



COMMUNITY GRANTS POLICY

PURPOSE

The purpose of this policy is to provide guidelines to Town Council in approving financial grants given by the Town of Antigonish to community groups and organizations. It is the intent of this policy to enable and encourage citizen involvement in community groups and civic events. This policy is adopted under authority of sections 65 (l) and 65 (au) of the *Municipal Government Act*.

BASIC POLICY

1. Community Grants funding disbursed in accordance with this Policy shall not exceed 3% of the total revenue collected by the Town through taxes.
2. Town Council may set aside a portion of the funding allocated to the grants program to be used to address requests of a special nature.
3. Only one application per organization may be submitted in each funding year.
4. In addition to the grant application requirements stipulated in this policy, Town Council shall consider:
 - 1) the level of responsibility of the Town to provide funding;
 - 2) the mandate of the organization and how it affects the citizens of the Town and the greater community.
5. The organization or group applying for funding under this policy must:
 - 1) operate as a not-for-profit organization or a membership based not-for-profit organization (i.e. sport clubs);
 - 2) have a request that relates to activity within the community;
 - 3) demonstrate the need for financial assistance;
 - 4) demonstrate active fundraising efforts and/or additional funding sources;
 - 5) be a governing organization not an auxiliary group.
6. The Town of Antigonish shall not consider requests:
 - 1) as part of general (mass) mailing or telemarketing campaigns;
 - 2) from religious organizations, however, recreation programs offered by church groups are eligible for funding under this policy;
 - 3) for multi-year funding.

TYPES OF GRANTS

7. One-time developmental or operating grant:
 - 1) Award of this type of grant does not guarantee renewal over several years.
 - 2) This type of grant is not intended to support full-time staff, salaries or wages.

8. In-kind grants include requests:
 - 1) to borrow Town equipment;
 - 2) for Town staff time;
 - 3) for Town services.

GRANT REVIEW PROCESS

Application submission:

9. All grant applications must be submitted to the Director of Recreation using the Grant Application Form provided by the Town of Antigonish.
10. Applications must be received and date stamped prior to the annual deadline in order to be considered for a grant under this policy. It is the responsibility of the applicant to ensure that applications are complete. Incomplete or late applications shall not be considered.
11. Applications received after the annual application deadline shall be considered the following year, unless there is an urgent need for funding and the request is within the annual budget allocated by the Town for such grants.

Application evaluation:

12. Grant applications shall be compiled by staff and circulated to Town Council. Town Council shall evaluate and make the final approval decision for all funding disbursements.
13. Applicants may be requested to make a presentation to Town Council and/or the Grants Committee to explain the details of the funding request and/or may be required to provide additional documentation.

All applicants shall be notified in writing of Town Council's decision on a grant application.

Post-grant reporting:

14. At the end of the project or by the end of the calendar year, whichever comes first, grant recipients must submit a report and/or financial statement to the Town.
15. Organizations who fail to report on a grant received from the Town of Antigonish shall be ineligible for further funding until the conditions of funding are satisfied.

GENERAL CONDITIONS

16. Grants may be awarded with certain terms and conditions. The letter of award shall state if any particular restrictions apply to the grant. Funding may be revoked for failure

to comply with the terms and conditions stipulated in the letter of award. Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.

17. The organization or group receiving a grant under this policy must recognize the Town of Antigonish as a sponsor.
18. Approvals for financial assistance under this policy shall be at the discretion of Town Council.
19. Applicants may appeal a funding decision by first contacting the Chief Administrative Officer, or designate, within thirty (30) days of the decision to request an appeal before Town Council. All applicants shall hold a presentation before Town Council, outlining the justification for the appeal.

Posting on the Town of Antigonish website:

20. A copy of this policy shall be posted on the Town of Antigonish website.

Publishing of grant recipients:

21. The Town of Antigonish shall publish annually a list of the organizations and grants or contributions made, pursuant to section 65(a) of the *Municipal Government Act*, in a newspaper circulating in the Town.

Previous policies:

22. Any previous grant policies of the Town of Antigonish are hereby repealed.