

PURPOSE

To build partnerships and provide multi-year core funding to help maintain and build the capacity of non-profit community-based organizations. Funding will be available to non-profit community based organizations providing socially inclusive universal programs or services to the Municipal community that support the key strategies of the Municipality.

OBJECTIVES

The objectives of the Community Partnership Fund are to:

1. Build and foster relationships with non-profit community based organization.
2. Provide multi-year seed funding to non-profit community based organizations during their infancy to allow them to build capacity.
3. Provide multi-year financial support that assists with basic “core” organization and administrative costs of the organization, including salaries of full-time staff, facilities, equipment, communications, and the direct expenses of day-to-day work.

SCOPE

Application to the Community Partnership Fund is restricted to non-profit community based organizations providing a socially inclusive universal program or service to the Municipal community and those eligible for funding under the *Municipal Government Act (the Act), Part IV Finance, ss.65 (au)*.

ELIGIBILITY CRITERIA

The following criteria will serve as a guide for the review of applications for funding under this policy:

1. No organizations will be “grandfathered.” Previous funding does not guarantee future funding.
2. Organization is a registered charity or a non-profit organization governed by a community-based volunteer Board of Directors eligible for grant funding pursuant to ss.65 (au) of the *Act*.

3. Organization is providing a socially inclusive universal service/program to residents of East Hants that is in line with the Municipality’s strategic objectives and vision. The applicant must identify the specific benefit(s) and outcome(s) that demonstrates this strategic alignment.
4. Organization is not a Sporting Association or Club.
5. Organization is not a group supported by a larger provincial or national governing body; i.e. Girl Guides of Canada, Canadian Cancer Society, Mothers Against Drunk Driving (MADD), Cadet organizations, Church organizations, etc.
6. Organization is not a Community Hall Association who exists for the purpose of operating and maintaining a community specific facility(ies).
7. Organization must demonstrate fiscal and management responsibility and show financial need.
8. Organization must accept the evaluation and reporting requirements if awarded a grant.

DEFINITIONS

Term	Definition
Core Funding	Amount of ongoing financial support to community based organization to maintain and build capacity associated with managing, training, retraining, deploying and recruiting volunteers. Assists with basic organizational and administrative costs of an organization, including salaries of full-time staff, facilities, equipment, communications, and the direct expenses of day-to-day work. Funding supports the capacity of groups and is not directly related to projects.
Socially Inclusive	Efforts are made to ensure that everyone, regardless of circumstance, disability, race, creed, color, religion, sexual orientation or gender, has an opportunity to participate in the programs or services offered by the organization.
Municipal Community	Communities within the boundaries of the Municipality of East Hants.
Capacity Building	Investment in the future sustainability of the non-profit organization. Includes identifying a communications strategy, improving volunteer recruitment, developing a leadership succession plan, identifying more efficient uses of technology, and engaging in collaborations with community partners. Focuses on the delivery of the organization’s mission rather than specific projects or programs.
Grandfathered	To exempt (one involved in an activity or business) from new regulations.
Universal	Program/service provided is reasonably able to be accessed by a significant area of the Municipality.

POLICY

POLICY STATEMENT

The Municipality of East Hants will provide multi-year core funding to non-profit community based organizations providing a socially inclusive universal program or service to the Municipal community.

1. Applications

- 1.1. Organizations seeking Community Partnership funding shall complete and submit an application on or before October 31st using the Community Partnership Fund Application Form.
- 1.2. Applicants shall be required to provide information including but not limited to:
 - 1.2.1. Proof of incorporation under the *Societies Act*;
 - 1.2.2. Confirmation of good standing on the Registry of Joint Stock Companies;
 - 1.2.3. If applicable, proof of charitable registration status under the *Income Tax Act*;
 - 1.2.4. List of current Board of Directors and Officers;
 - 1.2.5. Statement of objectives, purposes and activities;
 - 1.2.6. Budget for current fiscal year;
 - 1.2.7. If applicable, financial statements for last fiscal year; and
 - 1.2.8. Statement of intended use for grant funds.
- 1.3. Applicants who receive funding from the Community Partnership Fund are not eligible to apply for funding under the Municipality's General Government Grant Policy while in receipt of Community Partnership funding.

