



# Municipality of the District of St. Mary's

## General Government Grants Policy

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### **Purpose**

The purpose of this policy is to provide Council, Municipal Staff and the public with a framework by which Municipality grants will be applied for, reviewed and awarded.

### **General Stipulations to Policy**

- General Government Grants are not to exceed 1.5% of the current year's operational budget minus any transfer needed from surplus.
- During an Municipal election year District Grants (#1) cannot be allocated or spent three months prior to the election date and only 50% of the total district grant can be spent per Councillor by such date

### **Grant Categories**

The Municipality may provide three types of grants through this policy:

1. *District Grants* - Each Municipal Councillor will have an equal amount of funds per district to be allocated at their discretion in accordance with the policy throughout the fiscal year.
2. *Grants to Organizations* – During annual budget deliberations Council will review completed applications and allocate grants.
3. *School Scholarships* – A grant provided to St. Mary's Academy for scholarships to students who are residents of the Municipality graduating grade 12 planning to further their post-secondary education.

### **Description of Grant Category & Criteria**

1. *District Grants* –
  - A demonstrated need must be shown to exist, and shall be the deciding factor for approval. Need shall be defined as a situation where applicant does not have sufficient resources to carry out a particular activity, task or service to the community.
  - Grants are meant to be of a specific nature and shall not be construed as being a regular or annual occurrence.
  - Funds are not to be used for any personal gain or for any commercial or private enterprise.

- Community Centers and Religious Organizations are not eligible unless for a specific event or purpose benefiting residents of the Municipality.

## 2. *Grants to Organizations* -

- A demonstrated need must be shown to exist, and shall be the deciding factor for approval. Need shall be defined as a situation where applicant does not have sufficient resources to carry out a particular activity, task or service to the community.
- Grants are meant to be of a specific nature and shall not be construed as being a regular or annual occurrence.
- Anyone group or project cannot exceed funding of more than 50% of the total funds allocated in the Grants to Organizations category.
- Funds are not to be used for any personal gain or for any commercial or private enterprise.
- Grants to Organizations focus on capital projects, program costs are eligible as long as they are not ordinary operating costs of an organization.

## 3. *School Scholarships*

- School Administrations at St. Mary's Academy administers the criteria for municipally sponsored scholarships.

## **Eligible Applicants**

1. *District Grants* – Nonprofit Organizations/Community Groups must be within the Municipality or serve/benefit residents within the Municipality, examples include but are not limited to; Students (St. Mary's Education Centre/Academy), Sport Groups, Provincial/National Recognition, Community Groups, Youth groups.
2. *Grants to Organizations* - Organizations must be active with registry of joint stocks - or – Provide evidence of incorporation under the Societies Act of Nova Scotia and identify how long the applicant organization has existed, or if co-sponsored similar proof from the co-sponsoring organization. Organization must be within the Municipality or serve/benefit residents within the Municipality.
3. *School Scholarships* – School Administration at St. Mary's Academy administers eligible applicants.

## **Application Process**

1. *District Grants* - All grant requests should be received in writing and are to be approved at the discretion of the district Municipal Councillor in consultation with the CAO and/or Finance Officer in accordance with this policy. A Councillor can approve a grant without having it in writing from the organization providing the Councillor supplies the grant requests to municipal administration in writing. District grants can be requested throughout the year providing funds are still available.

2. *Grants to Organization* – Organizations must complete an application form, see attached form. Deadline for completed application form must be received by February 15<sup>th</sup> each year for the upcoming fiscal year. Financial information must be included as outlined in application form.
3. *School Scholarships* - School Administration at St. Mary's Academy administers the application process.

## **Reporting Requirements**

1. *District Grants* - No reporting requirements exist.
2. *Grants to Organization* – Requests over \$5,000 require the organization/group to make a presentation to Council. If an organization receives \$1,000 or greater they must complete a Grants to Organization Funding Evaluation form on how the money was spent by February 15<sup>th</sup> of the current year. (See attached form). If the form is not completed the organization/group will not be eligible a grant in the following fiscal year.
3. *School Scholarships* - School Administration at St. Mary's Academy administers reporting requirements.

## **Council Approval of Policy**

The amount for general government grants will be considered as part of the Municipality annual budget process. Council may allocate funds over and above the amount approved in the budget process when request for grants of an emergency or pressing nature are received that exceed the budget. Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the guidelines set out in this policy.