



MUNICIPALITY OF THE COUNTY OF PICTOU MUNICIPAL GRANTS PROGRAM POLICY

In accordance with Section 65 of the Municipal Government Act, being Chapter 18 of the Revised Statutes of Nova Scotia, 1998, the Municipal Council for the Municipality of the County of Pictou hereby enacts a policy with respect to grants to community non-profit organizations and charities.

(1) PURPOSE

- (a) To provide direct financial assistance to
 - (i) the voluntary sector within the context of strategic social, economic and cultural goals with the aim of reducing reliance on the municipal government in the direct delivery of programs and services to the general public;
 - (ii) Community-based programs and services, which replace, supplement, or complement a departmental or municipal mandate;
 - (iii) Community initiatives that are of vested interest to the Municipality, albeit not within a departmental or municipal mandate;
 - (iv) Local non-profit organizations that may be better located, either geographically or operationally, to provide a specific type of service as compared to the municipal government;
 - (v) Community-owned and operated properties in communities whose population is too small to support a government facility;
 - (vi) Communities whose socio-cultural or socio-economic composition lends itself to service delivery by non-profit groups with specific language or cultural competencies.

(2) 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.

(3) GENERAL POLICY STATEMENTS

- (a) The Municipality of the County of Pictou Grants Program shall be defined by the following categories:
 - (i) Council Grants;
 - (ii) Marketing and Tourism Grants;
 - (iii) District Grants;
 - (iv) Municipal Services Grants;
 - (v) Community Development Grants;
 - (vi) Recreation and Cultural Grants;
 - (vii) Recreation Program Grants.

- (b) This program does not govern the following, which are separately administered:
 - (i) County of Pictou Fire Services Grants;
 - (ii) Tax Exemption for Non-Profit Organizations (full and partial tax exemption bylaws);
 - (iii) Residential Property Tax Rebates (low-income homeowners).

- (c) Grants shall be awarded on the basis of the type of project and intended outcomes, not on the type of organization or financial need.

- (d) Grants are not awarded for the salary/wages of staff positions, volunteer bursaries or honoraria.

- (e) Letters shall be sent to all grant recipients, noting program reporting requirements and any restrictions.

- (f) Letters shall be sent to any unsuccessful applicants of grant applications.

- (g) Awards may be issued in full or can be paid in installments.
 - (i) The letter of confirmation will state if a holdback applies to the applicant's grant.

- (h) The applicant shall be in good standing with the County of Pictou and shall not have a debt or legal claim outstanding.

- (i) The Municipality shall publish annually a list of all grants paid.

(4) BUDGET ALLOCATIONS AND LIMITATIONS

- (a) The Grants Program is limited in its ability to respond to large requests with short notice, therefore Council considers it is essential for an organization planning an expensive multi-year project to give the Municipality as much notice as possible (usually at least one year) so that it can be considered within the Municipality's fiscal framework well in advance.
- (b) The Municipal Council shall determine annually as part of its budget deliberations the amount of funds to be provided to support the various grant programs and subsidies outlined in Section 3(a) above.
- (c) The Municipal Council may allocate up to 25 percent of the Council Grants for projects relating to community halls.
 - (i) A community hall shall not include fire halls or church halls for the purpose of this policy and funding allocation;
 - (ii) A community hall may receive up to a maximum of 40 percent of the eligible project cost;
 - (iii) Project costs shall not include any in-kind non-monetary contributions.
- (d) The allocation of Municipal Services Grants to each district shall be made in accordance with the formula approved by the Municipal Council.
 - (i) Organizations that provide a county-wide service, or substantially so are not eligible for municipal grants.
- (e) The Municipal Council may allocate a portion of the Recreation Programming Grants to assist new and established community organizations (start-up grants) who wish to develop programs for the residents of the Municipality.
 - (i) The maximum allotment per grant is \$350 and the grant shall be provided on a one-time per organization basis.
- (f) The Municipal Council may subsidize the cost of Recreation programming provided by sports organization who use major recreation facilities and provide recreation programs to the residents of the County of Pictou.
 - (i) Funding for the high cost programs will be calculated at a rate of \$20.00 per County participant;
 - (ii) The minimum grant allotment to any organization will be \$100.
- (g) The Municipal Council may subsidize the costs of recreation programming provided by sports organizations that provide low costs programs to the residents of Pictou County.

