



**POLICY NO. 42**  
**MUNICIPAL GRANTS AND SPONSORSHIP/ADVERTISING POLICY**

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**General Purpose of Policy**

- 1.0 It shall be the policy of the Municipality of the District of Barrington:
- 1.1 to have a standard process for providing grants to community, non-profit organizations and charities. The aim is to share available resources throughout the municipality by supporting volunteer community-based organizations at modest levels. This support is in recognition of the value that these groups provide to the well-being and growth of the community and in helping the municipality retain a strong community focus.
  - 1.2 to have a standard process for providing grants to registered road associations for road maintenance to improve property values, public safety and road quality on private residential gravel roads located within the municipality.
  - 1.3 to consider sponsorship/advertising requests.

**Definitions**

- 2.0 “Applicant” means the person or organization submitting the application for funding, including an authorized agent for an organization or parent/guardian of a minor.
- 3.0 “CAO” means the Chief Administrative Officer of the Municipality of Barrington.
- 4.0 “Council” means the Council of the Municipality of Barrington.
- 5.0 “Grant” means a financial contribution approved under this policy used for the sole purpose of community benefit.
- 6.0 “Capital” means a long-term tangible property or piece of equipment that an organization owns.

**Policy Application**

- 7.0 It is preferred that organizations be incorporated under the Societies Act and be in good standing with the NS Registry of Joint Stock Companies, however, in some cases, consideration will be given, under the guidelines of this policy, to applications submitted by non-registered organizations.
- 8.0 Road Associations must be registered with the NS Registry of Joint Stock Companies.

- 9.0 Written applications must be submitted using the appropriate attached application form.
- 10.0 Applicants must be in good standing with the Municipality. (no outstanding reports or payments).
- 11.0 Applicants must own the property/facility/road for which the application is submitted.
- 12.0 Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project, or service.
- 13.0 Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills, and self-reliance.
- 14.0 Additional details on grant requirements can be found under the individual grant heading below.

### **Application Process**

- 15.0 Council determines the budget for the Municipal Grants Program during Budget deliberations.
- 16.0 Applications are reviewed by the Committee of the Whole Council for eligibility, evaluation, and recommendation to Council.
- 17.0 Council determines all grant amounts per organization.
- 18.0 All applicants are notified of Council's decision.
- 19.0 Council will generally disburse eighty-five percent (85%) of the grant funding in the spring, after the municipal budget has been approved, and the remaining fifteen percent (15%) will be disbursed in the fall. This disbursement formula will depend on the number of applications received and total amount of funding requested in the spring.
- 20.0 All grants will be paid in full to the applicant upon approval by Council, unless otherwise specified.
- 21.0 All grants paid during the fiscal year will be posted on the municipal website at [www.barringtonmunicipality.com](http://www.barringtonmunicipality.com).

### **Grants to a maximum of \$750**

- 22.0 A maximum grant of \$750 may be provided to organizations, including, but not limited to the following, upon completion of Schedule "A":
  - 22.1 Cemeteries
  - 22.2 Community Halls
  - 22.3 Food Banks
  - 22.4 Museums
  - 22.5 Team or Organization representing the Municipality, Nova Scotia or Canada at a national or international tournament, championship or competition.

23.0 Cemeteries, Community Halls, Food Banks, Community Organizations and Museums listed in Schedule “D” are exempt from the formal Council approval process. Notwithstanding this exemption, applications must still be submitted annually. Organizations that have previously received a capital grant are required to follow the prescribed waiting period before submitting a subsequent application.

24.0

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

26.0 There is no application deadline for this funding category.

#### **Grants of \$ \$750 to \$2,499**

27.0 A capital grant of \$ \$750 to \$2,499 may be provided to organizations requesting funding for a specific capital project, upon completion of Schedule “B”.

28.0 Applicants are required to fund a minimum of two thirds (2/3) of the total project cost.

29.0 A copy of the most recent financial statements and budget for the upcoming year, must accompany the application.

30.0 There is no deadline on this type of funding application.

31.0 Applicants receiving approval for funding must submit a final report when the project has been completed, including receipts covering the grant amount.

32.0 Applicants who receive a grant of \$750 to \$2,499 cannot apply for another grant from the Municipality for one (1) fiscal year following the approval.

#### **Grants of \$2,500 or above**

33.0 A capital grant of \$2,500 or above may be provided to organizations requesting funding for a specific capital project, upon the completion of Schedule “B”.

34.0 Applicants are required to fund a minimum of two thirds (2/3) of the total project cost.

35.0 Applications must be received not later than December 1<sup>st</sup> in order to allow sufficient time for the request to be considered during budget deliberations for the upcoming fiscal year.

