



## 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 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.
- 2.0 It is further the policy of the Municipality to promote the municipality or any part of the municipality and the surrounding areas as a location for institutions, industries and businesses.

#### Policy Application

- ~~3.0 Applicants must be incorporated under the Societies Act and must be in good standing with the Registry of Joint Stock Companies.~~

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

- 4.0 Written applications must be submitted on the attached application form. Financial Statements of the organization must accompany the completed application form.
- 5.0 Applicants must be in good standing with the Municipality (no outstanding reports or payments).
- 6.0 Only one (1) application can be submitted per organization per funding year.
- 7.0 Applicants must own the property/facility for which the application is submitted.
- 8.0 Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project or service.

- 9.0 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.

## **Definitions**

- 10.0 “Applicant” means the person or organization submitting the application for funding; including an authorized agent for an organization or parent/guardian of a minor.
- 11.0 “Body Corporate” means any business registered with the Registry of Joint Stock Companies or any organization registered under the Societies Act and is in good standing.
- 12.0 “CAO” means the Chief Administrative Officer of the Municipality of Barrington.
- 13.0 “Council” means the Council of the Municipality of Barrington.
- 14.0 “Grant” means a financial contribution approved under this policy used for the sole purpose of community benefit.

## **Application Process**

- 15.0 Council determines the budget for the Municipal Grants Program during Municipal 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 levels 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 amount 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.
- 21.0 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.
- 22.0 All grants paid during the fiscal year will be posted on the municipal website at [www.barringtonmunicipality.com](http://www.barringtonmunicipality.com), during the month of April.

## **Grant Categories**

### *Capital Investment Grants*

- 23.0 Organizations are eligible for a Capital Investment Grant under three categories:
- 23.1 Up to twenty-five percent (25%) funding for a new capital community infrastructure, up to a maximum of \$100,000.
  - 23.2 Up to fifty percent (50%) funding for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase the usage, up to a maximum of \$20,000.
  - 23.3 Up to fifty percent (50%) funding for new capital community infrastructure planning or feasibility studies, up to a maximum of \$5,000.

*Operating Investment Grants*

- 24.0 Organizations are eligible for an Operating Investment Grant according to the following criteria:
- 24.1 Up to \$5,000 annually for significant programs or special events, where the programs or events are well established, attract hundreds of participants or spectators, are open to all members of the public, and support local infrastructure currently in place;
  - 24.2 Up to \$2,000 annually to assist community organizations with financial support to offer year-round programs, events, or services to residents of the Municipality and visitors that highlight and advance the local culture, heritage, sport, recreation, community, or social development in a sustainable and inclusive manner;
  - 24.3 Up to \$500 for individuals or \$1000 for teams annually that earn the right to represent the Municipality, Nova Scotia, or Canada at national or international tournaments, championships, or competitions, where the event is sanctioned by a provincial or national governing body; or
  - 24.4 Up to \$500 for individuals or \$1000 for a group annually that will represent the Municipality, Nova Scotia, or Canada at national or international event or activity; or
  - 24.5 Up to \$500 annually to assist community organizations with financial support to cover the costs of repairs and maintenance;
  - 24.6 Up to \$500 annually for teams or organizations to host tournaments, championships, or competitions, where the event is being hosted within the Municipality by a local organization and is open to the public.

*Event Investment Grants*

- 25.0 Organizations are eligible for Event Investment Funds under three categories:
- 25.1 Up to ten percent (10%) funding for provincial, national or international events where the budget exceeds \$300,000.
  - 25.2 Up to ten percent (10%) funding for major events where the budget is between \$150,000 and \$299,999.

- 25.3 Up to ten percent (10%) funding for signature events where the budget is between \$20,000 and \$149,999.
- 25.4 Up to fifteen percent (15%) funding for growth events where the budget is between \$1,000 and \$19,999.
- 25.5 Where an investment is made for an event, the percentage provided upon approval shall be subject to a schedule of payments and determination of any holdback percentage will be determined during the approval process. The holdback percentage will be set at an amount up to 15% of the investment. A final report including agreed upon subject matter and a full financial disclosure will be required before the release of the final percentage of a holdback. For events with a budget exceeding \$300,000, an audited financial statement will be required along with the final report.

### *Economic Development Grant*

- 26.0 All businesses and organizations requesting consideration of an economic development grant must make application, in writing, for funding which must include the following:
  - 26.1 name and address of the business or organization
  - 26.2 name of contact person and phone numbers
  - 26.3 purpose of the grant (specific details of the project are required)
  - 26.4 amount of grant being requested
  - 26.5 date the grant is required
  - 26.6 copy of the most recent financial statements of the business or organization
  - 26.7 proof of good standing.
- 27.0 Businesses and organizations receiving approval of an economic development grant under this policy must submit documentation supporting the expenditure, prior to payment of the grant by the Municipality.
- 28.0 All businesses and organizations receiving economic development grants under this policy shall be required to make a written presentation to Council providing details of the project, use of grant, benefit to the community, etc.
- 29.0 Economic Development Grants approved under this policy will be included in the list of grants posted on the municipal website at [www.barringtonmunicipality.com](http://www.barringtonmunicipality.com) during the month of April, as required by the Municipal Government Act.
- 30.0 Under this policy the Municipality of Barrington reserves exclusive rights to withhold any economic development grant in part or in whole where there is insufficient verification of project completion to warrant payment of such.

### **Sponsorship/Advertising Requests**

- 14.0 From time to time sponsorship/advertising requests are received by the Municipality. The Chief Administrative Officer is authorized to approve expenditures up to \$500.00 for this purpose per event or function. Requests above \$500.00 will be considered by Council on an individual basis.

**MUNICIPALITY OF BARRINGTON  
GRANTS TO ORGANIZATIONS**

**APPLICATION FORM**

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. IF YOU ARE APPLYING FOR FUNDING FOR A CAPITAL PROJECT/PROGRAM/ SERVICE, PLEASE LIST ALL SUPPORT THAT HAS BEEN APPLIED FOR (monetary and in-kind):**

FUNDING BODY	REQUESTED	CONFIRMED
<b>FEDERAL GOVERNMENT</b> (List Dept/Agency)	\$ \$ \$ \$	\$ \$ \$ \$
<b>PROVINCIAL GOVERNMENT</b> (List Dept/Agency)	\$ \$ \$ \$	\$ \$ \$ \$
<b>MUNICIPAL GOVERNMENT</b>	\$ \$ \$ \$	\$ \$ \$ \$
<b>OTHER FUNDERS</b>	\$ \$ \$ \$	\$ \$ \$ \$



**6. PLEASE ATTACH A COPY OF THE FINANCIAL STATEMENT FOR YOUR ORGANIZATION.**

**7. PLEASE LIST YOUR BOARD OF DIRECTORS OR ORGANIZING COMMITTEE MEMBERS:**

NAME	POSITION	ADDRESS	TELEPHONE

**8. 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
- YOUR ORGANIZATION’S BUDGET FOR THE UPCOMING YEAR OR PROJECT

**9. AUTHORIZATION:**

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

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

**10. SUBMISSION:**

**MAIL:** MUNICIPALITY OF THE DISTRICT OF BARRINGTON  
 GRANTS PROGRAM  
 P.O. BOX 100  
 BARRINGTON, NS  
 BOW 1E0

**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	October 15, 2019
Date of Passage of current Policy	October 28, 2019
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