

## **#74. TOWN OF LUNENBURG PROCEDURAL POLICY:**

### **COMMUNITY GRANTS PROGRAM**

#### 1.) Purpose

The Municipal Government Act [section 65 (au)] states: council may expend money required by the municipality for a grant or contribution to a:

- society within the meaning of the Children and Families Services Act,
- mental health clinic in receipt of financial assistance from the Province,
- exhibition held by an educational institution in the municipality,
- club, association or exhibition within the meaning of the Agriculture and Marketing Act,
- charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province,
- day care licensed under the Day Care Act,
- registered charitable organization,
- village,

and the municipality shall publish annually a list of the organizations and grants or contributions made pursuant to this clause in a newspaper circulating in the municipality.

The Town of Lunenburg ("Town") has created this Policy to identify the process, terms and criteria which will be used to consider grants to non-profit organizations for community development.

#### 2.) Objectives

- (a) To identify on an annual basis the total amount that the Town will provide in grants.
- (b) To establish a process for applying for grant money which is fair and consistently applied, as well as process by which the Town will consider grant requests.
- (c) To identify criteria upon which grant applications will be evaluated.

#### 3.) Budget Amount

On an annual basis, the Town will identify an amount to be allocated for grants. Council will set the budget during the budget process. As a guide this amount could be 0.5% of total Town operating revenue for the preceding fiscal year.

#### 4.) Application Process

- (a) All grant applications will be considered as part of Council's annual budget process.

- (b) The deadline for grant applications for the April 1 - March 31 fiscal year will be March 31 of the preceding fiscal year. Applications received after this date will only be considered if there are still grant budget funds unallocated after the Town's Budget is approved.
- (c) All grant applications (**Schedule "A"**) must include a financial statement of the last fiscal period, which indicates revenue sources for the organization, a budget for the current fiscal year and proposed funding project.
- (d) Council will consider the outcome of a previous year's grants to an organizations re-applying in subsequent years to assist in determining the likelihood of future success.

5.) Criteria

- (a) Only non-profit organizations, or individual Town residents under exceptional circumstances for non-profit activities, e.g., participation in a Provincial, national, etc. athletic competition, are eligible to apply for a grant. Preference will be given to such organizations in the Town of Lunenburg.
- (b) The non-profit organization must be either an incorporated body or a registered charity.
- (c) When considering grant applications, priority will be given to organizations which provide programs or services on a Town-wide basis, or to a significant portions of the Town's population.
- (d) All non-profit organizations will have to show financial need to receive funding.
- (e) Requests for in-kind grants for Town of Lunenburg services will be considered by Council and are subject to staff and equipment availability.

6.) Post Grant Reporting

- (a) Successful grant applicants will provide Council with a brief report confirming that the grant monies were used for the requested purpose and describe the outcomes achieved.

Clerk's Annotation For Official Policy Book

Date of Notice to Council Members

of Intent to Consider (7 days minimum): February 3, 2015

Date of Passage of Current Policy: February 10, 2015

I certify that this Policy was adopted by Council as indicated above.

\_\_\_\_\_

\_\_\_\_\_

Municipal Clerk

Date

Schedule "A"

**TOWN OF LUNENBURG**  
**COMMUNITY GRANTS PROGRAM APPLICATION FORM**

Please review the attached Town of Lunenburg Procedural Policy: Community Grants Program before completing this Application. Attach all the additional information requested before submitting your application. Applications must be received by **March 31<sup>st</sup>**.

Name of Non-Profit Organization: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Daytime phone number ( Work  Cell  Home): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Fax Number: \_\_\_\_\_ E-mail Address: \_\_\_\_\_

Organization Website: \_\_\_\_\_

1. Amount of funding requested: \$ \_\_\_\_\_

In-kind Town of Lunenburg services requested: \_\_\_\_\_

2. The organization is a:

NS registered society name \_\_\_\_\_

Registered National Charity name/# \_\_\_\_\_

Other (please describe) \_\_\_\_\_

3. The geographic area serviced by the organization is: \_\_\_\_\_

4. Please describe, in detail, the specific use of the funds requested. Attach additional sheet if needed.

\_\_\_\_\_  
\_\_\_\_\_

5. How will the community benefit from the funds received?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Please include the following information with your completed application:**

- Financial Statements from your last fiscal year.
- Budget for the current fiscal year.
- Project budget and funding sources summary.
- Previous post grant report confirming use of earlier approved grant monies (if applicable).

I/we, the undersigned, hereby state that, to the best of our knowledge, all information contained in this application form and any attachments are a true representation of our proposed project and I/we will comply with the terms and conditions of an approved Town grant.

Printed Name of Authorized Representative	Signature of Authorized Representative	Position Held in Organization	Date MM / DD / YY

Please return this form and all requested information by mail, fax, email or in person to:

**Community Grant Program**  
 Town of Lunenburg - Chief Administrative Officer  
 PO Box 129  
 119 Cumberland Street  
 Lunenburg, NS B0J 2C0  
 (Fax): 902-634-4416, [brenton@explorelunenburg.ca](mailto:brenton@explorelunenburg.ca)