



**Grants Policy
G-068-09**

Effective Date:
July 22, 2009

Part 1 Purpose

- 1.1 To develop a process to provide financial assistance for not-for-profit organizations, groups and associations that are providing meaningful support services to the communities within the Municipality of Yarmouth. The financial assistance is intended to recognize the value of these services and offset some of the financial burden borne by the community organizations. Each year, the Municipality receives applications for more funding than is available. The intent of this policy is to ensure equal opportunity to participate in the funding available and to establish predetermined standards that are clear to all applicants.
- 1.2 This policy does not cover:
 - 1.2.1 Grants to Volunteer Fire Services;
 - 1.2.2 Tax Exemptions;
 - 1.2.3 Tax Rebates;
 - 1.2.4 Recreation Grants; and
 - 1.2.5 Bursaries

Part 2 Authority and Disclosure

- 2.1 Authority for this grants program is provided under Section 65 of the Nova Scotia Municipal Government Act (MGA).
- 2.2 As required by Section 65C of the MGA, Council shall disclose a list of grant recipients and amounts granted on an annual basis, subsequent to the approval of annual estimates. This information shall be published on the Municipality's website.

Part 3 Process

- 3.1 Application process will open on January 1st and close on April 15th of each year. Applications received after the deadline and throughout the fiscal year will be referred to the budget process for the following fiscal year. An amount of \$7,500.00 of the grants budget will be set aside as a contingency. Applications received after the deadline will only be considered if the applicant can show that the need is urgent and could not reasonably have been anticipated prior to the beginning of the fiscal year and no other sources of funding are available.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH



**Grants Policy
G-068-09**

Effective Date:
July 22, 2009

- 3.2 Once decisions are made on grant applications, all applicants shall receive a letter of acknowledgement. Letters for successful applicants will include terms of grant – amount, disbursement schedule, requirement for final report;
- 3.3 Applications must be submitted on the form provided on the Municipality's website. All applications, prior to review, are required to be complete with all supporting documentation provided and verified, if deemed necessary. Council, at its discretion may choose not to review applications which are incomplete or do not contain all necessary financial information. Sample of Financial information required;
- 3.4 Grant recipients must provide a final report and financial statement upon completion of the project. Failure to do so may make them ineligible to apply for funding in subsequent years;
- 3.5 Council may place certain conditions on funding, which would be outlined in the letter of approval;
- 3.6 There is no appeal process;
- 3.7 If there is a surplus of funds or cost is less than original estimates, council may review and revise amount of grant;
- 3.8 Council reserves the right to issue grants in installments; grants over \$2000 may be issued in 2 installments – 75% upfront, and the remaining 25% upon receipt of final report;
- 3.9 Multi-year grants can be approved in principle, however may be subject to a series of stated deliverables;
- 3.10 Any changes to the purpose of the grant originally outlined in the application are not permitted unless approved beforehand by council;
- 3.11 Council reserves the right to place restrictions on the amount granted;
- 3.12 Each year the Municipality will publish a list of approved grants as per section 65 (au) of the Municipal Government Act.
- 3.13 It is understood that grant approval by Council pursuant to the grant process is for the current year and is to be expended in the fiscal year in which it was awarded. Only under special pre-approved circumstances, may grant funding be held and disbursed beyond the fiscal year end.



**Grants Policy
G-068-09**

Effective Date:
July 22, 2009

Part 4 Principles

- 4.1 There are four types of financial assistance which may be granted:
 - 4.1.1 Operating - intended to cover expenses associated with starting and operating a program and/or service;
 - 4.1.2 Capital - enable the group, association or organization to acquire capital equipment and/or capital improvements;
 - 4.1.3 Tourism - Assist with tourism related projects designed to protect, and enhance community identity, values and tourism products.
 - 4.1.4 Placemaking - Assist community led groups looking to beautify, enhance or create public spaces, the purpose of which is to inspire a greater sense of community.
- 4.2 Council is committed to treating organizations, groups and associations in a fair and consistent manner and as such the following criteria will be applied:

