



Creation Date: December 31, 2014
Approval Date: February 10, 2015
Revision Date:

Policy Category: Council
Next Review Date: November 2016
Replaces: NA

1. Purpose

The Municipality of the District of West Hants wishes to recognize the valued contributions provided through the volunteer efforts of community organizations and agencies on behalf of its citizens. This policy demonstrates and formalizes Council's commitment to assist organizations which provide beneficial programs, services or projects to the community while, at the same time, recognizing the financial restraints affecting the municipality's ability to provide funding to these groups.

This policy will establish eligibility requirements, identify types of funding available, explain how this is established each year and outline application and monitoring and reporting requirements. Application forms and guidelines will be developed by the Administration in support of the policy outcomes.

2. Policy Objective:

The objective of this policy is to treat all organizations fairly, equitably and reasonably, within the parameters established by Council from time to time. Council may establish parameters for funding based on the nature, demographic or geographic location of the service, program or project being proposed. Examples of parameters Council may consider include, but are not restricted to:

- a) Youth development
- b) Senior support and services
- c) Public safety
- d) Provincial events
- e) Heritage and Culture

On an annual basis Council will determine the amount of funding and specify the parameters under which the funding will be provided.

3. Organizational Eligibility – Pursuant to Section 65 (au) of the *Municipal Government Act*, grants or contributions may be expended where required by the municipality to:

- 1. a society within the meaning of the Children and Family Services Act
- 2. a mental health clinic in receipt of financial assistance



- from the Province
3. an exhibition held by an educational institution in the municipality
 4. a club, association or exhibition within the meaning of the Agriculture and Marketing Act,
 5. any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting or social organization within the Province
 6. a day care licensed under the Day Care Act,
 7. a registered Canadian charitable organization,

Municipal Government Act, Part X, Sections 293 – 302 Fire Services

Volunteer fire and emergency service providers who have been accepted to provide services to the Municipality of West Hants are eligible for grant funding, as described in *Part X, sections 295 (6) and (7) of the Act*. In addition Council may also expend money for fire and emergency services under the *MGA, sections 65 (g) (h) and 66(4) (e)*.

Heritage Property Act

Heritage designated properties within the boundaries of West Hants may also be eligible for municipal grants and contributions.

4. Types of Grants or Contributions

Grants are generally provided in the form of funds while contributions may be through in-kind support using municipal resources, both tied to a specific outcome. Both sources of support must be reported annually by the municipality, as is required by legislation.

4.1 Service grant

- Operating funding to assist with general operating expenses, including administrative costs and program related expenses
- Capital funding to assist in the acquisition, replacement or extension of life of a capital asset. A separate agreement may be required depending on the nature and value of the asset for which the funds are provided

4.2 Project grant

- one time assistance as seed funding for the start-up of an organization/project
- heritage property conservation work on municipally registered property for work meeting defined guidelines



- funds for a short-term undertaking with a start-up and completion date
 - Loan guarantees to assist an organization in acquiring financial assistance from financial institutions, necessary to support the construction of the project or support of a specific project or capital acquisition.
- 4.3 Community grant
- Recurring events which Council has determined provides significant benefit to the broad community and is open to all members of the public.
- 4.4 Special Event grant
- One-time or first-time events that are of a cultural, social or recreational significance to the community and which may have the participation of more than one organization.
- 4.5 In-kind contributions
- The provision of municipal property/facilities, materials or resources to support a service, program, project or event.
5. Funding Eligibility – An applicant organization must meet the following criteria in order to be considered for a Grant or Contribution.
- 5.1 There can only be one application per organization or project per fiscal year.
- 5.2 Grant applicants should be able to demonstrate active fundraising efforts to support the continuation of a program, project or service. The Municipality of West Hants should not be considered as a primary source of funding for the organization. (This Section 5.2 is not applicable to those applicants who provide volunteer services on behalf of the municipality in lieu of the municipality providing the services directly, i.e. Volunteer Fire Societies.)
- 5.3 Funding requests can be defined as events/projects/programs which support, sustain, promote, inform, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, safety and/or health activities for a specific or general demographic or geographic group.
- 5.4 Requests for financial assistance for events of a municipal, provincial or national significance which would be expected to bring economic and/or public relations benefit to the Municipality.



- 5.5 To qualify for funding, the applicant must demonstrate a commitment to all of the following principles:
- a) Accessibility (open to all West Hants residents)
 - b) Effectiveness (funding supports specific municipal goal or objective)
 - c) Accountability (through sound management and financial practices)
- 5.6 Individuals are not eligible for funding under the Grants and Contributions Policy except through recognized organizations or where legislation allows the Municipality to do so.
- 5.7 Funding will not be provided to offset accumulated deficits or funding shortfalls. Funding consideration is based only on budgeted revenues and expenditures in the year for which the assistance is requested.
- 5.8 The applicant organization must spend or allocate grant funding within the current fiscal year for which it has been approved and for the sole purpose under which it has been granted.
6. Application Process
- 6.1 Requests for funding under this program must be submitted on or before the deadlines stated by West Hants Administration. Public notification will be provided of the submission dates and requirements for all grant programs.
- 6.2 All applications must be accompanied by the required documentation to be considered complete when received.
- 6.3 Incomplete or late applications received after the deadlines set by Administration will not be processed.
- 6.4 Applicants receiving a grant or contribution from the General Grants and Contribution Program will not be eligible to receive a grant or contribution under any other grant program established by Council in the same fiscal year.
7. General Terms
- 7.1 Granting of assistance in any one year or over several years is not a commitment to future year's funding.



- 7.2 Applications for in-kind support will be forwarded to the respective department for review and a separate report to Council will be prepared for consideration and approval.

- 8.0 The Role of Administration
 - 8.1 The Administration of West Hants will set application deadlines, receive and process written and complete submissions by applying established parameters, within the budget approved by Council.
 - 8.2 Grant applications determined to be ineligible for funding shall be notified, in writing as soon as is practically possible.
 - 8.3 The Chief Administrative Officer will provide a written report to Council on the recommended disposition of funds, annually.
 - 8.4 Requests for grants, contributions or in-kind support received outside of the established grant application period will only be considered should sufficient funding be available in the current fiscal year.

- 8. Related Programs
 - 8.1 West Hants Recreation Department Grant Program (existing)
 - 8.2 Youth Travel Assistance Grants (existing)
 - 8.2 Community Trail Funding Program (existing)
 - 8.3 West Hants Recreation Department In-kind Contribution Grant Application (new)
 - 8.4 Grants to Recognized Fire Services (existing)
 - 8.5 General Grants and Contributions (existing)
 - 8.6 Heritage Designated Properties Grant (draft)



POLICY

**MUNICIPALITY OF THE DISTRICT OF WEST HANTS
Grants and Contributions Policy**

COUNCIL-01-003

I, Rhonda N. Brown, Municipal Clerk of the Municipality of the District of West Hants, the Province of Nova Scotia, do hereby certify that this is a true copy of the policy as adopted by the Council of the Municipality of the District of West Hants at a meeting duly called and held on the **10th** day of **February, 2015**.

R. N. BROWN

Municipal Clerk