2. List of Community Partnership Organizations

- 2.1. Annually, Municipal Council will receive a report summarizing applications received for Community Partnership funding. Eligibility under *the Act* shall not guarantee placement on the list for any organization.
- 2.2. Council shall select from the eligible applicants to form the list of "Community Partnership Organizations" for the upcoming fiscal year.
- 2.3. The list shall comprise of non-profit community organizations operating to the benefit of the Municipality of East Hants which are eligible for grant funding pursuant to ss.65 (au) of *the Act*.
- 2.4. When adopted, the list shall replace the previous fiscal year's list of "Community Partnership Organizations".

3. Grant Levels

- 3.1. During the first three years of an organization's life cycle, the Community Partnership Fund may be used as seed funding and may be the sole funding source of the organization with the intent that the organization will be securing other sources of sustainable funding for their programming. This three year period may be extended at Council's discretion.
- 3.2. Except where an exemption is granted in 3.1, beyond three years, grants will not exceed 50% of the required need; therefore organizations must provide financial documentation proving proof that expenditures are at least double the amount of the grant requested.
- 3.3. The amount of the grant awarded will be tied to how well the grant objectives and the general municipal/departmental strategic objectives are aligned.
- 3.4. The level of strategic, operational, financial and compliance risk will be evaluated as part of the grant funding decision and will determine the level of control and oversight the Municipality will maintain over the grantee's spending of the grant. Grantees will be expected to maintain and provide appropriate records to demonstrate the grant has been spent for its intended purpose.

4. Loss of Eligibility

- 4.1. Organizations on the list shall be required to notify the Chief Administrative Officer (CAO) immediately of any loss of good standing or loss of charitable status or other material change potentially affecting eligibility for Community Partnership funding.
- 4.2. Loss of eligibility shall disqualify an organization from receiving grant funds.

5. Advertisement

- 5.1. Funding provided pursuant to this Policy shall be subject to annual publication in accordance with ss.65 (au) of *the Act*.

6. Report Requirements

- 6.1. No later than October 31st of each year, organizations receiving funding shall provide the following:
 - 6.1.1. financial statements from the previous year showing the organization's revenues and expenditures and demonstrating the need and proper expenditure of allocated Community Partnership funds;
 - 6.1.2. current years' budget;
 - 6.1.3. statistical report summarizing the past year of service provision (numbers of clients, services, new trends, etc.) and proposed programs and services for the projected year.

7. Opting Out of Community Partnership Funding

7.1. Where the Municipality reviews applications for Community Partnership funding on an annual basis, the Council may, at their sole discretion, choose to cease funding an organization. Examples of what might trigger such a decision is a shift in Municipal priorities, Municipal budget constraints, significant changes in the organization’s volunteer base or staff, client numbers or composition, funding received by the organization from other sources, or any other valid concern over the appropriate use of public funds.

7.2. The organization may opt out of Community Partnership funding at any time for any reason.

ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Owner	<ul style="list-style-type: none"> Responsible for ensuring that the policy is implemented and being followed.
Manager of Administrative Services	<ul style="list-style-type: none"> Prepare annual report to Council summarizing applications received for Community Partnership funding. Advertisement of Community Partnership funding allocated. Process payment of approved funding. Follow up with funding recipients to ensure annual reporting requirements are met. Review the policy annually for potential updates.
Municipal Council	<ul style="list-style-type: none"> Select from the eligible applicants to form the list of “Community Partnership Organizations” for the upcoming fiscal year. Approve grant levels for selected eligible applicants.

RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Community Partnership Fund Grant Application Form	<to be determined>	Form
Municipal Government Act	<to be determined>	Legislation
Societies Act	<to be determined>	Legislation
Income Tax Act	<to be determined>	Legislation



VERSION LOG

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Council Community Partnership Fund Policy	Manager of Administrative Services	Council	December 17, 2014