



## PURPOSE

The Municipality of East Hants recognizes the importance and value of not-for-profit community-based organizations. Council’s primary role is an enabling, facilitative one, meant to develop and coordinate supports necessary to encourage vibrant, healthy and active communities.

While it is agreed that flexibility is needed when aiding community groups in an area as diverse as East Hants, the grounding factor in any municipal assistance must be the principles and goals of the Municipality on Recreation Services.

### Objectives:

1. To encourage community recreation in a manner consistent with the vision of the current Council Approved Parks, Recreation and Culture Strategic Plan.
2. To improve the quality, quantity and access of community recreation opportunities by financially assisting groups with New Recreation & Culture Initiatives, Recreation Operating, Recreation Programming and Event Hosting.

## SCOPE

Concerns determined by precedent, by public input, and by Council to be areas in which appropriate support are: New Initiatives, Recreation Operating, Recreation Programming and Event Hosting opportunities.

Therefore, Council elects to support a variety of community recreational opportunities that reflect the prevailing municipal recreation philosophies through a community grant program.

## POLICY

### POLICY STATEMENT

1. It is a policy of Council to assist with the provision of community recreation opportunities that benefit East Hants residents through a community recreation grants program.



2. It is a policy of Council to highlight the development of New Initiatives and Leadership, off set facility access barrier and the facilitation of recreational opportunities for Youth through a Community Recreation Grant.
3. It is a policy of Council that community grant applications will be reviewed on an ongoing basis throughout the year by Parks, Recreation & Culture staff.
4. It is a policy of Council to approve only one application per year per group in addition to the event hosting grant. (Apr 1- Mar 31).
5. It is a policy of Council to encourage community commitment to and initiative in providing recreation by not exceeding community contributions to projects being considered for grant assistance.
6. It is a policy of Council to not fund community groups that have not reported on previous grants received from the Municipality of East Hants.
7. It is a policy of Council to only fund registered not-for-profit and charitable organizations, unless otherwise stated.

## GRANT CATEGORIES

### 1. New Recreation & Culture Initiatives Grant

Financial assistance may be provided to groups creating new recreational opportunities or expanding existing programs/activities to reach a new/different user group.

Fundamental items include promotions, facility/equipment rental, leadership costs and supplies.

Grants from this category will not exceed **\$250.00**, and are of a one-time-only nature.

### 2. Recreation Operating Grant

Financial assistance may be provided to groups seeking aid to offset the costs of program and facility operating expenses to a maximum of \$1,500.00. Specifically, funding would be considered for;

#### 2.1. Leadership:

Offset the costs of supplying qualified leadership for a community recreation program. Qualified refers to leadership positions that demand certification or accreditation of those filling them.

Assistance may also be provided to volunteer individuals/group representatives to attend trainings or motivational events that will improve the quality of leadership available to East Hants residents.

## 2.2. Facility Maintenance:

Offset the costs of routine, ongoing maintenance and repair for recreation facilities such as indoor and outdoor sport facilities, parks and trails and community halls.

Funds may be used in the forms of wages, honorariums, contracts and/or supplies.

Insurance expenses not eligible.

An itemized list of expenses for facility maintenance and repair projects must be submitted with application.

## 3. Recreation Programming Grant

3.1 Financial assistance may be provided to groups delivering recreational programs. Specifically, aid would be considered for;

3.1.1. The purchase of equipment with a lifespan of three years or more. Funding will not exceed \$1,000.00.

3.1.2. Expanding existing programs and activities. Funding will not exceed \$500.00.

3.2 Funding to assist with travel and/or registration fees for participants who reside in East Hants to attend recreation and sporting events. Three (3) categories will be considered;

3.2.1. Athletes under the age of 25 who are attending sport events of a provincial, national and international caliber who have achieved the right to attend via competition. Funding will not exceed \$100.00 per East Hants athlete.

3.2.2. Participants under the age of 19 who are attending recreational events or activities. Events or activities can be of a competitive or non-competitive nature. Group funding will not exceed \$25.00 per person, individual funding will not exceed \$100.00 per person.

3.2.3. Persons with a disability attending a recreation and/or sporting events. Individual funding will not exceed \$200.00 per person.

