipality will not consider grant applications from religious organizations under the general application process but can support these organizations with a Community Grant (*see section 8 below*).
- 4.8. Grants are not awarded for the salary/wages of staff positions or board honoraria, although grants may be considered to support employee benefits if other government funding was secured.
- 4.9. Applications arriving after April 15th will be held and included with the following September's applications. Applications arriving after September 15th will be held and included with the following April's applications. **The same community group cannot submit applications to both deadlines (April and September) of the General Application Process.**
- 4.10. 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.
- 4.11. In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.
- 4.12. The Municipality will not financially support travel expenses for an adult group or team, but shall consider supporting travel expenses for youth groups or teams.
- 4.13. Each application determined to be ineligible for funding will be documented for council.

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The applicant will be notified if the application is not eligible.

4.14. Funding shall be announced at the end of May and October for the spring and fall issue respectively. Grants shall be paid by June 30th and November 30th respectively.

4.15. Staff shall have discretion on all grant requests, except community grants, less than \$300. The request must still meet the eligibility and application requirements in section 4.

4.16. Grants for seniors' groups and festivals held within the Municipality may pre-qualify for funding through the online application process. Amounts shall be confirmed by Council each year.

5. ACCOUNTABILITY

5.1. Funds granted under this program are not transferable between projects or groups without prior council approval and must be used for the specific purposes outlined.

5.2. Funding for **any grant in excess of \$5,000**, shall be disbursed in two stages:

a) **Initial funding** – 70% of the grant shall be provided after approval by council, generally prior to June 30th.

b) **Completion funding:** The remaining 30% (holdback) of the funding shall be furnished upon completion of the project and the submission of the Accountability Statement. Accountability Statements must be completed and submitted within 2 months of the completion of the event. The Accountability Statement **must** include:

5.2.b.1. A confirmation that the event was completed;

5.2.b.2. A financial statement for the event, listing all expenditures and revenues pertaining to the event/project, and the use of the funds granted by the Municipality. This statement is to be signed by a representative of the organization.

~~**5.2.b.3.** A copy of all invoices and cancelled cheques for any single purchase exceeding \$2,000.~~

c) The 30% holdback shall not be issued prior to the receipt of the Accountability Statement. The Municipality of Argyle reserves the right to terminate initial funding and ask for reimbursement if the applicant fails to produce the Accountability Statement (*attached*).

d) Infrastructure grant requests exceeding \$10,000 will require detailed cost estimates, supported by quotes of at least two independent contractors to support

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the applicants' cost assessment.

- e) Both operating and infrastructure grants requests exceeding \$10,000 shall require a presentation to Council before approval is considered.
- f) 90% of the grants to organizations budget will be remitted in the spring issue, with the remaining 10% distributed in the fall issue.

6. GRANTS REVIEW PROCESS

6.1. The online application shall confirm a valid application through an automated process.

6.2. Applications are sorted by category and evaluated first through automation, then assessed by appropriate staff.

~~The CAO and staff develop a preliminary list of recommended grants based on each application's score, relative merit of applications in the category, and the budget.~~

6.3. The Municipal Clerk submits the preliminary list of grant applications. All supporting information is available to staff and councillors online as soon as an application is accepted by our online system.

6.4. Presentations, if required, are arranged by the Municipal Clerk prior to final consideration by Council.

6.5. Council approves final grant amounts, and applicants shall receive an automated response through our online system. There is no appeal process to Council's motion to approve grants to organizations. The list of grant amounts is public information and must be published in a local newspaper annually. The Municipal Clerk will ensure that both the newspaper and social media shall disclose this information.

6.6. Council will consider a request outside of the provisions in section 4 if it meets all of the following conditions:

- a) The request is for a special event or activity;
- b) The application is made through our online grants to organizations process;
- c) The event or activity is held in the Municipality of Argyle or clearly benefits businesses in the Municipality;

~~The project meets the provisions of section 65 of the Municipal Government Act.~~

6.7. These conditions will be assessed initially by the Warden and Chief Administrative Officer who shall recommend to Council whether the conditions of 6.6 apply.

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7. COMMUNITY GRANTS

- 7.1. Effective April 1, 2016, the Community Grants are made available to all non-profit organizations that conduct their affairs within the Municipality of Argyle. Each Councillor shall be allotted an equal amount of funding to support and promote efforts from non-profit organizations that are within their own district or that have a significant benefit to the residents of their district.
- 7.2. The organization shall make a **written request** to their Councillor or to the Councillor of the district in which their organization has a significant benefit to the residents, describing their project and the amount of funding requested. **The organization is not required to use the online application form, and the request is capped at \$500 per organization.**
- 7.3. Each Councillor will have control of their allotted amount of funding. Transferring a balance of funding from one Councillor to another will not be permitted.
- 7.4. One organization cannot make more than one Community Grant request per year.
- 7.5. Funding is **not** intended to support general operating costs of an organization. The funding is intended to support special projects, provide seed money for fundraising initiatives, to assist in minor repairs or minor capital purchases, and other requirements
- 7.6. The Community Grant has no deadline for submission, with a new budget approved at each fiscal year. Each Councillor will compile a list of organizations along with recommended support for each organization. Final grants must be approved by the majority of Council.
- 7.7. In a year where municipal elections will be held, no grants shall be disbursed between July 31st and the swearing in ceremony.

8. GRANTS REVIEW PROCESS – COMMUNITY GRANTS

- 8.1. In reference to the Community Grants, a letter requesting funding shall be submitted to the individual councillor or the Municipal office. Each Councillor has a set amount of funds available for the Community Grants and no individual grant shall exceed \$500. Once the maximum amount of funds has been disbursed by a Councillor, no additional funds shall be available for that Councillor until the next fiscal year.
- 8.2. Each application shall be evaluated to ensure minimum requirements (as highlighted in section 2) are met. **There is no appeal process.**
- 8.3. Each Councilor shall make a recommendation to Council. Final approval remains with Council, and not to individual councillors.
- 8.4. Each Councilor shall provide a copy of the request to the Municipal Clerk two full

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business days before the actual meeting date, to ensure the application meets the criteria. If a request to add a request is not made in this timeframe, the Clerk shall defer the item until the next meeting.

VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Approved Policy of Council	CAO	Council	November 13, 2007
2.0	Changes to incorporate the conditions under which an application would be considered outside of the two deadlines	CAO	Council	February 11, 2014
3.0	Changes to new eligibility of <i>Community Grants</i> .	CAO	Council	June 28, 2016
4.0	Wording changes to accommodate the new online application process	CAO	Council	

Chief Administrative Officer's Annotation for Official Policy Book

Date of Notice to Council Members
Of Intent to Consider [7 days minimum]:

Date of Passage of Current Policy:

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

Warden

Date

Chief Administrative Officer

Date