



GRANTS TO ORGANIZATIONS - APPLICATION FORM

Municipality of the District of St. Mary's Box 296, 8296 Highway 7, Sherbrooke, NS B0J 3C0
Phone: (902) 522-2049 Fax: (902) 522-2309 email: council@saint-marys.ca

Deadline for submission: February 15, 2020

Organization Name: _____

Registry of Joint Stocks Active #: _____

Address: _____

Contact Person: _____ Contact Phone #: _____

Monetary Amount Requested: \$_____

Description of Organization and Major Activities:

**Should more space be required, please use reverse of this sheet.*

Outline event/activity/project that the organization is requesting funding for:

**Should more space be required, please use reverse of this sheet.*

List any other sources of outside funding known to date for the above event/activity/project:

Date

Signature of Applicant

** The following Financial Requirements must be included with this form for it to be considered complete:*

1. Most recent **Annual Financial Statement** (Income Statement and Balance Sheet) – along with a copy of the Motion where the statements were approved by your organization
2. Current **Year to Date Income Statement**

*** Additional reporting requirements will be requested if your organization receives more than \$1000 from this Grant Program.*

Municipality of the District of St. Mary's

General Government Grants Policy



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* – Grants 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 annual operating funds.
- 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* -

a. Youth Advisory Committee Member Scholarship:

- One member of the Youth Advisory Committee will be eligible for a municipal scholarship of \$500.

b. General School Scholarships:

- School Administrations at St. Mary's Academy administers the criteria for all other 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.
 - Organizations are only eligible if they have not received the grant within the last two years.
 - There is a minimum total project of \$2000 for the applicant with the potential to receive up to 50% funding from the Municipality.
3. *School Scholarships* –
 - a. Youth Advisory Committee Member Scholarship:
 - Applicant must be an active member of the Youth Advisory Committee within the year they are graduating.
 - b. General 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 15th each year for the upcoming fiscal year. Financial information must be included as outlined in application form.
3. *School Scholarships* –
 - a. Youth Advisory Committee Member Scholarship:
 - Eligible committee members must complete an application. The applications are reviewed by Council who will choose the successful recipient. If there are no graduating Youth Advisory Committee members in the given year, the scholarship will go to the General School Scholarships.
 - b. General 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 may require the organization/group to make a presentation to Council.
- Successful organizations will receive 80% of the funding up front. The remaining 20% will be released after reporting all expenses of the project and completing the Grants to Organization Funding Evaluation form. If the form is not completed the organization/group will not be eligible for a grant in the following year of eligibility.
- The Grants to Organization Funding Evaluation Form must be completed by February 15th of the current fiscal year.

3. *School Scholarships* –

a. Youth Advisory Committee Member Scholarship:

- School Administration at St. Mary's Academy administers reporting requirements.

b. General 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.

M. Jordan

Municipal Clerk

September 16, 2019

Date