36.0 Applicants will be required to present a detailed proposal to the Committee of the Whole Council at a date determined by the Chief Administrative Officer in consultation with the applicant.

37.0 A copy of the most recent financial statements and budget for the upcoming year, must accompany the application.

38.0 Applicants receiving approval for funding must submit a final report when the project has been completed, including receipts covering the grant amount.

39.0 Applicants who receive a grant of \$2,500 or more cannot apply for another grant from the Municipality for two (2) fiscal years following the approval.

### **Special Events Grant**

40.0 Council recognizes the importance of supporting special events as these events promote the municipality and often draw people to the area.

41.0 Organizations applying for a Special Events Grant shall follow a process similar to the application, review, and approval procedures outlined for grants of \$2,500 or more. However, applicants for Special Events Grants are required to complete the specific application form provided in Schedule C.

42.0 Applications for Special Events Grants are to be submitted by December 1 for consideration in the following fiscal year. Notwithstanding this deadline, Council retains the discretion to consider and approve applications submitted after December 1 for events that were not known or foreseeable at the time of the deadline.

43.0 Applicants for Special Events Grants are not bound by the standard grant categories and may propose events that support community engagement, cultural enrichment, tourism, or other activities that align with the Municipality's strategic objectives.

44.0 Only one (1) application can be submitted per organization per fiscal year.

### **Road Improvement Grants**

45.0 Road Associations may apply for funding to assist with the cost of maintaining their private residential road subject to the following conditions:

45.1 The group of property owners on any qualifying road have formed a local road improvement association registered as a volunteer society with N.S. Joint Stocks. (i.e. "Seaview Road Association").

45.2 Annual financial contributions to the road association from residential property owners are collected and properly recorded by the Association

46.0 Council will provide a grant of 50% of funds raised by the road association during the current fiscal year to a maximum of \$1,000.

47.0 There must be at least (4) four habitable residential dwellings accessed by the gravel road to qualify for funding.

48.0 Outstanding taxes associated with any residential property accessed by a qualifying road must be paid in full before any local road association will be eligible for a grant.

49.0 Council will determine annually, during the budget process, funding amounts to be allocated for residential gravel road improvement grants.

## **Sponsorship/Advertising Requests**

- 50.0 From time-to-time sponsorship/advertising requests are received by the Municipality. The Chief Administrative Officer is authorized to approve expenditures up to \$500 for this purpose per event or function. Requests above \$500 will be considered by Council on an individual basis.



**SCHEDULE "A"**

**MUNICIPALITY OF BARRINGTON  
APPLICATION FORM**

**GRANTS TO, CEMETERIES, COMMUNITY HALLS, FOOD BANKS, MUSEUMS AND OTHERS  
Maximum of \$750**

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NS REGISTRY OF JOINT STOCKS NUMBER: \_\_\_\_\_

FEDERAL CHARITABLE STATUS NUMBER: \_\_\_\_\_

1. Please indicate the grant amount for which you are applying: \$\_\_\_\_\_

2. Please identify the community, area and/or group(s) your organization serves:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Please describe your organization's specific project/program/service:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**SCHEDULE "B"**  
**MUNICIPALITY OF BARRINGTON**

**APPLICATION FORM**

**ORGANIZATIONS REQUESTING CAPITAL GRANTS**

**Grant Requests of \$750 to \$2,499 and Grant Requests of \$2,500 or Above**

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NS REGISTRY OF JOINT STOCKS NUMBER: \_\_\_\_\_

FEDERAL CHARITABLE STATUS NUMBER: \_\_\_\_\_

If you do not have either of the above numbers, provide the name and contact information of the organization that you are affiliated with: \_\_\_\_\_

**1. Please indicate the grant amount for which you are applying: \$ \_\_\_\_\_**

**2. Please identify the community, area and/or group(s) your organization serves:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Please describe your organization's capital project. (If additional space is required, please attach a separate sheet):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_





**SCHEDULE "C"**  
**MUNICIPALITY OF BARRINGTON**

**APPLICATION FORM**

**ORGANIZATIONS REQUESTING FUNDING FOR SPECIAL EVENTS**

NAME OF APPLICANT ORGANIZATION: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

NS REGISTRY OF JOINT STOCKS NUMBER: \_\_\_\_\_

FEDERAL CHARITABLE STATUS NUMBER: \_\_\_\_\_

If you do not have either of the above numbers, provide the name and contact information of the organization that you are affiliated with: \_\_\_\_\_

**1. Please indicate the grant amount for which you are applying: \$** \_\_\_\_\_

**2. Please identify the community, area and/or group(s) your organization serves:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**3. Please describe your organization's specific event (If additional space is required, please attach a separate sheet):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Please describe the benefits your event will provide to the community and/or municipality:**