- (i) Funding for low costs programs (i.e. soccer, baseball, etc.) will be calculated at the rate of \$7.50 per County participant;
 - (ii) The minimum grant allotment to any organization will be \$100.00
- (h) The Municipal Council may provide funding to tournaments in accordance with the terms
- (i) A grant of \$100 for each individual player from the Municipality to attend a National or International Tournament;
 - (ii) For sponsoring groups to host a Provincial Tournament in Pictou County a grant of \$250 may be made payable to assist with tournament expenses, where one or more players from the Municipality is a member of the host team;
 - (iii) For sponsoring groups to host a National or International Tournament in Pictou County, a grant of \$500 may be made payable to assist with tournament expenses where one or more players from the Municipality is/are a member of the host team;
 - (iv) For greater certainty a Provincial, National, or International Tournament referenced in Section 4(h)(ii) and 4(h)(iii) shall be defined as a tournament that determines the overall position of a champion, teams or individuals in a sport or event for the given year or season.
- (i) The Municipal Council may allocate a portion of its recreation programming grants to provide funding to assist groups who wish to construct or renovate their facilities, which will enhance programs or services for the residents of Pictou County.
- (i) Consideration will also be given to requests to purchase machinery and or equipment not normally purchased through operating funds;
 - (ii) The maximum allotment for the grant is 50 percent of the cost of the project, up to a maximum of \$1000;
- (j) The Municipal Council may allocate a portion of its recreation program grants to community organizations that provide summer recreation programs for the residents of the County of Pictou.
- (i) In order to qualify the organization must provide summer staff for their programs.
- (k) The Municipal Council may provide funds to a community organization to subsidize the wages of an individual whose job or mandate is to:

- (i) Enhance development opportunities of the municipality for business, industrial and tourism purposes;
- (ii) Support or increase tourism traffic within the Municipality;
- (iii) Promote and attract institutions, industries and businesses, the stabilization and expansion of employment opportunities and economic development within the municipality;
- (iv) Promotes the development of lands and other facilities for the encouragement of economic development;
- (v) Provides for the coordination of multiple community development projects and programs;
- (vi) Supports community social and economic development within multiple districts of the municipality;
- (vii) Promotes sustainability of a community organization or community as a whole;
- (viii) Promotes development of the volunteer sector, which includes providing administrative oversight to community led projects.

(5) ELIGIBILITY COUNCIL GRANTS

- (a) In order to be eligible for a grant from the Municipality, the applicant shall be:
 - (i) A federally registered Canadian charity or a non-profit organization registered with the Nova Scotia Registry of Joint Stocks;
 - (ii) A society within the meaning of the Children and Family Services Act;
 - (iii) A mental health clinic in receipt of financial assistance from the Province;
 - (iv) An exhibition held by an educational institution in the Municipality;
 - (v) A club, association or exhibition within the meaning of the Agriculture and Marketing Act;
 - (vi) Any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province;
 - (vii) Grants are not awarded to individuals, commerce, business, industry or sole proprietorships;
 - (viii) The applicant organization is located within the geographic boundary of the County of Pictou.
- (b) The intent is to invest local resources in local initiatives and build residents' organizational capacity, not to supplement campaigns developed and delivered into the region through international, national or provincial organizations.
- (c) The County of Pictou will not consider requests received as part of general (mass) mailing or telemarketing campaigns.

