



Grants Policy G-068-09

Effective Date:
April 22, 2026

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 Reductions
 - 1.2.4 Tax Rebates;
 - 1.2.5 Recreation Grants; and
 - 1.2.6 Bursaries
- 1.3 The Municipality will prioritize funding for projects that:
 - 1.3.1 align with the Municipality's Strategic Plan;
 - 1.3.2 demonstrate shared financial responsibility through confirmed funding from other sources;
 - 1.3.3 fall clearly within the Municipality's mandate under the Municipal Government Act.
- 1.4 The Municipality will not routinely offset or replace funding reductions from other levels of government.

Part 2 Definitions

- 2.1 **"Council"** means the *Council* of the Municipality of the District of Yarmouth
- 2.2 **"Marquee projects or events"** means a multi-day event of significant cultural or economic value to the *Municipality* which are initiatives of either Yarmouth & Acadian Shores Tourism Association or Municipal Council
- 2.3 **"Municipality"** means the Municipality of the District of Yarmouth



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Part 3 Authority and Disclosure

- 3.1 Authority for this grants program is provided under Section 65 of the *Nova Scotia Municipal Government Act (MGA)*.
- 3.2 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 4 Process

- 4.1 Application process will open on January 1st and close on April 15th of each year.
- 4.2 Applications must be submitted on the form provided on the *Municipality's* website or available at the Municipal Office. All applications, prior to review, are required to be complete with all supporting documentation provided and verified, if deemed necessary.
- 4.3 *Council* shall review applications received during the annual application period and determine amount, if any, to be awarded based on alignment with the Municipal Strategic Plan, demonstrated need, shared funding contributions, and consistency with the Municipality's mandate.
- 4.4 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, disbursement schedule, requirement for final report;
- 4.5 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;
- 4.6 There is no appeal process.

Part 5 Late Applications

- 5.1 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 annual intake period and no other sources of funding are available.

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- 5.2 An amount of \$7,500.00 will be included in the Grants budget and set aside as a contingency for late applications.
- 5.3 Applications received after the annual deadline, under 5.1 above, will be processed according to policy by Administration.
- 5.4 Late applications will be eligible for 50% of the average grant awarded in the same category (excluding *marquee projects or events*) during the annual application period.
- 5.5 An applicant, with the exception of a sports team, only qualify for an award under Late Applications once.
- 5.6 Applications received after the deadline, that do not qualify for 5.1 above, will be referred to the budget process for the following fiscal year and applicants do not need to re-apply unless details of the application change.

Part 6 Terms and Conditions

- 6.1 *Council* may place certain conditions on funding, which would be outlined in the letter of approval;
- 6.2 *Council* reserves the right to issue grants in installments;
- 6.3 Multi-year grants can be approved in principle, however may be subject to a series of stated deliverables;
- 6.4 Any changes to the purpose of the grant originally outlined in the application are not permitted unless approved beforehand by *Council*;
- 6.5 *Council* reserves the right to place restrictions on the amount granted;
- 6.6 Each year the *Municipality* will publish a list of approved grants as per Section 65 (au) of the *Municipal Government Act*.
- 6.7 It is understood that a 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.
- 6.8 The Municipality reserves the right to decline funding requests that are primarily intended to replace or backfill reductions in funding from Provincial or Federal programs,



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unless Council determines there is a compelling municipal interest.

Part 7 Grant Types

- 7.1 There are five (5) types of financial assistance which may be granted:
 - 7.1.1 **Operating** - intended to cover expenses associated with starting and operating a program and/or service;
 - 7.1.2 **Capital** - enable the group, association or organization to acquire capital equipment and/or capital improvements;
 - 7.1.3 **Tourism** - assist with tourism related projects designed to protect, and enhance community identity, values and tourism products;
 - 7.1.4 **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;
 - 7.1.5 **Parkland Dedication** - funds shall be used for the acquisition of, and capital improvements to, trails, parks, playgrounds, and similar public purposes.
- 7.2 *Council* is committed to treating organizations, groups and associations in a fair and consistent manner and as such the criteria outlined in Part 8 shall apply.

Part 8 Eligibility

- 8.1 Only not-for-profit charitable groups and organizations are eligible for grants;
- 8.2 Requests for sporting/cultural sponsorship of an individual will be addressed through the Sponsorship of Youth and Elite Athletes Policy;
- 8.3 Grants shall be restricted to organizations, groups and associations who are providing a service to residents of the Municipality of the District of Yarmouth;
- 8.4 Applications from religious organizations and political organizations will not be entertained unless it is with respect to a Heritage Building, recreational facility, or a broad-based community initiative;

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- 8.5 Applications for capital grants over \$5,000 must, where applicable, be accompanied by at least two (2) quotes for costs;
- 8.6 Request for major projects (over \$10,000);
 - 8.6.1 Funding may be considered up to a maximum of 10% for operating costs and applicant must show funding from other sources;
 - 8.6.2 Funding may be considered up to a maximum of 25% for capital costs and applicant must show funding from other sources;
 - 8.6.3 Applicants must clearly demonstrate confirmed or pending funding from other sources and provide a financing plan identifying all revenue streams.
- 8.7 Applicants must have completed and submitted any outstanding reports to Council for past grants.
- 8.8 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 8.1, 8.2, 8.3, 8.4 and 8.6*, applications under this stream must:
 - 8.8.1 Clearly define quantifiable project deliverables;
 - 8.8.2 Demonstrate how the project will be maintained;|
 - 8.8.3 Priority will be given to projects confirming contributions from other partners which can include, but is not limited to;
 - 8.8.3.1 funding from Federal, Provincial, other municipal governments;
 - 8.8.3.2 private donors; or
 - 8.8.3.3 in-kind (labour) from volunteers
 - 8.8.4 Applicants are eligible to apply for up to 50% of project costs (less in-kind labour) up to a maximum of \$2,500.
- 8.9 Parkland dedication – these funds shall be used only for the acquisition of, and capital improvements to, trails, parks, playgrounds, and similar public purposes.