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**5. Please ensure your submission includes the following:**

- COMPLETED APPLICATION FORM
- PROOF OF CURRENT REGISTRATION AS A NON-PROFIT OR CHARITABLE ORGANIZATION
- MOST RECENT FINANCIAL STATEMENT AND DETAILS OF ALL BANK ACCOUNTS ASSOCIATED WITH THE APPLICANT
- DETAILS OF FUNDRAISING EFFORTS AND FUNDING SOURCES TO SUPPORT PROJECT
- YOUR ORGANIZATION'S BUDGET FOR THE UPCOMING YEAR OR PROJECT
- LIST OF YOUR BOARD OF DIRECTORS OR ORGANIZING COMMITTEE MEMBERS

**6. Authorization:**

Application prepared By: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
(Contact Person)                      Signature    Print    DD/MM/YY

Board/Committee: \_\_\_\_\_ /\_\_\_\_\_/\_\_\_\_\_  
(Signing Officer)                      Signature    Print    DD/MM/YY

**7. SUBMISSION:**

**MAIL:** MUNICIPALITY OF THE DISTRICT OF BARRINGTON  
GRANTS PROGRAM  
P.O. BOX 100  
BARRINGTON, NS  
BOW 1EO

**EMAIL:** [info@barringtonmunicipality.com](mailto:info@barringtonmunicipality.com)

**DROP OFF:** 2447, Highway #3, Barrington, NS

**ONLINE:** [www.barringtonmunicipality.com](http://www.barringtonmunicipality.com)

## SCHEDULE "D"

### PREAPPROVED ORGANIZATIONS FOR GRANTS IN THE AMOUNT OF \$750

1. Archelaus Smith Historical Society
2. Atwood's Brook Cemetery Association
3. Atlantic Hall at the Hawk Society
4. Barrington Bay Horse & Pony Club
5. Barrington Cemetery Association (Riverdale)
6. Barrington Farmer's Market
7. Barrington Hillside Cemetery
8. Bear Point Rifle Club
9. Birch Hill Cemetery Society
10. Bonny Castle Cemetery
11. Centreville Baptist Church Food Bank
12. Centreville Cemetery Organization
13. Chapel Hill Historical Society
14. Clark's Harbour and Area Minor Ball Association
15. Clyde River Society and Cemetery
16. Cove Cemetery
17. Doctor's Cove Cemetery
18. Evergreen Cemetery
19. Forbes Point Cemetery
20. Forest Hill Cemetery Association
21. Good Will Club
22. Greenwood Cemetery
23. Mount Pleasant Cemetery
24. Newellton Community Hall
25. Old Farm Cemetery
26. Parkdale Cemetery Association
27. Samuel Wood Historical Society
28. Seaside Cemetery Club
29. Seaview Cemetery
30. Shelburne County Archives & Genealogical Society
31. Villagedale Community Association
32. Wayne Perry Memorial Park
33. Wesley Heritage Community Senior's Association
34. West Baccaro Community Cemetery
35. White Lily Cemetery Trustees
36. Woods Harbour Community Centre
37. Woodside Cemetery Company

<b>Clerk's Annotation for Official Policy Book</b>	
Date of Notice to Council members of Intent to Consider	February 10, 2026
Date of Passage of current Policy	February 24, 2026
I certify that Policy No. 42 "Municipal Grants and Sponsorship/Advertising Policy" was amended by Council as indicated above.	
_____	_____
Debbie Mader Municipal Clerk	Date

**VERSION LOG**

<b>Version Number</b>	<b>Amendment Description</b>	<b>Approved By</b>	<b>Approval Date</b>
1	Approved Policy of Council	Council	March 26, 2018
2	Amended	Council	May 27, 2019
3	Various amendments and new Sections 23.0, 24.0, 25.0	Council	October 28, 2019
4	Amended Sections 3.0 and 21.0	Council	August 24, 2020
5	Various amendments approved	Council	August 23, 2021
6	Various amendments – added Section 6.0, amended Sections 23,26,27,31,32,33,38.39,40,41 and applications forms	Council	April 25, 2023
7	Amendments to Section 27.0 and 33.0 to remove the requirement to have funds at time of making application to the Municipality	Council	April 23, 2024
8	Remove section 21.0 (no advertisement in local newspaper required) change grant amount from \$500 to \$750, remove section 40.0 stating special events grants must be submitted by Dec 1, addition of section 41.0, 42.0, 43.0, and 44.0, addition of schedule D – preapproved organizations for a grant of \$750.	Council	February 24, 2026
