

Town of Mahone Bay

Policy # 23

Grants to Organizations Policy

1.0 PURPOSE

This policy provides guidelines for the awarding of cash and in-kind grants to non-profit organizations and societies that apply to the Town of Mahone Bay for financial assistance under one or more of the established grant categories. The goal of this policy is to treat all organizations fairly and consistently and to promote transparency in government decision making.

2.0 POLICY

It is the policy of the Town of Mahone Bay to consider, within its financial capacity, financial support to non-profit organizations and societies (groups) that provide programs, services, or activities that enhance the quality of life for Mahone Bay residents. Such financial support is provided in recognition of the value these organizations provide to the well-being and growth of the community.

3.0 TYPES OF GRANTS

Program and Event Grants

A Program and Event grant funds events, programs, projects or activities that enhance, support, promote, inform/educate, celebrate, preserve and/or provide access to:

- a. Arts/Culture/Community Heritage
- b. Community Beautification/Environmental Sustainability
- c. Community Health and Wellness
- d. Youth/Seniors Supports
- e. Tourism/Economic Development

Program and Event grants are monetary grants but may also consist of the waiver of municipal fees or the provision of staff support

Operating Grants

Operating grants are considered annually for groups with a mandate to deliver an ongoing service or program that is generally delivered by a municipality, or complements a service being offered by the Town of Mahone Bay.

Operating grants may assist a group with its operations through the waiver of municipal fees, the provision of in-kind support or direct financial support.

Operating grants are not intended to support permanent full-time staff salaries or wages.

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Although an organization may be awarded an operating grant several times, the award does not carry the guarantee of renewal over several years.

Capital Grants

A capital grant provides monetary support for the purchase of property; the construction of a facility, remodeling, expansion of a facility; or purchase of equipment. Applicants must hold the deed/lease to the property/facility or acceptable alternative (if relevant).

The award of a capital grant is reserved for special circumstances and thus, may not be awarded on an annual basis. The Town may pay capital grants to group over two or more fiscal years.

In-Kind Service Grant

An in-kind service grant supports the provision of Town services at no cost, or reduced cost to organizations that are coordinating events within the Town.

4.0 BASIC ELEGIBILITY REQUIREMENTS

Applications will be accepted from groups that:

- Have submitted a completed application form by the deadline
- Have fulfilled any obligations outstanding from previous grant awards
- Have provided proof of non-profit status
- Have provided current year budget and previous year financial statements

Applications will not be accepted from:

- Individuals
- For-profit businesses
- Organizations that canvass for financial support within the Town
- Organizations with political affiliations
- Faith based organizations
- Hospitals, clinic-based services or medical treatment programs
- School boards
- Provincial/national organizations unless a local chapter exists to service the residents of Mahone Bay
- Organizations seeking assistance in funding deficits

5.0 COUNCIL APPROVAL

The total budget for grants to organizations will be considered as part of the Town's annual budget process. Council may allocate funds over and above the amount approved in the budget process when requests for grants of an emergency or pressing nature are received.

Council reserves the right to grant partial requests or grant or reject any application that may or may not qualify in accordance with the guidelines set out in this policy. Applicants are not guaranteed funding. Grants to organizations will be considered public knowledge. Grants may be awarded with certain terms and conditions.

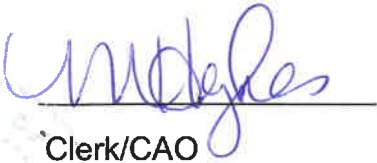
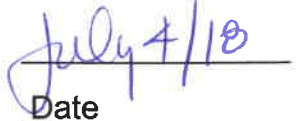
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Applicants will be notified following Council's approval with a Letter of Award, which will state if any restrictions apply to the grant.

6.0 REPORTING REQUIREMENTS

Any group receiving a monetary grant from the Town of Mahone Bay may be required to complete a Project Evaluation Form and shall abide by any conditions listed within the Letter of Award. Groups in non-compliance with these obligations may not be considered for future grant opportunities.

The deadline for all Programs and Events Grant, Operating Grant and Capital Grant applications is March 31st of each year. There is no deadline for In-Kind Grant applications.

Clerk's Annotation for Official Policy Book	
Date of Notice to Council Members of Intent to	
Consider {7 days minimum notice}:	June 12, 2018
Date of Passage of Policy:	June 28, 2018
 Clerk/CAO	 Date

Town of Mahone Bay

Non-Profit Grant Application

Applications for Program and Events Grants, Operational Grants and Capital Grants must be received on or before the March 31st. Please review the Grants to Organizations Policy for further information.

All applications must be accompanied by the organization's current fiscal year budget and financial statements from the previous fiscal year.

APPLICANT INFORMATION

Organization Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Contact Person: _____

Contact Person Telephone Number: _____

Contact Person Email Address: _____

ASSISTANCE REQUESTED

- Financial Support
- In-Kind Services
- Combination

TYPE OF GRANT BEING REQUESTED

- Program and/or Event Grant
- Operating Grant
- Capital Grant
- In-Kind Services Grant

Please forward completed applications to The Town of Mahone Bay office:

Mail:

PO Box 530
Mahone Bay, NS
B0J 2E0

Email:

Clerk@townofmahonebay.ca

In Person:

493 Main Street, Mahone Bay

Fax:

(902) 624-8069

Town of Mahone Bay Project Evaluation Form

APPLICANT INFORMATION

Organization Name: _____

Mailing Address: _____

Telephone Number: _____

Email Address: _____

Contact Person: _____

Contact Person Telephone Number: _____

Contact Person Email Address: _____

TYPE OF GRANT PROVIDED

- Financial Support
- In-Kind Services
- Combination

Describe how the grant contribution was used:

Did this grant benefit the community as anticipated or expected? Please give specific examples. If for some reason your goals were not achieved, please explain.

Attach to this evaluation form a final budget for the event, program or project.

Please forward completed project evaluation forms to The Town of Mahone Bay office no later than _____.

Evaluation forms may be submitted to the Town by the following methods:

Mail:

PO Box 530
Mahone Bay, NS
B0J 2E0

Email:

Clerk@townofmahonebay.ca

In Person:

493 Main Street, Mahone Bay

Fax:

(902) 624-8069