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- 8.10 Grant applications will be reviewed under the following criteria:
 - 8.10.1 The funding request is in clear alignment with the municipal mandate and authority under the *Municipal Government Act*
 - 8.10.1.1 Requests outside the Municipality’s core mandate may be considered only where there is a demonstrated, significant community benefit AND no reasonable alternative funding source
 - 8.10.2 Demonstrated fundraising efforts; applicants are expected to demonstrate reasonable efforts to secure funding from multiple sources
 - 8.10.3 Applications that rely primarily on municipal funding may deemed a lower priority
 - 8.10.4 Social and economic benefits accrued by the community balanced against other competing priorities and available funding
 - 8.10.5 Community benefit and impact
 - 8.10.6 Economic benefit and impact
 - 8.10.7 Safe and secure environments
 - 8.10.8 Goals and mandate of the *Municipality*
 - 8.10.9 Alignment with the current Municipal Strategic Plan
 - 8.10.10 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.

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Chief Administrative Officer's Annotation for Official Policy Book	
Date of Notice to Council members of Intent to Consider (7 days Min)	April 15, 2026
Date of Passage of current Policy	April 22, 2026
I certify that this Grants Policy G-068-09 was adopted by Council as indicated above.	
 _____ Chief Administrative Officer	<u>May 4, 2026</u> Date

Date last reviewed by Council: April 22, 2026
Date last amended: April 22, 2026

Amendment Log

Date	Amendment Description
March 23, 2022	<ul style="list-style-type: none"> Updated Part 2 with Authority and Disclosure and added Placemaking in Part 3
December 14, 2023	<ul style="list-style-type: none"> 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 Section 5.9.7 – added criteria for aligning with Municipal Strategic Plan
March 26, 2025	<ul style="list-style-type: none"> Section 5.3 – to qualify broad based community initiatives
February 25, 2026	<ul style="list-style-type: none"> Section 1.2.3 - added Tax Reductions Added Part 2 Definitions section Section 4.2 – removed “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.”

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	<ul style="list-style-type: none"> • Section 4.3 - added "Council shall review applications received during the annual application period and determine amount, if any, to be awarded." • Section 5.3 - added "under 5.1 above" • Section 5.4 - added "Late applications will be eligible for 50% of the average grant awarded in the same category (excluding marquee projects or events) during the annual application period." • Section 5.5 - added "An applicant, with the exception of sports teams, can only qualify for an award under Late Applications once." • Section 5.6 - added "that do not qualify for 5.1 above," and "and applicants do not need to re-apply unless details of the application change." • Section 6.2 – removed "if there is a surplus of funds or cost is less than original estimates, Council may review and revise amount of grant." • Part 7 - changed from "Principles" to "Grant Types" • Section 8.2 - added "Requests for sporting/cultural sponsorship of an individual will be addressed through the Sponsorship of Youth and Elite Athletes Policy" • Section 8.3 – rephrased to state "Grants shall be restricted to organizations, group and associations who are providing a service to residents of the Municipality of the District of Yarmouth." • Section 8.10 - rephrased to "Grant applications will be reviewed under the following criteria:"
<p>April 22, 2026</p>	<ul style="list-style-type: none"> • Added Section 1.3 The Municipality will prioritize funding for projects that: <ul style="list-style-type: none"> 1.3.1 align with the Municipality’s Strategic Plan; 1.3.2 demonstrate shared financial responsibility through confirmed funding from other sources; 1.3.3 fall clearly within the Municipality’s mandate under the Municipal Government Act. • Added Section 1.4 The Municipality will not routinely offset or replace funding reductions from other levels of government. • Added the following in Section 4.3 "based on alignment with the Municipal Strategic Plan, demonstrated need, shared funding contributions, and consistency with the Municipality’s mandate." • Added Section 6.8 The Municipality reserves the right to decline funding requests that are primarily intended to replace or backfill reductions in funding from Provincial or Federal programs, unless Council determines there is a compelling municipal interest. • Added Section 8.6.3 Applicants must clearly demonstrate confirmed or pending funding from other sources and provide a financing plan identifying all revenue streams. • Added Section 8.10.1 The funding request is in clear alignment with the municipal mandate and authority under the Municipal Government Act • 8.10.1.1 Requests outside the Municipality’s core mandate may be considered only where there is a demonstrated, significant community benefit AND no reasonable alternative funding source • Added the following in Section 8.10.2 "applicants are expected to demonstrate reasonable efforts to secure funding from multiple sources"

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- Added 8.10.3 Applications that rely primarily on municipal funding may deemed a lower priority