

PURPOSE

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

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. |
| Funds | The reserve/funding source for a specific grant (e.g. Tourism, District Recreation Funds, Beautification, Major Special Event Grant Fund). |

| Term | Definition |
|---------------------------------|--|
| Grant | An award of financial or in-kind assistance by the Municipality to an eligible grantee. |
| Not-for-profit or non-profit | An organization registered as a non-profit organization with the Nova Scotia Registry of Joint Stock Companies. |
| Provincially Sponsored Programs | A grant that the municipality receives to provide provincially-sponsored programs aimed at achieving provincial objectives. |
| 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. |
| 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.
3. An overview of current grants can be found in Table 1: Grant Overview in Appendix A. This table will be reviewed annually and approved by the CAO of the Municipality.
4. 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*.

Grant Administration Framework

5. 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 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.

- 5.1 Grants are provided to Grantees to further Municipal or departmental strategic objectives. These objectives shall be made available to the public.
- 5.2 Attention will be paid to the equitable distribution of grant funds available among applicants.
- 5.3 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.
- 5.4 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 or large) or for special purposes as approved by Council.
- 5.5 The amount of the grant awards should be tied to how well the grant objectives and the general municipal/departmental strategic objectives are aligned.
- 5.6 The amount of the grant awards should be tied to the duration of the benefit.
- 5.7 The financial condition of the organization making an 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.
- 5.8 Grant applications submitted on behalf of a group will include material sufficient to demonstrate authority to make the application. Grants will specify the kind of material which is sufficient for its application as appropriate.
- 5.9 Organizations receiving grants will, in most cases, be required to report to the Municipality on how the funds were used.
- 5.10 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.

- 5.11 Risk should be assessed during the grant application and evaluation process. Strategic, operational, financial, and compliance risks must be considered when making funding decisions and will determine the level of oversight the Municipality maintains over how the grant is spent. Grant recipients are required to keep appropriate records and may be asked to provide documentation to demonstrate that funds were used for their intended purpose.
- 5.12 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.
- 5.13 Organizations applying for grants will follow appropriate accounting and bookkeeping practices that protect the assets of the organization and prevent fraud and loss. Such practices will be commensurate to the amount of the grant and the organization making the application.
- 5.14 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
- 5.15 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.
- 5.16 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.
- 5.17 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.
- 5.18 Grant program award amounts are restricted to the annual financial commitments made by Council and the associated Council or administrative policy/bylaw governing each program.

- 5.19 All grants provided by the Municipality shall be in compliance with the provisions of the Municipal Government Act.
- 5.20 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.
- 5.21 All organizations applying for not-for-profit grants, or applying as a not-for-profit organization, must be registered as a non-profit with the Nova Scotia Registry of Joint Stock Companies and remain in good standing for the duration of the funded program or project.
- 5.22 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.
- 5.23 The CAO has the authority to approve administrative policy to complement this policy of Council.

Municipal Grant Applications

6. 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 or submission details will be posted on the Municipality's public website.
- 6.1 Application Deadlines 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.
- 6.2 Single Window Grant Application 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

- 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

- 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 may delegate the responsibility for awarding grants to the CAO or designate.

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 their discretion. The Chief Administrative Officer shall designate staff to sit as members of the Senior Grants Review Committee and Staff Grants Review Committee. |
| Senior Grants Review Committee | A committee assigned by the CAO responsible for administering and reviewing applications under the Municipal Grant Program in accordance with the Municipal Grant Program Council Policy. |

| Title/Role | Responsibilities |
|----------------------------------|---|
| Staff Grants Review Committee | A committee assigned by the CAO, responsible for reviewing applications under the Municipal Grant Program and related grant policies and making 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 |
| Not-For-Profit Insurance Grant Policy | | Council Policy |

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 |
| 1.4 | Updated to reflect the new NFP Insurance Grant Policy | | Director of Parks, Recreation & Culture | Council | February 22, 2023 |
| 1.5 | Updated authority for staff to award comfort centre funding grants | Emergency Management Coordinator | Director of Parks, Recreation & Culture | Council | November 29, 2023 |

MUNICIPAL GRANT PROGRAM POLICY

Council Administrative

| Version Number | Amendment Description | Amendment/ Policy Editor | Amendment/ Policy Owner | Approved By | Approval Date |
|----------------|--|--------------------------|---|-------------|---------------|
| 1.6 | Wording changes, moved Grant Overview table to appendix, added definition of not-for-profit, included requirement to demonstrate organizational support, and added statements regarding best practices for accounting and bookkeeping. | Policy Analyst | Director of Parks, Recreation & Culture | Council | |

CERTIFICATION

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

Municipal Clerk

Kim Ramsay

APPENDIX A

Table 1: Grant Overview

| Grant | Document | Approval Authority | Grant Facilitator | Review Committee |
|---|---------------------------------|------------------------------|---|-------------------------------|
| Acceptance of Donation Policy | Policy | Council Motion | Manager of Finance / Director of Finance | None |
| Annual Staffing Grants | None | Council Motion: C13(322) | Tourism and Events Supervisor | None |
| Bylaw F400 Tax Grants | Bylaw | Reviewed annually by Council | Community Development Coordinator / Director of Finance | None |
| Comfort Centres and Reception Centres/Shelters Funding Policy | Policy | Policy | Manager of Protective Services | None |
| Community Beautification Grant | Policy | Policy | Assistant Municipal Clerk | None |
| Community Exit Ramp Challenge | Policy | Annual Operating Budget | Director of Infrastructure and Operations | None |
| Community Grant Program Fund | Policy | Policy | Community Development Coordinator | None |
| Community Partnership Fund | Policy | Council Motion | Community Development Coordinator | Staff Grants Review Committee |
| District Recreation Funds | Policy | Council Motion | Community Development Coordinator | Executive Committee |
| Dr. James T. Snow Bursary | General Government Grant Policy | Annual Operating Budget | Assistant Municipal Clerk | None |
| EMO Grants - East Hants Ground Search and Rescue Funding | Municipal Operating Budget | Annual Operating Budget | Manager of Protective Services | None |
| Fire Department Levies | Municipal Operating Budget | Annual Operating Budget | Director of Finance | None |



MUNICIPAL GRANT PROGRAM POLICY

Council Administrative

| Grant | Document | Approval Authority | Grant Facilitator | Review Committee |
|--|-----------------------------|--------------------------|---|--|
| Fire Department Operating Grants | Fire Service Funding Policy | Policy | Director of Finance | None |
| Fire Emergency Fund Grant | Fire Service Funding Policy | Council Motion | Director of Corporate Services | Fire Advisory Committee |
| General Government Grants | Policy | Council Motion | Community Development Coordinator | Staff Grants Review Committee |
| Heritage Property Incentive Program | Policy | Policy | Manager of Planning | Heritage Incentive Program (HIP) Committee |
| Insurance Grant for Municipally owned Tourism Properties | None | Council Motion: C13(321) | Tourism and Events Supervisor | None |
| Major Special Event Grants | Policy | Council Motion | Tourism and Events Supervisor | Senior Grants Review Committee |
| Municipal Tax Assistance Program | Policy | Policy | Manager of Accounting / Director of Finance | None |
| Not-For-Profit Insurance Grant | Policy | Policy | Community Development Coordinator | None |
| Operations Funding of Municipally owned tourism properties (including maintenance funding) | Lease Agreement(s) | Annual Operating Budget | Tourism and Events Supervisor | None |
| Recreation Access Policy | Policy | Policy | Manager of Recreation and Facilities | None |
| Tourism Grants | Policy | Council Motion | Tourism and Events Supervisor | Staff Grants Review Committee |