



## Administrative Policy # 2013-02

### Grants and Contributions to Organizations Program

**Preamble:**

Under the authority of Section 65A of the Municipal Government Act;

**Authorized municipal expenditures**

65A (1) Subject to subsections (2) to (4), the municipality may only spend money for municipal purposes if

- (a) the expenditure is included in the municipality's operating budget or capital budget or is otherwise authorized by the municipality;
- (b) the expenditure is in respect of an emergency under the Emergency Management Act; or
- (c) the expenditure is legally required to be paid.

(2) The municipality may expend money provided for in an operating budget or capital budget for a purpose other than that set out in the operating budget or capital budget for that fiscal year if the expenditure does not affect the total of the amounts estimated for the operating budget and the capital budget.

(3) The municipality may authorize expenditures from its operating budget or transfer money from the operating budget to its capital budget if the total amount of such expenditures and transfers for the fiscal year does not exceed the total amount of estimated revenue from all sources in excess of the amount estimated for those sources in the operating budget for that fiscal year.

(4) The municipality may authorize capital expenditures that are not provided for in its capital budget if the total of such expenditures does not exceed the greater of

- (a) the amount authorized to be transferred from the operating budget to the capital budget under subsection (3);
- (b) the borrowing limits established for the municipality under Section 86; or
- (c) the amount withdrawn from a capital reserve fund under subsection 99(4).

(5) In the event of ambiguity in whether or not the municipality has the authority under this or any other Act to spend money or to take any other action, the ambiguity may be resolved so as to include, rather than exclude, powers the municipality had on the day before this Section came into force. 2019, c. 19, s. 5.

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### **Purpose:**

Subject to Council approval the Town of Digby allocates 1% of total revenue to Grants and contributions to organizations in its annual operating budget. Each year the Town receives more grant requests than it can fund from its budget allocation. This policy institutes a Grants/Contributions to Organizations Program which recognizes the importance of community organizations and the benefits they have on the Town. Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. Grants awarded under this program are intended to provide modest levels of support and assistance to community non-profit organizations.

### **Policy Statement:**

The objective of this policy is to treat all organizations fairly and consistently. This policy replaces and repeals Grants to Organizations Policy # 2002-03 and applies to all applications from organizations and sets the eligibility criteria and provides criteria for the application process and the awarding of grants or contributions under the Grants/Contributions to Organizations Program. The program is intended to balance on-going needs and a rotation of new applicants.

### **Policy:**

It is the policy of the Town of Digby to consider, within its financial capacity, modest financial support to non-profit organizations within the Town and surrounding area. This support is provided in recognition of the value these organizations provide to the well-being and growth of the community and in helping the Town retain strong community focus.

### **Eligibility Criteria:**

Consideration for the award of grants will be given to applications which:

- Offer projects ,programs, services or events which have demonstrated need in the community and which provide benefits to Digby's residents;
- Exercise co-ordination, co-operation and collaboration with other groups to prevent duplication of projects, programs, services or events;
- Are guided by a strong and committed board, dedicated to fiscal responsibility, professionalism and effectiveness;
- Seek and receive funding from a variety of sources so as to not be solely dependent on the Town for funding;
- Promote volunteer participation and citizen involvement;
- Use new approaches and techniques in the solution of community needs.

Funding may be considered for occasional and extraordinary service or function requests that have community support and would improve the quality of life in the Town.

Not all applications meeting the basic criteria will automatically receive a grant.

Approval of a grant by the Town one year does not ensure that grant requests in subsequent years will be successful.

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### Definitions:

**Projects** – One time only projects that will help prevent or respond to health, social and cultural needs within the Town of Digby & Area may be eligible for a grant. The project must have a specific set of goals and objectives, and have a defined start and finish date.

**Programs and Services** – On going programs and services which contribute to the health and social well-being of Digby residents, or are deemed to be contributing to the general interest and advantage of the Town, may be eligible for a grant.

**Events** – Special events that enhance and contribute to Digby’s cultural life and promote community involvement and spirit may be eligible for a grant. The events must have a defined start and finish date, but may also be held annually.

**Council Discretion** – Council may at its discretion, award grants to groups which offer a service deemed of value to the Town, or to community committees, whose mandate is to function for the good of the Town and its residents.