- (d) Due to the large geographical size of the County of Pictou, the Council may waive clause 5 (viii) Grants Eligibility, if the majority of Council members agree by way of motion that it is:
 - (i) Not practical for residents to reasonably obtain the service or program delivered within boundaries of the Municipality of the County of Pictou;
 - (ii) The service or program provides regional benefits to one or more municipalities.

(6) REPORTING AND ACCOUNTABILITY

- (a) All grant recipients have until March 31st of the following year to submit their reporting form and documentation to demonstrate the grant was spent and in accordance the terms of funding.
- (b) Failure to report may result in ineligibility for further grant funding.
- (c) In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.

(7) 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 for each of the following grants
 - (i) Council Grants;
 - (ii) Marketing and Tourism Grants;
 - (iii) Community Development Grants;
 - (iv) Recreation and Cultural Grants.
- (b) District grants must be awarded by March 31st of the fiscal year in which the funds are allocated.
- (c) Applications for Municipal Services Grants and Recreation Program Grants may be received at any time and made payable subject to the availability of funds in the programs.
- (d) 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.
- (e) Applications received after the deadline, and prior to the approval of the annual operating budget shall be referred to the Grant Review Committee for review. The Grant Review Committee may:

- (i) Recommend that Financial Services give consideration to the request as part of its annual budget deliberations, if
 - (1) The Committee is satisfied that the funding is for a project or program that was not known to exist prior to the deadline for applications; or
 - (2) The Committee is satisfied that the funding request is a result of an event or circumstance that occurred after the deadline had passed (Emergency Situation)
 - (ii) Recommend that the request be received for information purposes only.
- (f) Applications received after the approval of the general operating budget in excess of \$2000 shall be referred to the Grants Review Committee for evaluation. The Grant Review Committee may, upon receipt of a staff report detailing sources of funding and the implication of funding the request:
- (i) Recommend to the Financial Services Committee that the funding request be considered, if
 - (1) The Committee is satisfied that the funding is for a project or program that was not known to exist prior to the deadline for applications; or
 - (2) The Committee is satisfied that the funding request is a result of an event or circumstance that occurred after the deadline has past (Emergency Situation)
 - (ii) Recommend to the Financial Services Committee that the funding request be considered as part of the subsequent year's budget deliberations;
 - (iii) Recommend to the Financial Services Committee that the funding request be received for information purposes only.
- (g) Grants applications may be reviewed directly by the Financial Services Committee. The Financial Services Committee may, upon receipt of a staff report detailing sources of funding and the implications of funding the request:
- (i) Recommend to Municipal Council that the funding request be considered, if
 - (1) The Committee is satisfied that funding is for a project or program that was not known to exist prior to the deadline for applications; or

- (2) The Committee is satisfied that the funding request is a result of an event or circumstance that occurred after the deadline has past (Emergency Situation)
 - (ii) Recommend to the Municipal Council that the funding request be considered as part of the subsequent year's budget deliberations;
 - (iii) Recommend to the Municipal Council that the funding request be received for information purposes only.
- (h) All grant applications shall be submitted on a form specified by the Municipality.
- (i) Additional information may be requested by the Grants Review Committee or the Financial Services Committee if the application is incomplete;
 - (i) An incomplete application shall not be considered late should the additional information requested not arrive prior to the date specified in Clause 20.
- (j) Applications shall be reviewed and evaluated in accordance with the provisions of Section 9 of this policy by a Review Committee and then submitted to the Financial Services Committee for consideration.
- (k) The Grants Review Committee shall submit a report to the Financial Services Committee explaining the rationale for the recommendations.
- (l) The Grants Review Committee shall consist of two members of the Financial Services Committee and Property Services Committee, the Warden and Deputy Warden.
- (m) All Grants shall be approved by the Municipal Council by way of resolution at a duly called meeting of Council.

(8) SPECIAL PROVISIONS MUNICIPAL SERVICES GRANTS

- (a) Applications for a Municipal Services Grant shall be received by the Municipal Councillor at any time throughout the fiscal year.
- (b) The Municipal Councillor shall hold a public ratepayers meeting to review Municipal Service Grant applications received and to recommend allocations to the Financial Services Committee.
- (c) The Municipal Councillor shall determine the time and place for the ratepayers meeting.

