

Municipality of the County of Colchester

Municipal Funding for Insurance for Not for Profit Organizations Policy

Purpose

To support not-for-profit groups and associations benefiting Colchester County who require financial assistance to acquire General Liability Insurance and Directors and Officers insurance coverage.

Definitions

Not for Profit: Not-for-profit groups/associations are created to benefit the community. Activities of a not-for-profit organization must be primarily of a charitable nature without monetary gain. Directors, officers and/or members of a not-for-profit corporation must not own the corporation or its assets.

Association: A community group registered under the Nova Scotia Societies Act.

Scope

- The Municipality will contribute an established budget amount annually, for eligible groups applying for financial assistance with insurance costs.
- The Municipality will support requests for funding by contributing up to 50% of total premium costs up to \$1000 per association.
- Groups/Associations will be required to show commitment and ability to pay at least 50% of anticipated policy costs at the time of submitting their application.
- The Municipality will consider funding policies whose coverage is consistent with similar policies of similar associations. Any additional coverage required by the group will be the full responsibility of said group.
- Directors and Officers insurance coverage is eligible and coverage is encouraged by the Municipality.
- Applicants must include up-to-date insurance coverage information for the policies for which a financial contribution is being requested.
- Applications will be accepted for General Liability and Directors and Officers Liability only – property insurance is not eligible for contribution.
- Each year the municipal funds will be awarded based on the number of requests meeting the funding criteria and the amount of funding available.
- In years where eligible grant application requests are greater than the funds available,

a reduction to the percentage of requested contribution will be applied to all successful applicants in an amount that balances request with available funds.

- The Municipality's role is only to contribute funding towards the cost of the Association's policy. The Association will be responsible for the purchase, maintenance, and execution of any and all suits or claims made against the policy.
- Prior to issuance of cheques or notification of applicants, Council will receive an Information Item summarizing the program for the year including number of applications, who applied, the amount requested and the successful candidates.

Procedure for Funding

1. Applications must be submitted by the Association to Recreation Services by the final Friday of October of each year (one intake date per year). Applications will be submitted to the Manager of Recreation Services for review. Any questions or request for assistance will be directed to the Manager of Recreation Services. Upon completion of review, a recommendation will be made to the Director of Community Development for approval. Cheques will be issued to successful applicants by November 30th of each year.
2. Groups must apply for funding based on their current policy or quote.
3. Groups are requested to submit more than one quote for a new policy, including their currently policy, at time of their first application to the program. When a company will not provide a quote to a group, the group must obtain confirmation of same and submit the confirmation of no quote to Recreation Services. Groups are required to submit new quotes for insurance every three years.
4. Applications must include a copy of the groups full policy statement or a detailed quote.
5. Groups must provide proof of insurance to the Municipality once their policy has been purchased.
6. Applications must include a detailed annual budget for the Association.
7. Applications must include a list of the Association's current Board of Directors and Officers.

Criteria for Funding

- Groups must demonstrate that they are a not-for-profit group/ association who exist to serve the communities of Colchester County.
- Applications from private membership organizations, service clubs and social service agencies will not be accepted.
- Applications from religious organizations and private Day Cares/Pre-Schools will not be accepted.

- Sport and recreation organizations whose policy falls under their provincial sport organization or national sport organization and/or that individuals pay per participation will not qualify for funding.
- Groups such as recreation, leisure, arts and culture, and community associations are eligible. Priority will be given to recreations associations who have limited revenue and/or limited ability to raise funds.
- Tourism initiatives and festivals are eligible.

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): August 3, 2018

Date of Passage of Current Policy: August 30, 2018

Rob Simonds
Municipal Clerk

September 7, 2018
Date

*Amended August 2018
Amended August 2016
Originally adopted November 2006*