

## PURPOSE

The Municipal Grant Program is a set of Municipal grants that collectively support the Strategic Plan of the Municipality of East Hants.

The purpose of the Council Policy for Municipal Grant Program is to provide Council, Municipal staff and the public with a framework by which Municipal grants will be applied for, reviewed and awarded.

The purpose of this policy is to:

1. Ensure a framework is in place for consideration of municipal grant applications;
2. Increase the effectiveness of awards, by better linking award amounts to municipal and departmental strategic objectives;
3. Increase the quality of service to grant applicants by minimizing the administrative hurdles and encouraging consistency and standardization in the grant application process;
4. Reduce the risk inherent in grants by standardizing the applicant disclosure requirements;
5. Set parameters for receiving grants from multiple grant funds; and
6. Outline the approval authority for various grants.

## SCOPE

This policy shall apply to all applications for funding from approved municipal grants.

## DEFINITIONS

Term	Definition
Application	Application refers to the formal application form developed by the Municipality, specific to the grant from which funds are being sought.
Bylaw	Laws passed pursuant to the Municipal Government Act or another act of the Provincial Legislature, and enforceable by Municipal Council and/or their delegates.
Council Policy	A set of statements which define how the Municipality must conduct itself in certain circumstances as a result of their Responsibility with respect to legislation, Council direction or administrative need.

Term	Definition
Effective From Date	Date when the policy is implemented and governed across the Municipality of East Hants.
Funds	The reserve/funding source for a specific grant (Tourism, District Recreation Funds, Beautification, Tourism Economic Development (TED) Fund, Rural Economic Development Assistance (RED) Fund, Major Special Event Grant Fund).
Governance	An authoritative action that defines expectations, grants power and verifies performance.
Grant	An award of financial or in kind assistance by the Municipality to an eligible grantee.
Provincially Sponsored Programs	A grant that the municipality receives to provide provincially-sponsored programs aimed at achieving provincial objectives. E.g. MPAL, After-School programs, THRIVE.
Senior Grants Review Committee	A committee assigned by the CAO, to administer and review applications under the Municipal Grant Program in accordance with the Municipal Grant Program Council Policy.
Social Support	A grant providing community benefit - Operating, Emergency and Levy Grants for Fire Service, Bylaw F-400 Tax Exemption Bylaw, Municipal Tax Assistance (MTAP).
Staff Grants Review Committee	A committee assigned by the CAO, to review applications under the Municipal Grant Program and related grant policies and make recommendations for approval/denial of request.

## POLICY

### POLICY STATEMENT

1. It is the policy of the Municipality of East Hants to provide grants that support organizations whose efforts and mandates align with the Municipality’s strategic objectives. Further, that the delivery of the Municipal Grant Program will be based on sound and defensible administrative and risk management practices reflected in a process that is timely, consistent, supportive, and transparent for all grant applicants.
2. The following policy statements are directives and rules by which the Municipality of East Hants staff will operate.

#### Grant Administration Framework

3. The Grant Administration Framework shall be adhered to for the development of all new grants and for the processing of all applications under Council approved grants. This framework helps to create administrative efficiency for both grant applicants and municipal staff. It also helps to mitigate the risk of duplicate funding

or funding which fails to achieve strategic objectives. The Grant Administration Framework contains the following guidelines and requirements for administering all Municipal Grants.

3.1 Grants are provided to Grantees to further Municipal or departmental strategic objectives (these objectives shall be made available to the public).

3.2 Attention will be paid to the equitable distribution of grant funds available among applicants.

3.3 Grant applicants are encouraged to seek other sources of funding so that the Municipality is not the sole source of project funding. The Municipality encourages organizations to create long-term funding sustainability plans suitable to their initiative. In certain cases, the Municipality may make contributions contingent on other levels of government or external support.

3.4 Grants may be awarded for on-going program requirements to fund the early years of an organization's initiative. This could be for the purchase or construction of capital assets (small and large) and/or for special purposes as approved by Council.

3.5 The amount of the grant awards should be tied to how well the grant objectives and the general municipal/departmental strategic objectives are aligned.

3.6 The amount of the grant awards should be tied to the duration of the benefit.

3.7 The financial condition of the organization making application will be considered in most cases. Organizations will be required to demonstrate financial need and fiscal sustainability. Organizations will not be penalized for good financial planning; however, they must be prepared to discuss financial policies and planning if the organization has cash reserves.

3.8 Organizations receiving grants will be required to report back to the municipality on how the funds were used, in most cases.

3.9 The amount of the grant award should consider the level of risk being assumed by the Municipality as a result of funding an activity or asset with a grant.

3.10 Risk is most effectively controlled at the point of grant application and evaluation. The level of strategic, operational, financial and compliance risk should be evaluated as part of the grant funding

decision and should determine the level of control and oversight the Municipality should maintain over the grantees spending of the grant. Grantees should maintain and may be asked to provide appropriate records to demonstrate the award has been spent for its intended purpose.