- (d) The Municipal Councillor at the ratepayers meeting shall inform the ratepayers of the requirements and rules of this policy including but not limited to:
 - (i) The Requirement for the applicant to submit to the Municipality a copy of its most recent financial statements;
 - (ii) That an applicant cannot receive Municipal Services Grant funding if they have received funding from the Council Grants Program for the same fiscal period;
 - (iii) Decisions of the ratepayers meeting are recommendations only and that the Municipal Council is the only body that can authorize the expenditure of funds in accordance with the Municipal Government Act.
- (e) The Financial Services Committee will review recommendations from the ratepayers meetings and determine if funding shall be recommended to Council.
- (f) Prior to the Financial Services Committee reviewing the recommendations of the ratepayers meeting, the applicant shall submit to the Municipality a copy of their most recent financial statements, which shall include a reporting on investments held and balances in all bank accounts.
- (g) Any application for a Municipal Services Grant shall be declared null and void if the applicant has received funding from the Council Grants Program pursuant to this policy for the same fiscal period, or any applications for a Council Grant shall be declared null and void if a Municipal Services Grant has been approved for the same fiscal period.

(9) EVALUATION CRITERIA

- (a) In considering a grant application the Grants Review Committee shall determine if the program/funding request is:
 - (i) A Core service the Municipality would otherwise provide;
 - (ii) An important service the Municipality might otherwise provide;
 - (iii) A discretionary service the Municipality does not normally provide but is legally allowed to provide.
- (b) Should no mandate exist for the request or the request is not enabled by legislation, the Review Committee shall deny the request.
- (c) In considering a grant application the Grants Review Committee shall determine if the request is:
 - (i) Vital or fundamental to County's mission or key result areas;
 - (ii) A solid fit within County's key result areas'

- (iii) Is a Non-Critical request with some relevance to County’s mission, not strategic.
- (d) In considering a grant application the Grants Review Committee shall evaluate the application to determine if the request has:
 - (i) Demonstrated that there is a general need to the Community at Large and that the program/funding request is broad-based;
 - (ii) Demonstrated that there are multiple Interests, some need, or that a number of areas/communities are to be affected.
- (e) In considering a grant application the Grants Review Committee shall determine if the request has:
 - (i) Demonstrated that the program is within the public interest in that all residents/communities may derive benefit;
 - (ii) Demonstrated that some residents/communities derive benefit;
 - (iii) Demonstrated that some specific residents/communities benefit.
- (f) In considering a grant application the Grants Review Committee shall determine if the request has:
 - (i) Demonstrated a human development and inclusion practice with a strong volunteer and participant rate;
 - (ii) Demonstrated equality of access and opportunity to a range of demographic groups and/or development potential.
- (g) In considering a grant application the Grants Review Committee shall determine if the request has:
 - (i) Demonstrated that the program/funding request adds to the Community’s ability to become a sustainable community;
 - (ii) Enhances image or public perception of the community;
 - (iii) Instills pride or helps develop a sense of community.
- (h) In considering a grant application the Grants Review Committee shall determine if the request has:
 - (i) Demonstrated that there are no other potential providers of the service.
- (i) In considering a grant application the Grants Review Committee shall determine if the request has clearly demonstrated a financial need.
- (j) In considering a grant application the Grants Review Committee shall determine if the request has clearly demonstrated active fundraising efforts to support the continuation of a program, project or service.

- (k) In considering a grant application the Grants Review Committee shall determine if the request has developed an Accountability framework (“Track Record”), and has submitted an annual report and/or financial statements of previous year received.
- (l) Should the Grants Review Committee feel that Criteria K has not been complied with; a recommendation shall be sent to the Financial Services Committee to deny the application.
- (m) All former policies with respect to municipal grants are hereby repealed.