



Grant Program Policy
(January 20, 2014)

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SHORT TITLE

This policy may be cited as the Grant Program Policy for the Town of Pictou.

AUTHORITY

Authority for this policy is derived from the Municipal Government Act (provisions 65, 457 (a) to (f) as amended.

POLICY OBJECTIVE

The objective is to establish clear guidelines for Council, Administration and qualified Associations and individuals to follow with respect to the application, evaluation and award of municipal grants.

The policy is intent on:

- Receiving applications within an open and transparent process;
- Evaluating applications against known and published criteria; and
- Providing an accessible and equitable process for groups and organizations to follow when seeking donations from Council.

POLICY PRESENTATION:

Grant Categories include

1. Youth travel
2. Community Programming
3. National/Provincial/or Local Events
4. Community Economic Development Initiatives

Authority

The *Municipal Government Act* has been updated to include provisions that provide authority to a “Municipal Auditor General”. In part the Act states:

457B (1) The Municipal Auditor General is responsible for assisting a council in holding itself and the municipality's administrators accountable for the quality of stewardship over public funds and for achievement of value for money in the municipality's operations.

457B (2) The Municipal Auditor General shall examine in the manner and to the extent the Municipal Auditor General considers necessary, the accounts, procedures and programs of the municipality and any municipal body, as that term is defined in Section 461, or person or body corporate receiving a grant from the municipality, to evaluate

- (a) *whether the rules and procedures applied are sufficient to ensure an effective control of sums received and expended, adequate safeguarding and control of public property and appropriate records management;*
- (b) *if money authorized to be spent has been expended with due regard to economy and efficiency;*
- (c) *if money has been spent with proper authorization and according to an appropriation...*

GENERAL INFORMATION:

Eligibility

This policy does not apply to property tax exemptions (section 71 of the MGA) or low income tax exemptions (section 69 of the MGA). Both of which are covered under separate Town By-Law or Policy.

The following types of organizations are eligible for funding:

- Registered Associations under the *Societies Act* of Nova Scotia (e.g. sporting, educational or cultural organizations).
- Registered charitable organizations (e.g. foundations and charities).
- Community service organizations (e.g. VON, Red Cross).
- Membership and fraternal based not-for-profit organizations.

General Application Requirements

- For applications involving the improvement or construction of real property the applicant must have the deed/lease to the property or an alternative that is acceptable to the Town. Applicants must also demonstrate that the project contributes to the community and can be completed within the timeline indicated.
- Improvements and maintenance items that extend the life of a facility or items of a capital nature are eligible, e.g. roofing and items of permanent tangible nature.
- General operating activities are not eligible, e.g. cleaning, minor repairs.
- Must be for a public/community purpose where the need for financial assistance is demonstrated.

Procedure

The CAO or designate will administer this policy. In doing so he or she will maintain a file of all applications and immediately upon receipt, send a letter to the organization or individual to inform the applicant that the request has been received by the Town. Additional information will be requested if the application is incomplete.

APPLICATION REQUIREMENTS:

Grant applications are to include the following:

1. A statement outlining how the organization or individual intends to raise funds for provision of services other than possible financial support from the Town;
2. The amount of funding requested must be specified;
3. A description of any benefit(s) the program, event or initiative may have on the local community; and
4. Notwithstanding the above provision the Town reserves the right to require the organization or individual to provide written documentation that all project funding has been secured as a condition of the Town’s approval.

TABLE 1. Threshold and Reporting Requirements for Budgeted Grants, Events and Community Economic Development Applications

Level	Thresholds	Budget ^(a)	Financial Statements ^(b) Internally Generated Board Approved	Financial Statements Review Engagement ^(c) Board Approved ^(d)
1	Under \$5,000	√	X	X
2	\$5,001 - \$10,000	√	√	X
4	\$10,000+	√	√	√ upon request of the Town

Notes:

- a) Budgets are to be presented in a manner that reports separately on operational costs and revenues from those costs and funding sources related to capital and/or specific projects. When possible, budgets prepared by eligible parties are to be submitted on forms detailed within the appendices of this Policy.
- b) Internal Financial Statements are at a minimum to include an income statement and balance sheet (with applicable notes to the statements), and be approved by the Association’s Board of Directors and signed by two Directors.
- c) In the case of grant requests over \$10,000, the qualified organization will have to provide financial statements in accordance with provision b) above, and may be required by the Town to produce and submit statements that have been completed under Canadian Generally Accepted Standards for Review Engagements by a qualified accountant.
- d) Notwithstanding the above and regardless of any funding level, the Town reserves the right to require a qualified organization to submit financial statements that have been audited by a qualified accountant under Canadian Generally Accepted Standards for Audit Engagements.

