



COMMUNITY CONNECTIVITY GRANTS PROGRAM POLICY

1) PURPOSE

- a) To establish equitable guidelines for the distribution of funds to the not-for-profit sector and charitable organizations in the community.
- b) For the Municipality to recognize and support the efforts of community organizations to provide cultural, social, environmental, heritage, economic, recreation programs, facilities, and events to the benefit of municipal residents.

2) AUTHORITY

- a) Authority is provided under Section 65, Municipal Government Act, as amended.

3) OBJECTIVES

- a) To identify on an annual basis the amount of funding that the Municipality will provide in grants.
- b) 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.
- c) To identify criteria upon which grant applications will be evaluated.

4) GENERAL POLICY STATEMENTS

- a) The Municipal Council shall determine annually as part of its budget deliberations the amount of funds to be provided to support the various projects.
 - i) For Fiscal year 2023/24 the amount shall be \$150,000
 - ii) Any unspent money from the fund may be placed in a special reserve as directed by the Council for use in subsequent years.

- b) Grants shall not be awarded to individuals, businesses, industry, or sole proprietorship.
- c) Only one application can be submitted by an organization per fiscal year.
- d) Applicants must agree to recognize the Municipality for its contribution. This may include a banner, public statement, sign, or other method agreed to by the Municipality.
- e) Letters shall be sent to all grant recipients, noting program reporting requirements and any restrictions.
- f) Grants shall generally be paid in one instalment; however, if budget constraints do not allow for the payment in one year a recommendation be made that the award may be funded over multiple years.
- g) Letters shall be sent to any unsuccessful applicants of grant applications.
- h) The applicant shall be in good standing with the County of Pictou and shall not have a debt or legal claim outstanding.
- i) All grant applications shall be submitted on a form specified by the Municipality. The form may include but is not limited to a request to disclose financial statements of the organization, organizational structure, proposed budget and sources funding.

5) **ELIGIBILITY**

- a) The applicant must be:
 - i) a federally registered charity. ii) non-profit society registered and active with the Nova Scotia Registry of Joint Stocks.
 - iii) A society within the meaning of the Children and Family Services Act. iv) A mental health clinic in receipt of financial assistance from the Province of Nova Scotia.
 - v) An exhibition held by an educational institution in the Municipality. vi) A club, association or exhibition within the meaning of the Agriculture and Marketing Act.
 - vii) Any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province of Nova Scotia. viii) The applicant must provide a service to residents of the Municipality of the County of Pictou or that the residents may access.
- b) Manses, fire halls, church halls and arenas are not eligible for this grant.

6) **GRANTS**

- a) The Municipal Council may grant funds to community organizations from the Community Connectivity Fund:
 - i) To assist with the creation of new recreational opportunities or destinations such as parks, ballfields, tennis courts, pickleball.
 - ii) To refurbish existing community halls or centres.
 - iii) To build new community halls or centres.
- b) Facilities must be located within the Municipality of the County of Pictou
- c) The Municipality may provide up to 40 percent of the project cost up to a maximum of \$50,000, which do not include in-kind contributions..

7) **REPORTING AND ACCOUNTABILITY**

- a) All grant recipients have until January 31st to submit their reporting form and documentation to demonstrate the grant was spent in accordance with the terms of funding.
- b) The applicant will keep accounting records for all receipts and expenditures relating to the grant allocation.
- c) The applicant will make available for inspection by the Municipality or its Auditors all records and books of accounts of the applicant upon request of the Municipality.
- d) If the project is completed without requiring the full use of the grant allocated by the Municipality, then the unspent portion shall be returned to the Municipality.
- e) Failure to report may result in ineligibility for further grant funding.
- f) In rare circumstances, an applicant's eligibility may be suspended for a specified period for misappropriation of funds, failure to report, or misrepresentation.

8) **APPLICATION and REVIEW PROCESS**

- a) The deadline for applications for the April 1st to March 31st fiscal year is the last working day of February of the preceding fiscal year.
- b) In January of each year, the Municipality shall advertise in a local newspaper the Grants Program, indicating details of the program and the deadline for applications to be submitted for consideration.

- c) Additional information may be requested by the Grants Review Committee or the Financial Services Committee, if the application is incomplete, an incomplete application shall not be considered late.
- d) The Grants Review Committee shall submit a report to the Financial Services Committee explaining the rationale for the recommendations.
- e) All Grants shall be approved by the Municipal Council by way of resolution at a duly called meeting of Council.

9) **EVALUATION CRITERIA**

- a) The Grants Review Committee shall review each application against the following:
 - i) Application is consistent with Council's Strategic Priorities, Recreation Master Plan, Capital Improvement Plan or other formal documents approved by Council.
 - ii) Promote and enhance the wellbeing of the Municipality and its citizens
 - iii) Ensures that the service, activity of program is open to the community.
 - iv) Encourage more active involvement in the community organization, programs and activities.
 - v) Ensures that the funds will be administered by a competent body and that there is an adequate administrative system of review and oversight implemented with groups and activities.
 - vi) Actively seeking additional sources of funding.
 - vii) Quality of management (established track record)
 - viii) Evidence of financial need.
 - ix) Evidence of clear goals and expected outcomes.
 - x) Demonstrated need to the community.
 - xi) Demonstrated uniqueness of the service or program.
 - xii) Prioritization of awards to organizations shall be made on the basis that:
 - (1) Each Council District should have access to the fund prior to an organization from a Council district that has already received funding in previous years.
 - (2) To organizations that have not received funding in the previous three years; unless there are funds available in the program to support the applications.