- 3.11 In order to evaluate and manage the risk associated with large capital grant requests, these requests will require significantly more input from the applicant in terms of risk management and the creation of a sustainable business model and plan.
- 3.12 When providing a stand-alone grant greater than \$10,000 that is not supported by a specific grant program, the Municipality will consider entering into a grant agreement with the grant recipient. The Chief Administrative Officer (CAO) has the authority to authorize grant agreements once Council has determined a funding amount
- 3.13 Application forms shall be designed to capture information about the Grantee (organizational structure and governance), the grant objectives, the amount of the grant request and the duration of the benefit.
- 3.14 The level of information required from an applicant will be relative to the grant request amount and the level of risk to the Municipality in awarding the grant.
- 3.15 The Municipality recognizes that not all applicants will have the resources to do strategic planning and risk management evaluations. Staff will assist organizations in this process, to a degree relative to the risk exposure of the Municipality.
- 3.16 Grant program awards are restricted to the annual financial commitments made by Council and the associated Council or administrative policy/bylaw governing each program.
- 3.17 All grants provided by the Municipality shall be in compliance with the provisions of the Municipal Government Act.
- 3.18 Religious based organizations are eligible to apply for Municipal Grants when seeking to provide a community space or program that can be used by individuals outside of the religious group. Municipal grants cannot be used for religious education or to build, expand, repair, or renovate a religious sanctuary. Owners of registered heritage buildings that are used for religious purposes can apply for a grant through the Heritage Incentive Program, however.

3.19 A schedule of all Council grants will be posted on the Municipality’s public website and shall include a brief overview of the grant, the application deadline (if applicable), the related governing documents (guidelines, bylaw or policy) and application form and/or submission details.

3.20 The CAO has authority to approve administrative policy to complement this policy of Council.

### **Municipal Grant Applications**

4. Application forms for each grant will be developed by the Staff Grants Review Committee and standardized across programs where possible. Application forms will be user-friendly; the type and level of detail will reflect the level of risk associated with the grant purpose and amount. Organizations applying for funding will ensure all application forms are complete. Staff support will be provided when resources permit. Application forms and/or submission details will be posted on the Municipality’s public website.

### **Application Deadlines**

4.1 Municipal grant applications will be accepted throughout the fiscal year, except where otherwise identified in a specific grant policy. Organizations seeking time sensitive funding under grant policies that do not have defined application deadlines must ensure their applications are submitted with sufficient time for processing before receipt of funds become critical to the applicant.

### **Single Window Grant Application**

4.2 To ensure grant applications are processed in a timely manner, under the appropriate grant policy, and to eliminate the potential for funds to be unintentionally awarded from two or more grant funds for the same expenditure, (applicants may be awarded grant monies from different funds where objectives of the grant request align with more than one municipal or department strategic objectives), all grant applications will be received by the Assistant Municipal Clerk. It will be the responsibility of the Assistant Municipal Clerk to forward the application to the responsible grant facilitator or appropriate Grants Review Committee to evaluate the request. Community groups that have previously received funding and are in-contact with a grant facilitator may directly contact the facilitator with their application.

### **Recognition**

4.3 Recipients of Municipal grants will recognize the Municipality’s role in funding buildings, events, or programs whenever possible. All grant recipients will receive the ‘Grant Recognition Guidelines’ upon fund distribution. Municipal staff will work with grant recipients to find the most appropriate means of Municipal recognition.

**Accountability**

4.3 Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the provisions set out in this policy. The related governing document (guidelines, bylaw, or policy) specific to each grant policy will identify the purpose of the grant, the authority to award grant monies and the evaluation criteria for awarding grant funding. In some cases, Council has (or may) delegate the responsibility for awarding grants to the CAO or designate.

**Table 1 Grant Overview**

Grant	Approved by Motion of Council	Approved by Council as part of the Annual Operating Budget	Awarded by Staff in Accordance with specific Grant Policy	Grant Facilitator	Review Committee
Acceptance of Donation Policy	X			Manager of Finance / Director of Finance	None
Annual Staffing Grants	C13(322)			Tourism and Events Supervisor	None
Bylaw F400 Tax Grants			X	Community Development Coordinator / Director of Finance	None
Community Beautification Grant (in accordance with Policy and Councillor approval)			X	Assistant Municipal Clerk	None
Community Grant Program Fund			X	Manager of Recreation and Aquatics, Community Recreation Coordinator	None
Community Partnership Fund	X			Community Development Coordinator	Staff Grants Review Committee
District Recreation Funds	X			Community Recreation Coordinator	Executive Committee
Dr. James T. Snow Bursary		X		Assistant Municipal Clerk	None

