

## PURPOSE

The Community Partnership Fund will 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 that provide programs or services that support the key Municipal strategies.

The Community Partnership Fund will:

1. Build and foster relationships with non-profit community based organization;
2. Provide seed funding to non-profit community based organizations during their infancy to allow them to build capacity; and
3. Provide annual financial support that assists with core operating costs of the organization, including salaries of full-time staff, facilities, equipment, communications, and the direct operational expenses.

## SCOPE

Non-profit community based organizations providing a program or service in alignment with the Municipality’s ‘Strategic Plan’ are eligible to apply for Community Partnership Funding.

## DEFINITIONS

Term	Definition
Core Funding	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.
Not-for-Profit	An organization that provides a service to the community at-large without the objective of marking a financial gain.
Seed Funding	Financial support to a community based organization within the first three (3) years of existences to support the organization’s initial operations.

## POLICY

### POLICY STATEMENT

It is the policy of the Municipality of East Hants to provide core funding to non-profit, community based organizations that support key Municipal strategies and provide a socially inclusive, universal program or service to the Municipal community.

#### 1. Eligibility

- 1.1. Previous funding does not guarantee future funding.
- 1.2. Community Partnership Funds are available to non-profit organizations that:
  - 1.2.1. Are registered under the Nova Scotia Joint Stocks or registered as a Canadian Charitable Organization.
  - 1.2.2. Provide opportunities and services to the residents of East Hants.
  - 1.2.3. Provide a program or service that aligns with the Municipality's the Municipality's 'Strategic Plan';
  - 1.2.4. Maintain financial records, demonstrate financial need, and demonstrate fiscal responsibility;
- 1.3. Community Partnership Funds are not available to:
  - 1.3.1. Sporting Associations or Clubs;
  - 1.3.2. Organizations supported by a larger provincial or national governing body;
  - 1.3.3. Organization is not a Community Hall or Recreation Facility.
- 1.4. Recipients will notify the Chief Administrative Officer (CAO) immediately of any loss of good standing, loss of charitable status, or other material change potentially affecting eligibility for Community Partnership Funding.

#### 2. Funding

- 2.1. Applications are reviewed annually. Grant recipients from previous years must reapply annually for future Community Partnership Funding.
- 2.2. Applicants who receive funding from the Community Partnership Funds are not eligible to apply for funding through General Government Grants.
- 2.3. During the first three (3) 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 (3) year period may be extended at Council's discretion.

- 2.4. Except where an exemption is granted in 2.3, beyond three (3) 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.
- 2.5. The amount of the grant awarded will be tied to how well the grant objectives and the general Municipal/departmental strategic objectives are aligned.
- 2.6. 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.
- 2.7. Successful applicants will be announced publicly once a year as per the 'Municipal Government Act' (MGA).

### 3. New Funding Applications

- 3.1. All grant applications must follow the application requirements outlined within the 'Municipal Grant Program Policy'.
- 3.2. Organizations seeking Community Partnership funding shall complete and submit an application on or before October 31st using the Community Partnership Fund Application Form.
- 3.3. Applicants shall be required to provide information including but not limited to:
  - 3.3.1. Confirmation of good standing on the Registry of Joint Stock Companies;
  - 3.3.2. If applicable, proof of Canadian Charitable registration;
  - 3.3.3. List of current Board of Directors and Officers;
  - 3.3.4. Statement of objectives, purposes and activities;
  - 3.3.5. Budget for current fiscal year;
  - 3.3.6. If applicable, financial statements for last fiscal year; and
  - 3.3.7. Statement of intended use for grant funds.

### 4. Recurring Recipients

- 4.1. Council will annually receive a report summarizing applications received for Community Partnership Funding.
- 4.2. Council will approve the eligible applicants to form the list of "Community Partnership Organizations" for the upcoming fiscal year.
- 4.3. The list shall comprise of non-profit community organizations operating to the benefit of the Municipality.
- 4.4. Fund recipients will be required to report the following information by October 31<sup>st</sup> of each year:

- 4.4.1. Financial statements from the previous year;
- 4.4.2. Current year’s budget; and
- 4.4.3. Annual report summarizing the past year of service provision (services, new trends, and other applicable statistics) and proposed programs and services for the coming year.

**5. Opting Out of Community Partnership Funding**

- 5.1. 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.
- 5.2. The organization may opt out of Community Partnership funding at any time for any reason.

## 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 and 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, i.e. 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>

Title/Role	Responsibilities
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, ie. 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>
Employees	The Employees will: follow and 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
Community Partnership Fund Grant Application Form		Form
Municipal Government Act		Legislation

## VERSION LOG

Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
1.0	Creation of 'Council Partnership Fund Policy'		Manager of Administrative Services	Council	December 17, 2014



Version Number	Amendment Description	Amendment/Policy Editor	Amendment/Policy Owner	Approver	Approval Date
2.0	Template updates, language clarification, removal of reference to the 'Societies Act'.	Community Development Coordinator/Policy Analyst	Director Parks, Recreation & Culture	Council	

## CERTIFICATION

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

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Kim Ramsay  
Municipal Clerk