POLICY NO. 42
MUNICIPAL GRANTS AND SPONSORSHIP/ADVERTISING POLICY

General Purpose of Policy

1.0 It shall be the policy of the Municipality of the District of Barrington:

a. 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.

b. 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.

c. 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.

Policy Application

6.0 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.

7.0 Road Associations must be registered with the NS Registry of Joint Stock Companies.

8.0 Written applications must be submitted using the appropriate attached application form.

9.0 Applicants must be in good standing with the Municipality. (no outstanding reports or payments).

10.0 Applicants must own the property/facility/road for which the application is submitted.

11.0 Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project, or service.

12.0 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.

13.0 Additional details on grant requirements can be found under the individual grant heading below.

Application Process

14.0 Council determines the budget for the Municipal Grants Program during Budget deliberations.

15.0 Applications are reviewed by the Committee of the Whole Council for eligibility, evaluation, and recommendation to Council.

16.0 Council determines all grant amounts per organization.

17.0 All applicants are notified of Council's decision.

18.0 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.

19.0 All grants will be paid in full to the applicant upon approval by Council, unless otherwise specified.

20.0 An advertisement will be placed in the local newspaper for two (2) issues and/or on social media each year informing organizations of the opportunity to apply for a Municipal Grant.

21.0 All grants paid during the fiscal year will be posted on the municipal website at www.barringtonmunicipality.com.

Grants to a maximum of $500

22.0 A maximum grant of $500 may be provided to the following, upon completion of Schedule "A":

22.1 Non-Profit Organizations.
22.2 Cemeteries
22.3 Community Halls
22.4 Societies
22.5 Museums
22.6 Team or Organization representing the Municipality, Nova Scotia or Canada at a national or international tournament, championship or competition.

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

24.0 There is no application deadline for this funding category.

Grants between $501 and $2,500

25.0 A grant between $501 and $2,500 may be provided to organizations requesting funding for a specific project or service, upon completion of Schedule "B".

26.0 Applicants are required to fund a minimum of one-third (1/3) of the total project cost which is to be raised by way of fundraising. (Fundraising amounts do not include grants from other levels of government).

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

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

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

Grants above $2,500

30.0 A grant of $2,500 or above may be provided to organizations requesting funding for a specific project or service, upon the completion of Schedule "C".

31.0 Applicants are required to fund a minimum of one-third (1/3) of the total project cost which is to be raised by way of fundraising. (Fundraising amounts do not include grants from other levels of government).

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

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

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

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

36.0 Applicants who receive a grant of more than $2,500 cannot apply for a grant from the Municipality for another three (3) years.

Road Improvement Grants

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

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

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

38.0 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.

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

40.0 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.

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

Sponsorship/Advertising Requests

42.0 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 NON-PROFIT ORGANIZATIONS, CEMETERIES, COMMUNITY HALLS, SOCIETIES AND MUSEUMS - Maximum of $500

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:

_____

_____

_____

_____

_____

_____

4. Please provide a list of your membership including name, position, address and telephone number:

NAME	POSITION	ADDRESS	TELEPHONE

5. Authorization:

Application prepared By: _____ _____/____/___
(Contact Person) Signature Print DD/MM/YY

Board/Committee: _____ _____ ____/____/___
(Signing Officer) Signature Print DD/MM/YY

6. Submission:

MAIL: Municipality of the District of Barrington
Grants Program
P.O. Box 100
Barrington, NS
BOW 1EO

EMAIL: info@barringtonmunicipality.com
DROP OFF: 2447, Highway #3, Barrington, NS
ONLINE: www.barringtonmunicipality.com

SCHEDULE "B"
MUNICIPALITY OF BARRINGTON
APPLICATION FORM
ORGANIZATIONS REQUESTING OPERATING/CAPITAL GRANTS
Between $501 and $2,500

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 project/program/service. (if additional space is required, please attach a separate sheet):
_____
_____
_____
_____
_____
_____

4. Please describe the benefits you project/program/service will provide to the community and/or municipality:

_____

_____

_____

_____

_____

_____

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
- ☐ 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
DROP OFF: 2447, Highway #3, Barrington, NS
ONLINE: **www.barringtonmunicipality.com**

SCHEDULE "C"

MUNICIPALITY OF BARRINGTON
APPLICATION FORM

ORGANIZATIONS REQUESTING CAPITAL GRANTS - Above $2,500

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 project/program/service.** (if additional space is required, please attach a separate sheet):
_____
_____
_____
_____
_____

4. Please describe the benefits you project/program/service will provide to the community and/or municipality:

_____

_____

_____

_____

_____

_____

_____

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