



**Grants Policy
G-068-09**

Effective Date:
December 14, 2023

Part 1 Purpose

- 1.1 To develop a process to provide financial assistance for not-for-profit organizations, groups and associations that are providing meaningful support services to the communities within the Municipality of Yarmouth. The financial assistance is intended to recognize the value of these services and offset some of the financial burden borne by the community organizations. Each year, the Municipality receives applications for more funding than is available. The intent of this policy is to ensure equal opportunity to participate in the funding available and to establish predetermined standards that are clear to all applicants.
- 1.2 This policy does not cover:
 - 1.2.1 Grants to Volunteer Fire Services;
 - 1.2.2 Tax Exemptions;
 - 1.2.3 Tax Rebates;
 - 1.2.4 Recreation Grants; and
 - 1.2.5 Bursaries

Part 2 Authority and Disclosure

- 2.1 Authority for this grants program is provided under Section 65 of the Nova Scotia Municipal Government Act (MGA).
- 2.2 As required by Section 65C of the MGA, Council shall disclose a list of grant recipients and amounts granted on an annual basis, subsequent to the approval of annual estimates. This information shall be published on the Municipality’s website.

Part 3 Process

- 3.1 Application process will open on January 1st and close on April 15th of each year. Applications received after the deadline and throughout the fiscal year will be referred to the budget process for the following fiscal year. An amount of \$7,500.00 of the grants budget will be set aside as a contingency. Applications received after the deadline will only be considered if the applicant can show that the need is urgent and could not reasonably have been anticipated prior to the beginning of the fiscal year and no other sources of funding are available.
- 3.2 Once decisions are made on grant applications, all applicants shall receive a letter of acknowledgement. Letters for successful applicants will include terms of grant – amount,



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disbursement schedule, requirement for final report;

- 3.3 Applications must be submitted on the form provided on the Municipality's website. All applications, prior to review, are required to be complete with all supporting documentation provided and verified, if deemed necessary. Council, at its discretion may choose not to review applications which are incomplete or do not contain all necessary financial information. Sample of Financial information required;
- 3.4 Grant recipients must provide a final report and financial statement upon completion of the project. Failure to do so may make them ineligible to apply for funding in subsequent years;
- 3.5 Council may place certain conditions on funding, which would be outlined in the letter of approval;
- 3.6 There is no appeal process;
- 3.7 If there is a surplus of funds or cost is less than original estimates, Council may review and revise amount of grant;
- 3.8 Council reserves the right to issue grants in installments;
- 3.9 Multi-year grants can be approved in principle, however may be subject to a series of stated deliverables;
- 3.10 Any changes to the purpose of the grant originally outlined in the application are not permitted unless approved beforehand by Council;
- 3.11 Council reserves the right to place restrictions on the amount granted;
- 3.12 Each year the Municipality will publish a list of approved grants as per Section 65 (au) of the Municipal Government Act.
- 3.13 It is understood that grant approval by Council pursuant to the grant process is for the current year and is to be expended in the fiscal year in which it was awarded. Only under special pre-approved circumstances, may grant funding be held and disbursed beyond the fiscal year end.

Part 4 Principles

- 4.1 There are five (5) types of financial assistance which may be granted:

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- 4.1.1 Operating - intended to cover expenses associated with starting and operating a program and/or service;
- 4.1.2 Capital - enable the group, association or organization to acquire capital equipment and/or capital improvements;
- 4.1.3 Tourism - assist with tourism related projects designed to protect, and enhance community identity, values and tourism products;
- 4.1.4 Placemaking - assist community led groups looking to beautify, enhance or create public spaces, the purpose of which is to inspire a greater sense of community;
- 4.1.5 Parkland Dedication - funds shall be used for the acquisition of, and capital improvements to, trails, parks, playgrounds, and similar public purposes.
- 4.2 Council is committed to treating organizations, groups and associations in a fair and consistent manner and as such the criteria outlined in Part 5 shall apply.

Part 5 Eligibility

- 5.1 Only not-for-profit charitable groups and organizations are eligible for grants;
- 5.2 Grants shall be restricted to organizations, groups and associations who are providing a service to the Municipality of the District of Yarmouth and area residents;
- 5.3 Applications from religious organizations and political organizations will not be entertained unless it is with respect to a Heritage Building, or recreational facility, or a broad based community initiative;
- 5.4 Applications for capital grants over \$5,000 must, where applicable, be accompanied by at least two (2) quotes for costs;
- 5.5 Request for major projects (over \$10,000);
 - 5.5.1 Funding may be considered up to a maximum of 10% for operating costs and applicant must show funding from other sources;
 - 5.5.2 Funding may be considered up to a maximum of 25% for capital costs and applicant must show funding from other sources;

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- 5.6 Applicants must have completed and submitted any outstanding reports to Council for past grants.
- 5.7 Placemaking - Municipal Council recognizes the importance of a sense of place and pride of community for residents and organizations across the Municipality. Council may, through this policy, support specific community led projects. In addition, at its own discretion, Council may undertake other marquee projects which in its opinion provide important place-making benefits to all municipal residents i.e., Cape Forchu. In addition to *subsections 5.1, 5.2, 5.3, 5.4 and 5.6*, applications under this stream must;
- 5.7.1 Clearly define quantifiable project deliverables;
 - 5.7.2 Demonstrate how the project will be maintained;|
 - 5.7.3 Priority will be given to projects confirming contributions from other partners which can include, but is not limited to;
 - 5.7.3.1 funding from Federal, Provincial, other municipal governments;
 - 5.7.3.2 private donors; or
 - 5.7.3.3 in-kind (labour) from volunteers
 - 5.7.4 Applicants are eligible to apply for up to 50% of project costs (less in-kind labour) up to a maximum of \$2,500.
- 5.8 Parkland dedication – these funds shall be used only for the acquisition of, and capital improvements to, trails, parks, playgrounds, and similar public purposes.
- 5.9 Grant applications will be reviewed against some of the following criteria:
- 5.9.1 Demonstrated fundraising efforts
 - 5.9.2 Social and economic benefits accrued by the community balanced against other competing priorities and available funding
 - 5.9.3 Community benefit and impact
 - 5.9.4 Economic benefit and impact
 - 5.9.5 Safe and secure environments


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- 5.9.6 Goals and mandate of the Municipality
- 5.9.7 Alignment with the current Municipal Strategic Plan
- 5.9.8 If more than one organization or group submits an application for the same or similar service, Council may decide to share the grant among applicants.

Chief Administrative Officer’s Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	December 6, 2023
Date of Passage of current Policy	December 14, 2023
I certify that this Grants Policy G-068-09 was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	<u>January 4, 2024</u> Date

Date last reviewed by Council: December 14, 2023
Date last amended: December 14, 2023

Amendment Log

Date	Amendment Description
March 23, 2022	Updated Part 2 with Authority and Disclosure and added Placemaking in Part 3
December 14, 2023	Section 3.8 – removed details on grants being issued in two (3) installments Section 4.1 – changed 4 (four) to 5 (five) Section 4.1.5 – added Parkland Dedication Section 4.2 – changed that criteria is outlined in Part 5 Section 5.4 – increased \$1,000 to \$5,000 Section 5.8 – added Parkland Dedication

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	Section 5.9.7 – added criteria for aligning with Municipal Strategic Plan
March 26, 2025	Section 5.3 – to qualify broad based community initiatives

DRAFT Amendment