**Exclusions from Eligibility for funding under the Grants/Contributions to Organizations Program** – The following are specifically excluded from funding under the Town of Digby’s Grants and Contribution to Organizations Program:

- Applications from individuals
- Projects, services or programs, and events which may be funded from other Town funding programs.
- Community organizations that receive any other type of funding from the Town.
- Religious organizations that serve primarily their membership and/or their direct religious purposes.
- Annual fund raising campaigns, form letter requests or telephone campaigns.
- Building funds or capital construction campaigns.
- Aid to endowment funds
- Debt retirement or reserves.
- Applications for salary/wages of staff positions or board honorariums

### Types of Grants:

The Town provides four types of grants:

1. Use of space at Town owned facilities by non-profit organizations
2. Grants to an organization whose mandate supports the delivery of municipal services.
3. Grants to non-profit organizations who meet the eligibility criteria set out in this Policy.
4. In kind Grant

**Types of Grant awards:**

**One-time development grant:**

- Normally awarded for a start-up project, a single purchase, or a building/site expense.

**One-time operating grant:**

- Normally awarded to support an on-going community based program recognized as a priority within a community.
- This type of grant is not intended to support permanent full-time staff, salaries or wages.
- Although an organization may be awarded this type of grant several times, the award does not carry the guarantee of renewal over several years.

**Multi-year project program grant:**

- Multiple year funding options do not mean the Town will pre-approve and fund projects for multiple years. Funding approvals are for one year only, however it is recognized that a project may take more than one year to complete. The organization must submit applications in subsequent years including an annual report (update) on the project to continue to work on the same project.
- Renewable up to four (4) years with no pre-set maximum.
- Normally awarded to support an ongoing project, program or service that is a priority or determined to be important within the Town's mandate of projects, programs and services.
- This type of grant may be awarded for building projects where the cost is spread over more than one year or to assist organizations that provide Town endorsed services.
- This type of grant may also be awarded for a large scale multi-year program or special project, subject to a signed agreement between the Town and the recipient organization.
- The Town of Digby grant program is limited in its ability to respond to large requests with short notice. It is essential for an organization planning an expensive multi-year project to give the Town at least one year's notice so that it can be considered within the Town's fiscal framework well in advance.

**Multi-year development grant:**

- Renewable up to three (3) years.
- Normally awarded on a diminishing scale with the amount decreasing each year.
- Awards are intended to help a program get started and move towards self-reliance.

**Multi-year transitional grant:**

- Renewable up to three (3) years with no pre-set maximum.
- This type of grant is limited to circumstances where the municipality has given notice it will discontinue grant funding to a program or service, which creates financial hardship.
- A signed agreement between the town and the recipient organization is required.

**Multi-year stabilization grant:**

- Renewable for up to four (4) years with no pre-set maximum.
- This type of grant is limited to cases of insolvency, operational restructuring or to transition an organization to lower levels of funding.
- A signed agreement between the town and the recipient organization is required.

**In Kind Grants** – In kind requests have a monetary value and include the following:

- Request to borrow Town equipment.
- Request for Town staff time.
- Request for Town services.
- Requests for real property.
- Requests for use of public spaces

**Application Deadline:**

Applications are to be sent to the Office of the Chief Administrative Officer and must be received by on or before January 31<sup>st</sup> of each year. Applications received after that date will be considered late and will only be considered if there are any uncommitted funds available in the current fiscal year's budget for the Grants/Contributions to Organizations Program.

**Application Requirements:**

All applications for grants shall be in writing to the Chief Administrative Officer and include the following:

- The name of the organization, its legal status (if applicable) and the name and contact information for the primary contact for the organization.
- A summary of the organization's objectives and operations.
- A detailed description of the service/project/event being provided for which the grant is sought and, if the service/project/event is not one listed above in the eligible criteria, what special circumstances exist that justify funding.
- The amount of grant requested.
- A list of other grants or support your organization already receives from the Town of Digby (e.g., property tax exemption for non-profit organization).
- The most recent financial statement and a budget for the coming year, endorsed by two signing officers of the Board of Directors. If the organization is just starting up the budget for the coming year.
- An accurate (up to date) list of members of the Board of Directors with name, address and telephone number.

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- Applications should be addressed to:  
Town of Digby  
Grants and Contributions to Organizations Program  
PO Box 579  
Digby NS  
B0V 1A0  
Attn: Chief Administrative Officer

### **General Conditions:**

Only one (1) application per organization can be submitted in each funding year.

The Town Council reserves the right to limit any one funding allocation to 20% of the total amount of the Grants/Contributions to Organizations Program budget, which will be set annually, during the budget process by Council. The Town Council further reserves the right to limit the number of years that any one organization can receive funding under the Grants/Contributions to Organizations Program.

The discretion to provide a grant lies solely with Town Council. The Town Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the criteria set out in this policy

All information included in grant applications under the Grants/Contributions to Organizations Program received by the Town of Digby will be kept as public documents.

The Town Council reserves the right to request any organization submitting an application under the Grants/Contributions to Organizations Program to make a presentation to Town Council.

