Municipality of the District of St. Mary's

General Government Grants Policy

1. Purpose

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

2. Authority

This policy derives its authority from section 56 & 57of the *Municipal Government Act (MGA)* of the Province of Nova Scotia.

3. Terms/Definitions

3.1 *Chief Administrative Officer (CAO)*- head of administration for the Municipality of the District of St. Mary's as appointed by Council.

3.2 *Municipal Council or Councillor* –elected officials for the Municipality of the District of St. Mary's.

3.3 Director of Finance (DOF) – the Director of Finance for the Municipality of the District of St. Mary's

3.4 *Municipality* – the Municipality of the District of St. Mary's.

3.5 *Warden or Deputy Warden* – means the council member chosen by the council of a county or district municipality to be the chair of the council.

3.6 *Immediate Family* – the Municipality may employ relatives of municipal employees and elected officials. For the purpose of this section, a "relative" includes parent, spouse, (including common-law), child, sibling or half sibling, grandparent, grandchild, niece, nephew or any of those by way of marriage ("in law" or "step" relatives).

3.7 *Non-Profit/Not for Profit Organization or Community Group* – a group organized for purposes other than generating profit/capital and in which no part of the organization's income is distributed to its members, directors, or officers. Also referred to in this policy as "organization" or "applicant".

3.8 *Registry of Joint Stock* – is a government agency that is responsible for registering and maintaining a database of all businesses and non-profit organizations in Nova Scotia.

3.9 *Demonstrated Need* – shall be defined as a situation where an applicant does not have sufficient resources to carry out a particular activity or task, event or service to the community.

4. Application of the Policy

4.1 General Government Grants are not to exceed 1.5% of the fiscal year's operational budget minus any transfer needed from surplus.

4.2 During a Municipal Election year District Grants 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

5. Grant Categories

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

5.1. District Grants - Each Municipal Councillor will have an equal amount of funds per district to be allocated at their discretion in accordance with this policy throughout the fiscal year.

5.2 Grants to Organizations – During annual budget deliberations Council will review completed applications and allocate grants.

5.3 School Scholarships – Grants provided to St. Mary's Education Center/Academy for scholarships to students who are residents of the Municipality graduating grade twelve and are planning to attend post secondary education.

6. Description of Grant Category, Criteria and Eligibility

6.1 Municipal District Grants

6.1.1 A demonstrated need must be shown to exist and shall be the deciding factor for approval.

6.1.2 Grants are meant to be of a specific nature and shall not be construed as being annual operating funds.

6.1.3 Funds are not to be used for any personal gain or to benefit for any commercial or private enterprise.

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

6.1.5 Municipal District Grants are awarded throughout the fiscal year at the discretion of the district's municipal councillor while complying with this policy.

6.1.6 District grant eligibility components; Not for Profit 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.

6.2 Grants to Organizations

6.2.1 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.

6.2.2 Grants are meant to be of a specific nature and shall not be construed as being a regular or an annual occurrence.

6.2.3 Any one group or project cannot exceed funding of more than 50% of the total funds allocated in the Grants to Organizations category.

6.2.4 Funds are not to be used for any personal gain or commercial or private enterprise.

6.2.5 Grants to Organizations focus on capital projects. Program costs are eligible as long as they are not ordinary operating costs of an organization.

6.2.6 The Grants to Organizations category are awarded by motion of Council annually at the Annual General Meeting of Council.

6.2.7 Organizations must be active with registry of joint stocks - or – provide evidence of incorporation under the Societies Act of Nova Scotia. Applicants must identify how long the applicant organization has existed, or if co-sponsored similar proof from the co-sponsoring organization is required.

6.2.8 Organization must be located within the Municipality or serve/benefit residents of the Municipality.

6.2.9 There is a minimum total project of $1,000 for the applicant with the potential to receive up to 50% funding from the Municipality.

6.3 School Scholarships

6.3.1 School Administrations at St. Mary's Education Center/Academy administers the criteria and eligibility for all other municipally sponsored scholarships and applicants.

7. Application Process and Reporting Requirements

7.1 District Grants - All grant requests shall be received in writing and are to be approved at the discretion of the district's Municipal Councillor in consultation with the CAO and/or DOF 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 available. There are no reporting requirements for District Grants.

7.2 Grants to Organizations – Applicants must complete an application form (Appendix A), see attached form. The deadline to submit completed applications is February 15th of each year, for the upcoming fiscal year. Financial information must be included as outlined in application form. The following reporting requirements exist for grants to organizations.

7.2.1 Requests may require the applicant to make a presentation to Council.

7.2.2 Successful organizations will receive 80% of the funding up front. The remaining 20% will be released after reporting requirements are complete using the Grants to Organization Funding Evaluation form (Appendix B). If the form is not complete the applicant will not be eligible for a grant until the reporting requirements are complete.

7.2.3 The Grants to Organization Funding Evaluation Form must be completed by February 15th of the current fiscal year.

7.3 School Scholarships – School Administration at St. Mary's Academy administers the reporting requirements.

8. Council Approval of Policy

8.1 The amount for general government grants will be considered as part of the Municipality's 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.

9. Policy Review

9.1 The Municipality shall ensure this policy is reviewed at least every four years and, where necessary revised. All amendments to this policy will be recorded using Schedule A- Policy Amendments.

SCHEDULE A- POLICY AMMENDMENTS

Version #	Amendment Description	Approved By	Approval Date
1	Approval of Policy	Council	April 14, 2016
2	Amendments	Council	September 16, 2019
3	Amendments to Section 6 minimum total project of $1,000, Section 6 Removal of stipulation that organizations are only eligible if not received within the last 2 fiscal years	Council	April 2, 2025

Annual General Meeting (AGM) – April 2nd, 2025

On motion of Councillor O'Connell and seconded by Councillor Tibbo, Council approve to amend section 6 of the General Government Grants Policy and state a minimum total project of $1,000 along with removing the stipulation that organizations are only eligible if they have not received the grant within the last two fiscal years along with all other recommend non substantive changes. Furthermore; that Council re-issue the call for General government Grant applications for the 2025-2026 fiscal year with a deadline for applications of May 14th, 2025.

Motion approved.

Jadzia Rudolph. April 2nd 2025.

Municipal Clerk Date

APPENDIX A

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 Submissions: February 16, 2027

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:

_____
_____

_____ _____
Signature of Applicant Date

_____

** 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.*

Appendix B

Municipal of the District of St. Mary's

Grants to Organization - Funding Evaluation Form

Organization Name: _____

Mailing Address: _____

_____

Contact Person: _____

Phone: _____

Email: _____

Describe how the grant contribution was used: _____

_____

_____

_____

Did this grant benefit the community as anticipated or expected?

_____

_____

_____

_____

_____ _____

Name Title/Position

_____ _____

Signature Date

Completed evaluation forms should be sent to Marian Fraser, Director of Finance

Mail or in person:
8296 Highway 7, PO Box 296
Sherbrooke, NS B0J 3C0