# MUNICIPAL GRANT PROGRAM POLICY

Council     Administrative

Grant	Approved by Motion of Council	Approved by Council as part of the Annual Operating Budget	Awarded by Staff in Accordance with specific Grant Policy	Grant Facilitator	Review Committee
EMO Grants - East Hants Ground Search and Rescue Funding		X		Manager of Development Services / Director of Planning and Development	None
Fire Department Levies		X		Director of Finance	None
Fire Department Operating Grants			X	Director of Finance	None
Fire Emergency Fund Grant	X			Director of Corporate Services	Fire Advisory Committee
General Government Grants	X			Community Development Coordinator	Staff Grants Review Committee
Heritage Property Incentive Program			X	Manager of Planning	Heritage Incentive Program (HIP) Committee
Insurance Grants	C13(321)			Tourism and Events Supervisor	None
Major Special Event Grants	X			Tourism and Events Supervisor	Senior Grants Review Committee
Municipal Tax Assistance Program			X	Manager of Accounting / Director of Finance	None
<u>Not-For-Profit Insurance Grant</u>			<u>X</u>	<u>Community Development Coordinator/Director of Parks, Recreation &amp; Culture</u>	<u>None</u>
Open Space Funding Grant	X			Manager of Parks & Buildings	Senior Grants Review Committee

Grant	Approved by Motion of Council	Approved by Council as part of the Annual Operating Budget	Awarded by Staff in Accordance with specific Grant Policy	Grant Facilitator	Review Committee
Operations Funding of Municipally owned tourism properties (including maintenance funding)		X		Director of Parks, Recreation & Culture	None
Policy Regarding the Establishment of Comfort Centres	X			Manager of Development Services	Executive Committee
Recreation Access Policy			X	Manager of Recreation and Aquatics	None
Rural Economic Development Assistance (RED) Fund	X			Manager of Economic and Business Development	Senior Grants Review Committee
Tourism Economic Development (TED) Fund	X			Manager of Economic and Business Development	Senior Grants Review Committee
Tourism Grants	X			Tourism and Events Supervisor	Staff Grants Review Committee

Grants awarded by the Municipality shall be disclosed on the Municipality’s public website as required under Section 65 (au) of the *Municipal Government Act*.

## ROLES AND RESPONSIBILITIES

Title/Role	Responsibilities
Policy Owner	The policy owner (see Version Log Section) is responsible for ensuring that the policy is implemented and being followed. In addition, the policy owner is responsible for reviewing the policy on a yearly basis for relevancy and potential updates.
Council	Council is responsible to determine the level of funding for Municipal Grant Program on an annual basis to be included in the Operating Budget and make every effort to ensure timely approval of grant applications where a motion of Council is required to award funding.
Chief Administrative Officer	The Chief Administrative Officer is responsible for the administration of all council-approved Municipal Grants and may delegate this responsibility at his/her discretion. The Chief Administrative Officer shall designate staff to sit as members of the Senior Grants Review Committee and Staff Grants Review Committee.



Title/Role	Responsibilities
Senior Grants Review Committee	A committee assigned by the CAO, responsible to administer and review applications under the Municipal Grant Program in accordance with the Municipal Grant Program Council Policy.
Staff Grants Review Committee	A committee assigned by the CAO, responsible to review applications under the Municipal Grant Program and related grant policies and make recommendations for approval/denial of request.
Municipality of East Hants Staff	All personnel that fall within the scope of this Policy (see Scope Section) must follow the policy statements within this document and must follow the governing authority of the policy owner.
Grant Facilitator	The grant facilitator is responsible for ensuring that the grant they facilitate is managed according to policy.

## RELATED DOCUMENTATION

Document Name	Document ID	Document Type
Municipal Government Act		Provincial Legislation
Major Special Event Grant Policy		Council Policy
Tourism Grant Policy		Guidelines - Council Policy under development
Tourism Grant Process		Business Process
General Government Grant Policy		Council Policy
Fire Service Funding Policy		Council Policy
Policy Regarding the Establishment of Comfort Centres		Council Policy
Municipal Open Space Policy		Council Policy
Tax Exemption Bylaw F-400		Council Bylaw
Reference District Recreation Fund Policy		Council Policy
Municipal Tax Assistance Program (MTAP)		Council Policy
Community Grants Policy		Council Policy
Acceptance of Donations Policy		Council Policy
Schedule of Municipal Grants		Public Website
Community Beautification/Enhancement Grant		Guidelines
Community Partnership Fund		Council Policy
Tourism Economic Development (TED) Fund Policy		Council Policy - under development & Guidelines
Rural Economic Development Assistance Fund Policy		Council Policy - under development & Guidelines
Heritage Property Incentive Program		Council Policy
<a href="#">Not-For-Profit Insurance Grant Policy</a>		<a href="#">Council Policy</a>

## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approved By	Approval Date
1.0	Creation of Policy		Director of Recreation & Culture	Council	October 17, 2012
1.1	Moved DRF to Council approved Grant		Director of Recreation & Culture	Council	October 23, 2013
1.2	Addition of new grant types, addition of grant table to clarify responsibility, addition of wording regarding financial need		Senior Grants Review Committee	Council	September 28, 2016
1.3	Update of role titles, removed SPCA funding grant, removed East Hants Alternative Transportation Service Funding, added Recreation Access Fund, inserted sections 3.12, 3.18 and 4.3, added direct application access to section 4.2.	Policy Analyst	Director of Parks, Recreation & Culture	Council	June 29, 2022

## CERTIFICATION

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

Kim Ramsay  
Municipal Clerk