

VILLAGE OF FUNDY ALBERT

Community Grants Program

Effective Date: 2024-02-07

Review Date: 2027-02-07

PURPOSE STATEMENT

The purpose of this policy is to outline the evaluation and awarding criteria for **Community Grants Program** offered by the Village of Fundy Albert (Fundy Albert).

Grants are offered annually by the Municipality for community initiatives and groups that are conducive to building a stronger community and/or that relate to the municipality's long-term strategic priorities.

DEFINITIONS

"Applicant" means any group or individual applying for any funding under this Policy.

"Chief Administrative Officer" means the head of the municipal administration. The individual is the only employee who reports directly to Council "CAO".

"Community Grants Program (CGP)" means the funding (in-kind or monetary) in which the recipient is requesting.

"Clerk" means a clerk of a local government appointed under [section 71](#).

"Treasurer" means a treasurer of a local government appointed under [section 71](#).

"Council" means the Mayor and Councilors of Fundy Albert.

GENERAL

To increase the likelihood of available funding, all grants should be requested by September 30 for the following fiscal year (January 1 to December 31). If September 30 falls on a weekend, applications will be accepted until the following working day (Monday).

Grants applied for by the September 30 deadline are subject to approval from Council during budget deliberations. The CAO is responsible for compiling all requests and recommending an appropriate amount of funding to include in the grant budget for the following fiscal year. Successful proponents are notified in December by the Clerk upon approval of the municipal budget.

In the event of multiple requests in the same fiscal year from the same applicant, the applicant will not receive more than one donation before June 30 of that calendar year to permit equitable access to the funds allocated for this purpose amongst the number of community groups seeking funding.

The municipality reserves 20% of the annual grant budget for requests received at any time throughout the year. Requests must be submitted through the online form.

- Approval of grants of \$250 or less from the reserve budget are at the discretion of the CAO, or designates, while funds remain. Applicants must permit a minimum of two weeks for the request to be processed.

- Amounts over \$250 are subject to approval by Council. In accordance with the [Regular Council Meetings](#) of Fundy Albert, applicants are encouraged to submit requests no later than 30 business days before funds are required. Sufficient time is required for Administration to evaluate the request, make a recommendation, and include it on the agenda for a subsequent Regular Council Meeting.
- Funds are dispersed on a first-come, first-serve basis following the evaluation.

GRANTS OF \$250 OR LESS

All grants valued at \$250 or less must be submitted using the online application form. The following is the standard information that is collected through the application process for the grant of \$250 or less stream:

- applicant name(s) and contact information.
- amount of funding requested.
- purpose of request.
- benefit to the municipality.
- how the municipality will be recognized for their contribution.
- when the funding is needed by.

The specific questions and format of the grant application are subject to amendments as needed by municipal administration insofar as the required information continues to be collected.

IMPORTANT: Recipients of grants of \$250 or less must provide a written summary of how the funds were used upon completion of the project. Failure to fulfill this requirement can lead to the group(s) no longer being eligible for future grant requests.

GRANTS OF \$250 OR MORE

All grants valued at more than \$250 must be submitted using the online application form. While all applicants are *encouraged* to relate their request to the strategic pillars and priorities of the municipality (pending), only requests exceeding \$1000 *must* address the core values or strategic priorities (*pending*) of the municipality to receive funding.

The following is the standard information that is collected through the application process for the grant of more than \$250 stream:

- applicant name(s) and contact information.
- amount of funding requested.
- purpose of request.
- benefit to the municipality.
- how the municipality will be recognized for their contribution.
- when the funding is needed by.
- budget for project and/or request.
- how the request meets strategic priorities or projects for the municipality (not required (but encouraged) for applications less than \$1,000).
- if the grant is being requested for a specific quote or asset, a quote from the desired vendor.

The specific questions and format of the grant application are subject to amendments as needed by municipal administration insofar as the required information continues to be collected.

IMPORTANT: Recipients of grants of more than \$250 must provide a written summary of how the funds were used upon completion of the project. Failure to fulfill this requirement can lead to the group(s) no longer being eligible for future grant requests.

MULTI-YEAR GRANTS - THREE (3) YEAR DURATION

Organizations that request grants from Fundy Albert in excess of \$1000 annually are encouraged to apply for multi-year grants (commencing 2025). The following organizations are eligible for multi-year grants:

- not-for-profit organizations.
- businesses or associations furthering or partnering with Fundy Albert.
- community groups looking for in-kind support from Fundy Albert.

All multi-year grants must be submitted via email to the CAO no later than **August 30** of each year. If August 30 falls on a weekend, applications will be accepted until the following working day (Monday). Applicants are limited to one multi-year grant *application* per fiscal year. Organizations may receive additional grants over the course of a year, but only one multi-year request can be submitted per year.

Multi-year grants are evaluated on the return on investment for the municipality and how the organization's request aligns with its' strategic priorities and pillars. Applicants are urged to ensure they are familiar with Fundy Albert's Strategic Plan (*pending*) for the purposes of the application.