## 4. Event Hosting Grant

Financial assistance may be provided for community groups who are hosting any of the following types of events:



- 4.1. Events that encourage Recreational, Leisure or Cultural Programming, Competitions or Season Finale celebrations. Only Associations or Not-for-Profit organizations will be eligible. Grants from this category will not exceed 50% of the total event costs to a maximum of \$250.00.
- 4.2. Provincial, Regional or National Level Tournament—this would recognize the significance of groups or teams who are taking on responsibility for hosting a larger event, which might include groups or teams from out of the community or out of province. Grants for this category will not exceed \$250.00.
- 4.3. Events that celebrate East Hants Community Milestones where a community group or organization is recognizing a significant community heritage or cultural anniversary may apply for up to 2,000.00. Applications will be reviewed on a case-by-case basis and presented to council for consideration. This funding may not be applied for consecutive years in a row.
- 4.4. Event Insurance: Offset the costs of insurance for parades and/or events that require a Provincial On Highway Permit. Grants for this category will not exceed \$500 per community group per year. Groups are eligible to apply for this section in addition to section A. of the Event Hosting Grant.

## CRITERIA

- Grant applications must be submitted prior to the event.
- Events must be open to the public to view and be within the boundaries of the Municipality of East Hants.
- **The Municipality of East Hants must be recognized as a sponsor.** The municipal logo may be requested for use with approval from the Municipality.
- Organization must provide proof of insurance, noting coverage for the event.
- Must acknowledge that they are a Fair Play facility and/or organization.
- The applications will be considered on an “as received” basis.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Editor	<p>The Policy Editor is a person having managerial and policy-making responsibility related to the writing, compilation and revision of content and will:</p> <ul style="list-style-type: none"> <li>• Ensure policies in their care and control are always up-to-date, reviewed annually or sooner if necessary</li> <li>• Draft new or edit existing policy content</li> <li>• Be able to interpret and explain policy content</li> <li>• Ensure policy documents are branded and any supporting documents, ie. applications forms are also branded and content consistent with the policy</li> <li>• Ensure policy content is relevant and accurate</li> <li>• Seek and secure approval recommendation of the policy from the Policy Owner</li> <li>• Seek and secure approval of the policy from the appropriate Approver; and,</li> <li>• Provide the final approved policy document to the Assistant Municipal Clerk</li> </ul>
Policy Owner	<p>The Policy Owner will:</p> <ul style="list-style-type: none"> <li>• Provide oversight to ensure policies in their care and control are always up-to date, reviewed annually or sooner, if necessary, by the assigned Policy Editor</li> <li>• Be able to interpret and explain policy content</li> <li>• Provide oversight to ensure policy documents are branded and any supporting documents, i.e. application forms are also branded and content consistent with the policy</li> <li>• Provide oversight to ensure policy content is relevant and accurate</li> <li>• Review the policy and make recommendation for approval to the appropriate Approver; and</li> <li>• Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk</li> </ul>
Approver	<p>The Approver will:</p> <ul style="list-style-type: none"> <li>• Review Policy recommendations for approval consideration (approve, reject or edit); and,</li> <li>• Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision</li> </ul>
Assistant Municipal Clerk	<p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> <li>• Facilitate an annual Policy Review; and,</li> <li>• Ensure final approved policies are maintained, stored and posted where appropriate</li> </ul>
Community Recreation Coordinator	<p>The Community Recreation Coordinator will:</p> <ul style="list-style-type: none"> <li>• Promote Community Grant Fund</li> <li>• Receive, evaluate and recommend applications</li> <li>• Process payment of approved funding</li> <li>• Follow up with recipients to ensure reporting requirements are met</li> </ul>



Title/Role	Responsibilities
Manager of Recreation & Aquatics	The Manager of Recreation & Aquatics will: <ul style="list-style-type: none"> <li>• Approve application recommendations</li> <li>• Review the policy annually and provide recommendations for potential updates</li> </ul>

## RELATED DOCUMENTATION

Related forms, processes, procedures and other documents that support the policy.

Document Name	Document ID	Document Type
Municipal Grant Program Policy		Council Policy
Community Grant Application		Form
Final Report Form		Form

## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.1	Addition of Facility Maintenance Category	Manager of Recreation & Aquatics	Director of Parks, Recreation & Culture	Council	March 28, 2018
1.2	Addition of Parade and/or Event Insurance	Manager of Recreation & Aquatics	Director of Parks, Recreation & Culture	Council	October 24, 2018
1.3	Addition of list of expenses required for Facility Maintenance Category and Revision to funding amounts provided per athlete for Recreation Programming Grant Category	Manager of Recreation & Aquatics	Director of Parks, Recreation & Culture	Council	December 21, 2022
1.4	Adjusted to reflect the new NFP Insurance Grant Policy	Manager of Recreation & Aquatics	Director of Parks, Recreation & Culture	Council	February 22, 2023



EAST HANTS

# Community Grant Program Policy

Council  Administrative

## CERTIFICATION

I, Kim Ramsay, Municipal Clerk for the Municipality of East Hants, hereby certify that this policy was duly approved.

A handwritten signature in blue ink, appearing to read 'Kim Ramsay'.

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Kim Ramsay  
Municipal Clerk