



**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:
- 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](http://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 1<sup>st</sup> 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 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](mailto:info@barringtonmunicipality.com)  
DROP OFF: 2447, Highway #3, Barrington, NS  
ONLINE: [www.barringtonmunicipality.com](http://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 your project/program/service 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
- 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 "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:**

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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  
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**EMAIL:** [info@barringtonmunicipality.com](mailto:info@barringtonmunicipality.com)  
**DROP OFF:** 2447, Highway #3, Barrington, NS  
**ONLINE:** [www.barringtonmunicipality.com](http://www.barringtonmunicipality.com)

**Chief Administrative Officer’s Annotation for Official Policy Book**

Date of Notice to Council members of Intent to Consider	August 9, 2021
Date of Passage of current Policy	August 23, 2021
I certify that this Policy No. 42 “Municipal Grants and Sponsorship/Advertising Policy” was amended by Council as indicated above.	
_____	_____
Chris Frotten Chief Administrative Officer	Date

**VERSION LOG**

Version Number	Amendment Description	Amendment/Policy Owner	Approved By	Approval Date
1	Approved Policy of Council	CAO	Council	March 26, 2018
2	Amended	CAO	Council	May 27, 2019
3	Various amendments and new Sections 23.0, 24.0, 25.0	CAO	Council	October 28, 2019
4	Amended Sections 3.0 and 21.0	CAO	Council	August 24, 2020
5	Various amendments approved	CAO	Council	August 23, 2021