

PURPOSE

The purpose of the General Government Grants Policy is to outline the following criteria of the General Government Grants program:

1. Types of grants;
2. Application requirements;
3. Eligibility criteria; and
4. Application deadlines.

SCOPE

This policy applies to all non-profit organizations that apply to the Municipality of East Hants for financial assistance.

DEFINITIONS

| Term | Definition |
|----------------|---|
| Not-For-Profit | An organization that provides a service to the community at-large without the objective of making a financial gain. |

POLICY

POLICY STATEMENT

It is the policy of the Municipality of East Hants (the ‘Municipality’) to consider, within its financial capacity, modest financial support to non-profit organizations within the Municipality. This support is provided in recognition of the value these organizations provide to the well-being and growth of the community and in helping the Municipality retain strong community focus. The Municipality recognizes that supporting volunteer community-based organizations is often fundamental to maintaining our quality of life.

1. Types of Grants

1.1. The Municipality provides four (4) types of General Government grants:

- 1.1.1. Use of space at municipally owned facilities by non-profit organizations;

- 1.1.2. School Bursaries under the Dr. James T. Snow Bursary Program;
- 1.1.3. Grants to community organizations whose mandates support the delivery of municipal services or strengthen community; and
- 1.1.4. Grants to non-profit organizations that further the Municipality's 'Strategic Plan'.

2. Application Requirements

- 2.1. All grant applications must follow the application requirements outlined within the 'Municipal Grant Program Policy'.
- 2.2. Applicants must be a Not-For-Profit Organization, or affiliated with a recognized organization, that are registered under the Nova Scotia Joint Stocks.
- 2.3. All applications for grants detailed in Sections 1.1.3 and 1.1.4 of this Policy shall be in writing to the Chief Administrative Officer specifying an amount requested and evidence that the organization is registered under the 'Nova Scotia Societies Act'. All requests for funding should provide the necessary information to enable a full evaluation of the request based on the eligibility criteria listed below.
- 2.4. Requests received as part of general mass mailing or telemarketing campaigns will not be considered.

3. Eligibility Criteria

- 3.1. The following criteria will serve as a guide for the review of applications for financial assistance from the Municipality in the form of a grant:
 - 3.1.1. Program/Service Obligation: Supports a service delivered by the Municipality;
 - 3.1.2. Public /Benefit: Service or program is broad based and all residents will derive a benefit versus special interest group needs and benefit to specific residents;
 - 3.1.3. Financial Need: Application demonstrates financial need and identifies all other grants and fundraising activities. Copies of most recent Financial Statements and the current year's budget should accompany the request;
 - 3.1.4. Quality of Life: Service or program enhances the quality of life of residents; and
 - 3.1.5. Strategic Alignment: Service or program that aligns with the Municipality's 'Strategic Plan'.
- 3.2. In principle, the Municipality does not support core funding for organizations that are not providing a program that supports a service delivered by the Municipality. However, consideration will be given to applications that request funding for a one time project or initiative.

- 3.3. In the event an organization makes an application for funding that is not in support of a service delivered by the Municipality, or that is not for a one time project or initiative, Council will consider the application following a presentation from the organization in which the merits and benefits of the requested funding are outlined for the information of Council.
- 3.4. The Municipality reserves the right to limit any one funding allocation to 20% of the total amount included in the budget for General Government Grants in any given year.
- 3.5. The Municipality may limit the number of years that any organization can receive funding under the General Government Grants program.

4. Application Deadline

- 4.1. Applications will be processed in the order that they are received.
- 4.2. The amount for general government grants will be considered as part of the Municipality’s annual budget process.
- 4.3. Council may allocate funds over and above the amount approved in the budget process when requests for grants of an emergency or pressing nature are received that exceed the budget.
- 4.4. Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the guidelines set out in this policy.

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"> • Ensure policies in their care and control are always up-to-date and reviewed annually, or sooner if necessary • Draft new or edit existing policy content • Be able to interpret and explain policy content • Ensure policy documents are branded and any supporting documents, i.e. applications forms are also branded and content consistent with the policy • Ensure policy content is relevant and accurate • Seek and secure approval recommendation of the policy from the Policy Owner • Seek and secure approval of the policy from the appropriate Approver; and, • Provide the final approved policy document to the Assistant Municipal Clerk |

| Title/Role | Responsibilities |
|---------------------------|---|
| Policy Owner | <p>The Policy Owner will:</p> <ul style="list-style-type: none"> • 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 • Be able to interpret and explain policy content • Provide oversight to ensure policy documents are branded and any supporting documents, ie. application forms are also branded and content consistent with the policy • Provide oversight to ensure policy content is relevant and accurate • Review the policy and make recommendation for approval to the appropriate Approver; and, • Ensure that the final approved policy document has been provided to the Assistant Municipal Clerk |
| Approver | <p>The Approver will:</p> <ul style="list-style-type: none"> • Review Policy recommendations for approval consideration (approve, reject or edit); and, • Notify the Policy Editor, Policy Owner and Assistant Municipal Clerk of decision |
| Assistant Municipal Clerk | <p>The Assistant Municipal Clerk will:</p> <ul style="list-style-type: none"> • Facilitate an annual Policy Review; and, • Ensure final approved policies are maintained, stored and posted where appropriate |
| Employees | The Employees will abide by the contents of this Policy. |

RELATED DOCUMENTATION

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

| Document Name | Document ID | Document Type |
|--------------------------------|-------------|---------------|
| Municipal Grant Program Policy | | Policy |
| Nova Scotia Societies Act | | Legislation |

VERSION LOG

| Version Number | Amendment Description | Amendment/Policy Editor | Amendment/Policy Owner | Approver | Approval Date |
|----------------|---|-----------------------------------|---|----------|---------------|
| 1.0 | | | Director of Finance & Administration | Council | 04/25/2012 |
| 2.0 | Template change, language clarification | Community Development Coordinator | Director of Parks, Recreation & Culture | Council | |



EAST HANTS

GENERAL GOVERNMENT GRANTS POLICY

Council Administrative

CERTIFICATION

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

Kim Ramsay
Municipal Clerk