Applicants are notified annually of multi-year grants in December, following budget deliberations. Upon receiving confirmation of a successful application, successful proponents will be required to:

1. sign an agreement with Fundy Albert for the delivery of services contained in the application.
2. provide Fundy Albert with By-laws of the organization and the most recent financial statements, where applicable.
3. present annually on the activities of the organization for the duration of the agreement during a Regular Council Meeting.
4. scheduled of dates to present annually on the activities of the organization for the duration of the agreement during a Regular Council Meeting.

Failure to fulfill these requirements can lead to the group(s) no longer being eligible for future grant requests. Agreements signed with the organization(s) will also stipulate the requirement(s) of the organization and should these not be met; funding is subject to be revoked for future fiscal years.

The following is the standard information that is collected through the application process for this stream:

- applicant name(s) and contact information.
- amount of funding requested.
- organizational overview.
- detailed description and overview of the purpose of request.
- benefit to the municipality.
- how the municipality will be recognized for their contribution.
- when the funding is needed by.
- how the request meets strategic priorities or projects for the municipality.
- 1-2 letters of community support.

- additional information as deemed necessary for the purposes of evaluation, which may include balance sheets, business plan, income projections, annual report(s), proof of insurance, etc. Applicants are encouraged to provide these documents in the “Other supporting documents” section of the application, although if required, they will be requested by Administration for the purposes of evaluation.
- agreement/consent to enter into a formal agreement with the municipality, should they be provided with funding.

The specific questions and format of the grant application are subject to amendments as needed by municipal administration insofar as the required information continues to be collected.

IN-KIND GRANTS

In-kind contributions may include donated equipment, materials, services, space/facilities, or labour necessary for a proposed project that would otherwise have to be purchased and paid for. They are non-monetary goods or services that may be provided by Fundy Albert and are a cash-equivalent contribution in the form of an asset for which no cash is exchanged.

In-kind grants can be requested at any time throughout the year. Requests must be submitted through an **online form and** applicants must permit a minimum of two weeks for the request to be processed. Any requests for the use of Fundy Albert municipal resources must comply with the [policy](#).

Approval of in-kind grants is at the sole discretion of the Chief Administrative Officer (CAO) or designate and are dispersed on a first-come, first-served basis.

EVALUATION OF REQUESTS

All grant applications evaluated and presented to Council for consideration will use a matrix weighing the following criteria:

- how the application positively contributes to priorities, strategic pillars (pending), or partnerships with the municipality.
- how the organization has leveraged, or will leverage, other sources of funding.
- evidence of community support (which could include letters submitted with the application, number of volunteers, impact, and history in the community, etc.).
- organizational and governance efficiencies (which considers, for example, the organizations track record related to governance, finance, membership, etc. and whether they are deemed capable to undertake the proposed project(s)).
- whether or not the project(s) compliments, and does not duplicate, work being undertaken by other community organizations included but not limited to the municipality.
- impact on Fundy Albert residents and residents of surrounding communities.
- unique differentiators that may highlight specific features of the application that deem it worthy of receiving funding from the municipality.

Grant applications of \$250 or less that are approved by the CAO from the 20% reserve annual budget will be evaluated using a matrix weighing the following criteria:

- innovation.
- likelihood of accomplishing stated outcomes.
- link to Council Priorities.
- long-term benefits/impacts.

- level of community support.
- ability to generate cooperation between citizens and other organizations.
- ability to acquire other sources of funding/in-kind support.
- sustainability of business plan or development plan.

ELIGIBILITY AND APPEALS

Council **will not** consider providing a Community Grant to the following:

1. individuals
2. for profit businesses
3. groups/Organizations with political or religious affiliation
4. groups/Organization who have failed to provide satisfactory reports, including financial statements, as to the success of the previous year and specifically with respect to the allocation of grant funds
5. other levels of government
6. discriminatory activities and events
7. activities which are deemed to be unlawful

There shall be no right of appeal. Council and CAO decisions regarding grants and donations are final.

EXCESS GRANT FUNDS

In the event of remaining funds in the budget for unused grants, it is a policy of Council to reserve this funding for grant purposes in the operating reserve fund unless otherwise determined by Council.

GRANT EVALUATION CHECKLIST

This evaluation checklist is for Staff/Council use only

Date Application Received: _____

Group/ Organization Applying: _____

Criteria	Yes	No
Application form complete (with all necessary information provided)		
Application received by the Deadline.		
Application meets criteria.		
Organization/Group based within, operating within, or serving Fundy Albert		
Event/Program occurring within Fundy Albert		
Event/Program benefitting residents of Fundy Albert		
Organization/Group a registered Charity/Non-Profit		
Donation Type clearly indicated.		
Organization/Group has received prior assistance from the Village		
Organization/Group receiving assistance from other sources		
Satisfactory acknowledgement if donation provided		
Satisfactory acknowledgement if donation provided		
All requested attachments included with application form		

What type of donation/grant is being requested? _____

Approximate donation value being requested: _____

Does this application meet all criteria necessary to be forwarded to Council? __ Yes __ No

Evaluator Name: _____

Evaluator Signature: _____

Date of Evaluation: _____