



**Policy Title:** Municipal Grants Policy  
**Policy No:** 1-2013  
**Approval Date:** February 19, 2013  
**Effective Date:** February 19, 2013  
**Last Revised Date:**

### **1. Policy Statement**

To provide a consistent, effective and efficient process for evaluating and approving municipal grant/donation requests.

### **2. Purpose / Background Information**

The Township of Dawn-Euphemia recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of our citizens. Municipal grant funding demonstrates Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the Township's ability to provide funding to these groups.

### **3. Application**

This policy applies to all applications made by organizations for municipal grants/donations.

### **4. Definitions**

Not applicable.

### **5. Policy Details**

#### General

It is the policy of the Township of Dawn-Euphemia to consider, within its financial capacity, modest financial support to organizations providing services that benefit the Township. This support is provided in recognition of the value these organizations provide to the well being and growth of the Township and in helping the Township retain a strong community focus.

This policy establishes eligibility requirements; identifies the types of funding available; and outlines application requirements.

Preferences will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.

#### Program Intent

The objective of this policy is to treat all organizations fairly and consistently. The aim of the "Municipal Grants Program" is to share available resources throughout the municipality. Grants are intended to provide modest levels of support and assistance to community non-profit and charitable organizations.

#### Funding Options

As part of its annual budget approval process, Council will determine the amount of funding to be provided. The following two types of municipal grants are available:

## 1. In-Kind Financial Assistance

Provision of municipal resources and materials and use of space at municipally owned facilities by non-profit and charitable organizations such as rental fee waivers, staff support and equipment supply.

## 2. Community/Special Events Grant

- Grants to organizations who meet the eligibility criteria set out in the municipal grants policy.
- Grants for one-time or first time events that are of cultural, social, health or recreational significance to the community.
- Grants for recurring events that Council has determined provide some benefit to the broader community, and is open to all members of the public.

## Funding Eligibility

An applicant organization must meet the following general criteria in order to be considered for a Township of Dawn-Euphemia Grant:

- Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The Township of Dawn-Euphemia grant should not be considered as the primary source of funding for the organization.
- Funding requests can be defined as events/projects/programs that support sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, recreation and /or health activities.
- Each application must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.
- Where available, copies of most recent Financial Statements and the current year's budget must accompany the request.
- Individuals are not eligible for grant assistance.
- Funding will not be provided for accumulated deficits or funding shortfalls of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
- The applicant organization, within the current fiscal year, must spend grant funding on the sole purpose(s) for which it was awarded.
- Only one grant request per organization per year will be considered.
- County organizations may be considered for a Township grant if the program/event provides a clear benefit and /or service to Dawn-Euphemia residents.
- Granting of assistance in any one year or over several years is not to be interpreted as a commitment to future year's funding.

## Application

All grant applications shall be directed to the Treasurer. Applications received on or before February 28 of each year will be incorporated into the Township's draft annual operating budget.

All applications shall be submitted on the Grant Application form, available from the municipal office or the municipal website ([www.dawneuphemia.ca](http://www.dawneuphemia.ca)) together with the following information and documentation:

1. The service the organization provides to the community;
2. The amount of financial assistance required;
3. The benefits in the community to result from the grant;
4. A detailed proposed budget for the current year, detailing expenditures and revenues, including a list of all other grants and/or donations;
5. Financial statements from the immediately preceding fiscal year, if available;

## Application Review Process

Completed applications which are received by February 28, will be forwarded to Council during budget deliberation meetings for review and consideration.

In considering grant applications, Council will evaluate applications in terms of the general and financial criteria and principles outlined in the Municipal Grants Policy. Applications for "In-Kind financial assistance" by non-profit and charitable organizations will be forwarded to the Treasurer for review with a report to Council for consideration and approval.

It is recognized that grant applications for unique and beneficial special events/projects may also arise from time to time following Council approval of the annual operating budget. Applications received after the annual budget has been approved will be forwarded directly to Council for its consideration.

Grant recipients will be notified in writing of the grant amount approved following Council approval of the Township's annual operating budget. Grant applicants not approved for funding shall also be notified, in writing, of Council's decision.

#### **6. References**

Administrator-Clerk report dated February 19, 2013.