FORMAL AGREEMENTS:

Town Council may require the execution of a formal Agreement with eligible parties, within any level of funding contribution as defined in Table 1. Notwithstanding this point, this policy requires Town Administration to have formal Agreements executed with qualified organizations as part of the approval process for applications falling within levels 2 and 3 as listed within Table 1.

Formal Agreements shall include but may not be limited to provisions requiring the Association to:

1. Detail and report on written internal controls followed by the Association;
2. Provide proof of land ownership and/or physical assets;
3. Confirm the procurement policies and procedures (of the Association);
4. Disclose any and all financial information requested by the Town's external auditor, the Municipal Auditor General, and/or the Town's CAO; and
5. Uphold specific reporting requirements which may be in the form of written progress reports filed at specified time intervals.

TOWN BUDGETING:

All grant applications received throughout a current fiscal year will be referred to the budget process for the following fiscal year unless the need is urgent. Additionally a portion of an annual budget allotment may be reserved for standing commitments, e.g., prior year applications that have been approved on a multi-year basis. Town Council may request a representative(s) of the organization or the individual applicant to attend a council meeting to make a presentation. At that time it would be the responsibility of the representative(s) or individual(s) to provide a review of information, to make the presentation at a designated time and to not exceed the appropriate time allotted. Following the presentation, Town Council has the right to ask any questions pertinent to the request.

FUNDING LEVELS:

TABLE 2. Funding Levels by Category of Application

Category	Criteria	Funding Level
Budgeted Grants	<ul style="list-style-type: none"> • Registered with the Nova Scotia Registry of Joint Stocks • Not awarded to individuals, businesses, industry or sole proprietorships 	<ul style="list-style-type: none"> • Not exceed 50% of total project cost • Advanced payment of up to 75% of approved funding level
Youth Travel	<ul style="list-style-type: none"> • Letter of request received by 1-2 months prior to travel date • Budget must accompany letter of request 	<ul style="list-style-type: none"> • \$200 per team • \$50 per individual • Not to exceed 50% of cost of trip
Community Programming	<ul style="list-style-type: none"> • Not for profit organizations • Does not include maintenance items such a equipment repair • Must be a public program • Must be completed in timeline submitted 	<ul style="list-style-type: none"> • 75% of total cost to a maximum of \$500 • Advanced payment of up to 75% of approved funding level

Category	Criteria	Funding Level
National / Provincial / Local Events	<ul style="list-style-type: none"> • Not-for-profit organizations • completed within the time line indicated • Applicants are eligible to additional grants provided that there is a clear 12 (twelve) months between a previous grant (date of application) and a current application • Issued in advance with sufficient documentation 	<ul style="list-style-type: none"> • To be determined by Council and not to exceed one third (1/3) of event cost
Community Economic Development	<ul style="list-style-type: none"> • Must submit proposed budget • Not-for-profit organizations • Does not include maintenance items • Does not cover annual operating costs • Must be completed in timeline submitted 	<ul style="list-style-type: none"> • 50% of cost to a maximum of \$1,000 • Advanced payment of up to 75% of approved funding level

Financial assistance includes requests for monetary contribution as well as municipally owned resources outlined below:

- Use of a municipally owned facility (rental fee waived/reduced)
- Municipal staff support / expertise (wages waived/reduced)
- Provision of equipment

APPROVAL PROCESS:

General Evaluation Criteria

Council shall review and evaluate each application based on the following:

1. A staffing report;
2. Ability of the Town to provide funding;
3. The mandate of the organization or individual and how it affects the citizens of the Town and/or general community;
4. Level of fund raising required to meet the financial needs of the organization or individual; and
5. Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practice and development of self reliance.
6. Donations/grants made by the municipally are not to be regarded as a commitment by the municipality to continue such donations/grants in the future.

7. Applications received after the application deadline are considered “late”. Late applications are reviewed only after the regular review. *Each year the Town receives more applications than it can fund, it is import for applications to be on time and contain the correct information.*

Council Approval

Council will render a decision based on one of the following:

1. Award the funds being requested or a portion thereof; or
2. Recommend that the application be deferred until subsequent budget deliberations or meeting of Council; or
3. Deny the application.

Council’s decisions regarding eligibility are final. There is no appeal process.

NOTIFICATIONS/ANNOUNCEMENTS:

1. All applicants will be notified whether their application was funded or rejected.
2. Recipient’s names and amounts donated shall be publicized.

SCHEDULES:

- Application for Community Programming or Community Economic Development Initiatives
- Application of Youth Travel and Event Hosting

CLERK'S ANNOTATIONS

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members
of Intent to Consider [7 days minimum]: December 6, 2010

Date of Passage of Current Policy: December 20, 2010

Date of Approval of Policy Amendment: January 20, 2014

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

Scott Conrod
C.A.O. / Town Clerk

Date