



Grant Program Policy
(January 24, 2022)

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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.

The grant program will not consider requests received that serves primarily the membership or purpose of religious or political 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.
- Core activities are not eligible, for example cleaning, minor repairs, full time staff salaries or wages.
- Must be for a public/community purpose where the need for financial assistance is demonstrated.
- The organization or group receiving a grant under this policy must recognize the Town of Pictou for its contribution.

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 and the associated information required in Table 1;
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
3	\$10,000+	√	√	√

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 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 will be required for multi-year commitments.

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.

Once an agreement is executed for a multi-year commitment, the organization will not need to apply for funding during the term of the agreement and the funding will be processed through the annual budget process not the grant program.

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.

Recognizing that Council will, from time to time, require flexibility to deal with unexpected or emerging issues in the community, an amount will be included in the budget to provide for unplanned grant requests during the year.

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
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
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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 Town 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.

REPORTING AND ACCOUNTABILITY

- a) All grant recipients have until January 31st to submit their reporting form and documentation to demonstrate the grant was spent and in accordance the terms of funding.
- b) The applicant will keep accounting records for all receipts and expenditures relating to the grant allocation.
- c) In the event the project is completed without requiring the full use of the grant allocated by the Town, then the unspent portion shall be returned to the Town.
- d) Failure to report may result in ineligibility for further grant funding. In rare circumstances, an applicant's eligibility may be suspended for a specified time for misappropriation of funds, failure to report, or misrepresentation.
- e) Grants approved below \$1000 will not be required to report on how the money was spent in accordance with this section.

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

Date of Notice to Council Members
of Intent to Consider [7 days minimum]: January 10, 2022

Date of Approval of Policy Amendment: January 24, 2022

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

Kyle Slaunwhite
Kyle Slaunwhite
CAO / Town Clerk

February 28, 2022
Date



TOWN OF PICTOU APPLICATION FOR YOUTH TRAVEL & EVENT HOSTING

Please check which grant you are applying for:

Youth Travel

Event Hosting

APPLICANT INFORMATION:

APPLICANT (INDIVIDUAL OR ORGANIZATION)			
MAILING AND CIVIC ADDRESS			
EMAIL ADDRESS		DAYTIME PHONE #	

ORGANIZATION INFORMATION IF DIFFERENT FROM ABOVE:

ORGANIZATION YOU REPRESENT			
MAILING AND CIVIC ADDRESS			
CONTACT FOR ORGANIZATION		DAYTIME PHONE #	

If your application is successful, who should the cheque be made out to?

For team applicants, indicate the number of people in your organization: _____

For team applicants, indicate the number of Town of Pictou residents in your organization (please attach a list of their names and phone numbers): _____

Indicate why you require assistance (describe the activity, location, date, duration, and provide any other information that will help assess your application):

Please provide information on the expenses and revenues of the activity/event on the next page. Attach any additional information that you feel may be important to this request.

EXPENSES	
Leadership	
Administration	
Equipment and Material	
Facility Rental	
Travel	
Fees	
Other (Specify)	
Other (Specify)	
TOTAL (A)	

REVENUES			
Funding Source	Department or Agency Name	Amount Requested	Result of Request
Registration Fees			
Membership Fees			
Fund Raising			
Other (Specify)			
Other (Specify)			
Other (Specify)			
Other (Specify)			
TOTAL (B)			

FINANCIAL SUMMARY	
OVERALL COST (TOTAL A)	
LESS OTHER REVENUE SOURCES (TOTAL B)	
TOTAL REQUESTED FROM THE TOWN OF PICTOU	

I, the undersigned, hereby certify that the information supplied in this application is, to the best of my knowledge, exact and that the activity/event has received the approval of the organization I represent. If the allotted funding is not used for its intended purpose, I agree to ensure the return of the money to the Town of Pictou.

Name

Date

**Please complete and return by March 31, 2022 or at least six weeks prior to start date to:
Pictou Recreation & Parks Department, Town of Pictou, 40 Water St., PO Box 640, Pictou, NS B0K 1H0**



TOWN OF PICTOU - APPLICATION FOR COMMUNITY PROGRAMMING OR COMMUNITY ECONOMIC DEVELOPMENT INITIATIVES

Please check which grant you are applying for:

Community Programming

Community Economic Development Initiative

ORGANIZATION NAME			
MAILING AND CIVIC ADDRESS			
CONTACT PERSON		TITLE/ POSITION WITH ORGANIZATION	
EMAIL ADDRESS		DAYTIME PHONE #	

Is your organization incorporated under the Societies Act, Cooperative Association Act or Companies Act?

_____ If so, please indicate which act: _____

Is your organization registered through the Registry of Joint Stock Companies? _____

If not, do you operate with a constitution/ bylaws? _____

If not, please explain by what authority you function? _____

Does your organization own or lease the property in question? N/A _____ YES _____ NO _____

Actual site (civic address) of project location: _____

Proposed start date: _____ Proposed finish date: _____

Describe the initiative to be funded: _____

How does your organization feel this program or initiative will benefit the community, once it is completed?

Please provide information on expenses and revenues on the next page. Attach any additional information that you feel may be important to this request.

EXPENSES	
Labour Costs	
Materials & Supplies	
Equipment Rental(s)	
Sub-Contracting Costs	
Other (Specify)	
Other (Specify)	
Other (Specify)	
Other (Specify)	
TOTAL (A)	

REVENUES			
Funding Source	Department or Agency Name	Amount Requested	Result of Request
Federal Grants			
Provincial Grants			
Donated Material			
Donated Labour			
Fund Raising			
Other (Specify)			
Other (Specify)			
TOTAL (B)			

FINANCIAL SUMMARY	
OVERALL COST (TOTAL A)	
LESS ORGANIZATION CONTRIBUTION (TOTAL B)	
TOTAL REQUESTED FROM THE TOWN OF PICTOU	

I, the undersigned, hereby certify that the information supplied in this application is, to the best of my knowledge, exact and that the program has received the approval of the organization I represent. Upon completion of the project or initiative, the organization I represent agrees to provide a copy of its annual financial statement. If this statement cannot demonstrate the allotted funding was used for its intended purpose, the organization I represent agrees to return the money to the Town of Pictou.

Name

Date

**Please complete and return by March 31, 2022 or at least six weeks prior to start date to:
Pictou Recreation & Parks Department, 40 Water Street, PO Box 640, Pictou, NS B0K 1H0**