Notwithstanding any section of this policy the Town Council reserves the right to fund other initiatives, programs, and services which fall under authority of the Municipal Government Act.

### **Responsibilities:**

#### **The Chief Administrative Officer shall:**

- Date stamp applications when received and send written acknowledgment to applicant.
- Review all applications received.
- Ensure that the applications are complete.
- Notify applicant in writing of any deficiencies in their application and request any deficiencies to be forwarded within 10 business days.
- Submit a report to Budget Committee.
- After Council approval send letters to grant recipients, noting any program reporting requirements and any restrictions.
- Send letters to unsuccessful applicants.
- Publish the list of awards annually **as per the Grant Disclosure Policy**
- Administer and implement the Grants/Contributions to Organizations Program Policy

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- Identify necessary revisions to the Grants/Contributions to Organizations Program Policy

**The Budget Committee shall:**

- Review report of the Chief Administrative Officer.
- Evaluate (Score & Comments) applications using evaluation form (Schedule “A”)
- Develop a list of recommended grants and budget based on each application’s score and relative merit and recommend to Council for approval.

**The Council shall:**

- Ensure the Town of Digby has a comprehensive Grants/Contributions to Organizations Program Policy in place.
- Use discretion to approve or not approve applications under the Grants/Contributions to Organizations Program Policy

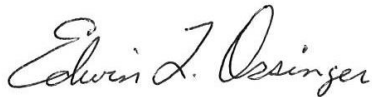
**Clerk's Annotation for Official Policy Book**

Date of Notice: March 18, 2013

Date of adoption: April 2, 2013

Policy effective date: April 2, 2013

I certify that this **Grants and Contributions to Organizations Program Policy** was adopted by Council as indicated above.



April 2, 2013

Clerk

Date

**Clerk's Annotation for Official Policy Book-Amendments**

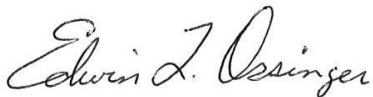
Date of Notice: January 20, 2020

Date of adoption: February 6, 2020

Policy effective date: February 7, 2020

I certify that this **Grants and Contributions to Organizations Program Policy** was amended by Council as indicated above.

Amendments in **Red**



February 7, 2020

Clerk

Date

## Schedule “A”



Organization Name \_\_\_\_\_

Evaluation Criteria – Grant Applications	Score
<b>1. <u>Program /Service Obligation</u></b> <b>Core</b> – service the Town would otherwise provide <b>Important</b> – service the Town might otherwise provide <b>Discretionary</b> – service the Town does not normally provide <b>No Mandate</b> – not enabled by legislation, should not do or not now	H 3 M 2 L 2 N 0
<b>2. <u>Town Mission</u></b> <b>Vital</b> – fundamental to Town’s mission or key result areas <b>Notable</b> – solid fit within Town’s key result areas <b>Non-Critical</b> – some relevance to Town’s mission, not strategic	H 3 M 2 L 1
<b>3. <u>Public Need</u></b> <b>Community at Large</b> – general need, broad based <b>Multiple Interests</b> – Some need in a number of areas <b>Vested Interests</b> – Special interest group(s)	H 3 M 2 L 1
<b>4. <u>Public Benefit</u></b> <b>Public Interest</b> – all residents may derive benefit <b>Mixed Interest</b> – some residents derive benefit <b>Private Interest</b> – specific residents benefit	H 3 M 2 L 1
<b>5. <u>Human Development &amp; Inclusion – Volunteer &amp; Participant</u></b> <b>High</b> – equality of access and opportunity (demographic & geographic) <b>Moderate</b> – range of demographic groups and/or development potential <b>Low</b> – limited opportunity, access or development potential	H 3 M 2 L 1
<b>6. <u>Quality of Life</u></b> <b>Livable Community</b> - important to livable/sustainable community <b>Community Image</b> - enhances image or public perception <b>Community Pride</b> – instills pride, sense of community	H 3 M 2 L 1
<b>7. <u>Alternate Providers</u></b> <b>Limited</b> – no other potential providers <b>Some</b> - some potential alternative providers <b>Many</b> – Many potential or existing alternate providers	H 3 M 2 L 1
<b>8. <u>Financial need</u></b> <b>High</b> – financial statements and/or budget demonstrate significant need <b>Low</b> - financial statements and/or budget demonstrate limited need	H 1 L 0
<b>9. <u>Accountability (“track Record”)</u></b> <b>Yes</b> – annual report and /or financial statements of previous year received <b>No (or new Org.)</b> – no annual report and /or financial statements received	Y 1 N 0