Part 5 Eligibility

- 5.1 Only not-for-profit charitable groups and organizations are eligible for grants;
- 5.2 Grants shall be restricted to organizations, groups and associations who are providing a service to the Municipality of the District of Yarmouth and area residents;
- 5.3 Applications from religious organizations and political organizations will not be entertained unless it is with respect to a Heritage Building or recreational facility;
- 5.4 Applications for capital grants over \$1,000 must, where applicable, be accompanied by at least two (2) quotes for costs;
- 5.5 Request for major projects (over \$10,000);
 - 5.5.1 Funding may be considered up to a maximum of 10% for operating costs and applicant must show funding from other sources;
 - 5.5.2 Funding may be considered up to a maximum of 25% for capital costs and applicant must show funding from other sources;



Grants Policy G-068-09

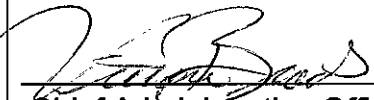
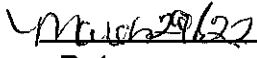
Effective Date:

July 22, 2009

- 5.6 Applicants must have completed and submitted any outstanding reports to Council for past grants.
- 5.7 Placemaking - Municipal Council recognizes the importance of a sense of place and pride of community for residents and organizations across the Municipality. Council may, through this policy, support specific community led projects. In addition, at its own discretion, Council may undertake other marquee projects which in its opinion provide important place-making benefits to all municipal residents i.e., Cape Forchu. In addition to *subsections 4.1, 4.2, 4.3, 4.4 and 4.6*, applications under this stream must:
- 5.7.1 Clearly define quantifiable project deliverables;
 - 5.7.2 Demonstrate how the project will be maintained;
 - 5.7.3 Priority will be given to projects confirming contributions from other partners which can include, but is not limited to;
 - 5.7.3.1 funding from Federal, Provincial, other municipal governments;
 - 5.7.3.2 private donors; or
 - 5.7.3.3 in-kind (labour) from volunteers
 - 5.7.4 Applicants are eligible to apply for up to 50% of project costs (less in-kind labour) up to a maximum of \$2,500.
- 5.8 Grant applications will be reviewed against some of the following criteria:
- 5.8.1 Demonstrated fundraising efforts
 - 5.8.2 Social and economic benefits accrued by the community balanced against other competing priorities and available funding
 - 5.8.3 Community benefit and impact
 - 5.8.4 Economic benefit and impact
 - 5.8.5 Safe and secure environments
 - 5.8.6 Goals and mandate of the Municipality
 - 5.8.7 If more than one organization or group submits an application for the same or similar service, Council may decide to share the grant among applicants.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

 <p>MUNICIPALITY OF THE DISTRICT OF YARMOUTH <i>together, connected</i></p>	<p>Grants Policy G-068-09</p>	<p>Effective Date: July 22, 2009</p>
---	---	--

<p style="text-align: center;">Chief Administrative Officer's Annotation for Official Policy Book</p>	
<p>Date of Notice to Council members of Intent to Consider (7 days Min)</p>	<p style="text-align: center;">March 14th, 2022</p>
<p>Date of Passage of current Policy</p>	<p style="text-align: center;">March 23rd, 2022</p>
<p>I certify that this Grants Policy G-068-09 was adopted by Council as indicated above.</p>	
<p style="text-align: center;">  _____ Chief Administrative Officer </p>	<p style="text-align: center;">  _____ Date </p>

Date last reviewed by Council: March 10th, 2022
Date last amended: March 23rd, 2022

Amendment Log

<p>Date</p>	<p>Amendment Description</p>
<p>March 23rd, 2022</p>	<p>Updated Part 2 with Authority and Disclosure and added Placemaking in Part 3</p>

FINANCIAL STATEMENT
 Or if **PROJECT SPECIFIC**

Period _____ to _____
 Project name _____

OPERATING REVENUES/ FUNDING SOURCES	Annual or Project Budget	Remarks
Bank balance from previous year		
Operating revenues		
FundRaising		
Grants, sources		
Other funding sources		
Other		
Other		
TOTAL	\$	

OPERATING EXPENDITURES	Annual or Project Budget	Remarks
Loan Payments		
Telephone/internet		
Heat/Lights/utilities		
Repairs/maintenance		
Interest & service charges		
Insurance		
Office and admin		
Equipment and supplies		
Payroll & benefits		
Miscellaneous		
Project specific		
Project specific		
Project specific		
Total Expenses	\$	