



Purpose

The Municipality of the County of Colchester values the services provided by local non-profit organizations and the positive impact they have on our community. This Policy will establish the process for consideration of grants to Non-Profit Organizations within the Municipality of Colchester.

Definitions

1. In this Policy:
 - a. “*Municipality*” is the Municipality of the County of Colchester
 - b. “*Non-Profit Organizations*” are incorporated or registered charities in good standing with the Registry of Joint Stock Companies and/or Corporations Canada.
 - c. “*Community Facility*” is a place where people from a particular geographical community can meet for social, educational or recreational activities.

Objectives

2. To identify on an annual basis, the total amount that the Municipality will provide in grants, under this Policy.
3. To establish a fair and consistent process that allows Non-Profit Organizations to apply for grant funding up to a maximum of \$5,000.
4. To identify criteria upon which grant applications will be evaluated.

Eligibility

5. Only Non-Profit Organizations that are incorporated or registered charities in good standing with the Registry of Joint Stock Companies and/or Corporations Canada are eligible to apply for a grant of \$5,000 or less. No grant requests over \$5,000 will be considered under this Policy.
6. Funding applications from religious or political organizations or for assets owned by religious organizations are not eligible.
7. As part of their application, organizations must demonstrate how their activities will benefit citizens of the Municipality.
8. Only Non-Profit Organizations operating community facilities are eligible for grants of a capital nature.
9. Applications for grants of a capital nature must include a signed declaration that the applicant is the owner of the community facility for which the grant is requested. A copy of the deed may be required.
10. Contractor quotes are required for infrastructure improvement projects over \$1,000.

11. The Grants to Non-Profit Organizations Policy focuses on capital costs for community facilities, programming, and project costs for non-profit organizations.
12. Ongoing operating costs (i.e. utilities, salaries/wages) are not eligible for grant funding.
13. Organizations must demonstrate their need for assistance by indicating financial status and fund-raising efforts. If the organization has sufficient funds available, they will not be eligible for grant funding under this Policy.

Budget Amount

14. The Municipality will identify an amount to be allocated for grants to Non-Profit Organizations on an annual basis. Council will set the allocation for grant funding during its annual Operating Budget meetings.
15. The draft Operating Budget will not include an allocation for grants, other than amounts to organizations receiving annual funding, as previously approved by Council.

Application Process

16. Applications are available on the Municipality's website.
17. Completed applications must be received by Recreation Services on or before January 31 for the upcoming April 1 – March 31 fiscal year.
18. Applicants must include the following information:
 - a. Current financial statements;
 - b. Balance sheet;
 - c. Income statement that indicates revenue sources for the organization; and,
 - d. Budget for the upcoming fiscal year.
19. All grant applications received throughout a current year will be referred to the budget process for the following year.
20. Applications will be reviewed by Recreation Services staff for eligibility and completeness with recommendations to the Director of Community Development. Final review of staff recommendations will be given by the CAO or designate before recommendations are presented to Council. Only grant applications that meet eligibility criteria will be considered as part of Council's Annual Operating Budget process.
21. Final decisions on grant applications will be made when the Council budget is approved.

Funding Allocation

22. Applicants are eligible for a maximum grant of \$5,000 per year.
23. Applicants must display financial commitment through either in-kind and/or monetary contributions.
24. Successful applicants will receive a confirmation of funding letter that provides specifics of funding approval and a cheque for the amount granted to the organization.
25. Successful applicants will receive a Post Grant Report Form that is required to be completed by the due date.

Presentations to Council

- 26. Applicants may be required to appear before Council to make an ~~informal~~ presentation to Council and respond to questions.
- 27. Required presentations will be coordinated by Recreation Services staff on dates as approved by Council.
- 28. Presentations must be kept to a maximum of 10 minutes per non-profit applicant.
- 29. Organizations receiving automatic annual funding as previously approved by Council, may be required to make a presentation to Council at least once during each term of Council.
- 30. Recreation Services will prepare a document with all applicants and funding recommendations which will be presented to Council for approval.

Post Grant Report Form

- 31. Completion of a Post Grant Report Form is required of all organizations to confirm use of funds is consistent with the grant application approved by Council and the terms and conditions set out in the confirmation of funding letter of notification.
- 32. Photographs and a description of how the grant supported the activity, program, or upgrade are required.
- 33. The Post Grant Report Form is found on the Municipality’s website.
- 34. The Post Grant Report Form and all required follow up information must be received by December 31 of the current year to be eligible for future funding through the Grants to Non-Profit Organizations Policy.
- 35. All annual grant recipients must submit the following information annually:
 - a. Financial statements;
 - b. Balance sheet;
 - c. Income statement; and,
 - d. Program overview.

Clerk’s Annotation for Official Policy Book	
Date of Notice to Council Members of Intent to Consider (7 days minimum): <u>January 10, 2025</u>	
Date of Passage of Current Policy: <u>January 30, 2025</u>	
I certify that this Policy was adopted by Council as indicated above.	
<u>Dan Troke</u> Municipal Clerk	<u>February 3, 2025</u> Dated

*amended January 30, 2025
amended September 29, 2021
amended May 28, 2020
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