



Policy: Grants to Non-profit Organizations Policy

Date Originally Approved: June 24, 1999

Motion: AThat the Policy concerning Grants to Non-Profit organizations presented at the June 10, 1999 Council Committee meeting be approved@ Motion Carried.

Date Amended: January 30, 2003

Motion: ACouncil approves the adoption of the Grants to Non-Profit Organizations Policy, as amended.@ Motion Carried

Date Amended: September 29, 2005

Motion:ACouncil approves the following amendments to the Grants for Non-Profit Organizations Policy: that festivals not be considered under the Grants for Non-Profit Organizations Policy but brought back at budget time for consideration under the Economic Development Grant Fund; and that a budget be required as part of the submission before going forward for consideration by Council.@ Motion Carried

Date Amended: February 23, 2012

Motion: ACouncil approves amendments to the Grants to Non-Profit Organizations Policy as presented, and that these amends go into effect in fiscal year 2013-14; and,

That the administrative changes, as noted in the second bullet of the Action Item dated February 9, 2012, be amended as follows, effective 2012-13: applicants to submit quotes for capital improvements for projects over \$1,000.@ Motion Carried.

Date Amended: November 30, 2017

Motion: "Council approves the revised Grants to Non-Profit Organization Policy, as amended." Motion Carried.

Municipality of the County of Colchester

Grants to Non-profit Organizations Policy

Purpose

The Municipality of the County of Colchester has created the Grants to Non-Profit Organizations Policy to identify the process, and criteria for considering grants to non-profit organizations that benefit Colchester County.

Objectives

1. To identify on an annual basis the amount that the Municipality will provide in grants.
2. To establish a process for applying for grant money which is fair and consistently applied, as well as a process by which the Municipality will consider grant requests.
3. To identify criteria upon which grant applications will be evaluated.

Budget Amount

On an annual basis, the Municipality will identify an amount to be allocated for grants to non-profit organizations.

The Draft Operating Budget will not include an allocation for grants. Rather, Council will set the allocation during its Additions/Deletions meetings.

Application Process

- X All grant applications will be considered as part of Council=s annual Operating Budget process.
- X The deadline for grant applications for the April 1 - March 31 fiscal year will be January 31 of the preceding fiscal year.
- X All applications must include a current financial statement, which indicates revenue sources for the organization, as well as a budget for the upcoming fiscal year.
- X All grant applications received throughout a current year will be referred to the budget process for the following year.
- X Council will schedule a minimum of one additional meeting to hear delegations from non-profit organizations requesting grants from the Municipality.
- X Final decisions on grants will be made at the Council meeting following Additions/Deletions meeting.

Funding Allocation

- X Organizations may apply for any amount up to \$5,000. Council may grant up to 100% of eligible

amounts requested by the applicant.

- X A letter of notification about application results will be sent to each organization. Terms and conditions of the grant and a cheque for any amount granted to the organization will be included with the notification of successful applicants. Organizations in receipt of grants over \$1,000 will also receive a grant report form with their letter of notification.

Presentations to Council

- X First-time applicants must make an in-person presentation to County Council to introduce their organization and its activities.
- X An organization that has received three grants under the Grants to Non-Profit Organizations Policy must make an in-person presentation to County Council as part of a fourth application for support. Presentations are required every fourth application thereafter.
- X In addition to these scheduled presentations, any organization requesting a grant may be required to present its request to Council in person at Council's invitation.

Post Grant Reporting

- X Post grant reporting is required of all organizations to confirm use of funds is consistent with the grant application approved by Council and the terms and conditions set out in the letter of notification.
- X Organizations in receipt of grants up to \$1,000 must deliver a letter verifying proper use of funds. Photographs and a description of how the grant support the activity, program, or upgrade are encouraged.
- X Organizations in receipt of grants over \$1,000 must deliver a completed grant report form. Photographs and stories about the grant-supported activity are encourage.
- X Reporting forms and required follow up information must be received by December 31 of the current year to be eligible for future funding through the Grants to Non-Profit Policy.

Eligibility Criteria

1. Only non-profit organizations are eligible to apply for a grant.
2. The non-profit organization must be either an incorporated body or a registered charity.
3. Applicant organizations must demonstrate that their activities will benefit citizens of Colchester County.
4. Only organizations operating community facilities are eligible for grants of a capital nature. For the purposes of this policy, a community facility is defined as a place where people from a particular geographical community can meet for social, educational, or recreational activities without restriction by membership or other conditions other than optional rental fee and normal

user conditions address liability.

5. Applications for grants of a capital nature must include an authorized signature accompanying a declaration that the applicant is the owner of the community facility for which the grant is requested.
6. Capital improvement project applications over \$1,000 must be accompanied by a contractor quotation for the work.
7. Grants to Non-Profit Organizations Policy focuses on capital costs for community facilities, and programming and project costs for non-profit organizations. On-going operating costs and wages are not eligible for grant funding.
8. Organizations must demonstrate their need for assistance by indicating financial status and fund-raising efforts.