

Category: Policy No.:	 <p>MUNICIPAL DISTRICT OF ST STEPHEN NEW BRUNSWICK</p>	Effective Date: May 29, 2024  Date of Next Review:
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## Council Grants Program Policy

### Purpose:

The purpose of this policy is to provide guidance to ensure a consistent, equitable, and appropriate process to:

1. provide municipal funds or other forms of assistance, in limited amounts, to community groups and organizations that warrant municipal support.
2. ensure that maximum value be obtained for each dollar provided in financial assistance by the municipality.

This program exists to recognize the value of these groups and organizations to the well-being and growth of the community.

### Scope:

This Policy applies to requests for municipal funding assistance or other forms of municipal assistance.

### Definitions:

#### Tourism/Economic Development

Includes organizations that significantly benefit tourism by bringing in non-Municipal District of St. Stephen residents into the Municipal District of St. Stephen or promotion of events highlighting the Municipal District of St. Stephen.

#### Community

Includes organizations that enable citizens to strengthen the personal or community life of the Municipal District of St. Stephen. It also refers to organizations which strengthen neighbourhoods, accessibility, and public involvement in organizations. This category includes quality of life organizations.

#### The Arts

Includes organizations that produce, present, distribute, educate and/or encourage the appreciation of and the creation of work in the literary, performing or visual arts.

### Culture and Heritage

Includes organizations which represent the creative capacities of citizens or the celebration of racial or ethnic contributions (e.g. diversity and multi-culturalism).

### Environmental Awareness & Sustainability

Includes organizations with a primary focus of preservation and raising awareness of environmental, agricultural and/or natural heritage issues and features.

### **Roles & Responsibilities:**

The Chief Administrative Officer's (CAO's) office administers the grant process.

Department Directors will review and provide, in a report, the financial impact of the in-kind request and availability of the resources being requested.

The Council of the Municipal District of St. Stephen reviews all applications and provides final approval at their sole discretion.

### **Procedure:**

The following are the guidelines to be used by the Municipal District of St. Stephen in evaluating applications for Council grant financial assistance.

1. The grant application will be considered in one of the following categories:
  - a) Tourism/Economic Development
  - b) Community
  - c) The Arts
  - d) Culture and Heritage
  - e) Environmental Awareness & Sustainability
2. A maximum of \$50,000 will be included in the budget each year for this program.
3. A maximum of \$5,000 per organization has been established for financial contributions.
4. A maximum of \$2,000 per organization has been established for in-kind services.
5. In-kind support will be limited to the use of municipal property at reduced or no cost, municipal staff support and loan of municipal equipment. In-kind support will not include permit fees (i.e. Building permits, etc.), equipment rental fees or payment of invoices/services. Any refundable deposits (e.g. damage deposit) will not be waived.

## Eligibility

6. The organization must have a clearly stated purpose and function that results in an improvement in community services within the Municipal District of St. Stephen and the organization must be responsible for the planning and provision of these services.
7. Organizations must be non-profit community groups and organizations and be based in or connected to the Municipal District of St. Stephen.
8. Programs/community events must be open to all residents of the Municipal District of St. Stephen and must benefit Municipal District of St. Stephen residents.
9. The applicant must present adequate documentation demonstrating the need for the proposed service to be funded. The activities of the applicant must not substantially duplicate the efforts of other organizations.
10. Funds allocated under this Policy should not be considered the primary source of funding for the organization as such funding is intended to be supplementary to main sources of funding for organizations.
11. As a general guideline, the Municipal District of St. Stephen will not consider requests for financial assistance to replace financial support provided previously by other funding authorities either private or government.
12. Since volunteers are an important part of community service, the organization shall show evidence of volunteer involvement in the day-to-day provision of its services and/or in the event for which funding is requested.
13. The mandate of the organization must provide for services extended to the general public of the Municipal District of St. Stephen and should not exclude anyone by reason of race, religion, sexual orientation, or any other reason prohibited by legislation.
14. All requests for financial assistance will be assessed in terms of the need for the event/project, cost effectiveness, financial viability, and contribution to the quality of life in the community, community response, and any other consideration that Council deems appropriate.
15. An organization (principal) receiving financial assistance from the Municipal District of St. Stephen should not act in the capacity of a funding body (agent) for, or provide financial assistance to, any other group or organization.

16. Under normal circumstances, only one request per organization is to be considered in a calendar year. All requests for assistance (including direct funds, equipment donations, fee reductions, etc.) for programs, projects and undertakings should be consolidated into one request. Completed applications for assistance must be received on an annual basis **not later than September 30th in the year before the event.**
17. This Council Grants Program shall be used only for the purposes approved by Council.
18. The granting of financial assistance in any year is not to be regarded as a commitment by the municipality to continue such assistance in future years.
19. No financial assistance will be considered unless authorized by this policy.
20. Applications for projects that do not use municipal property must include letters of permission from the property owner, unless the organization that owns the property is making the application.
21. Application forms will be available at the municipal office and on the municipal website.

#### Ineligible Requests

22. The following situations shall be ineligible for funding under this policy:
  - Requests for contributions to disaster funds, such as fire, flood, earthquakes, etc.
  - Requests for funding from other government agencies.
  - Requests where benefit will accrue to a single individual.
  - Organizations which are profit oriented, have a political mandate, or special interest groups and clubs and/or clubs with exclusive membership.
  - Requests on a retroactive basis or for a project that is already completed.
  - Requests to cover budget deficits.
  - Assistance to cover day-to-day operating costs of an organization (e.g. staffing, rent (excluding municipal facilities), property taxes, office supplies (including electronic equipment), etc.).
  - Organizations providing a share or membership which may be held or disposed of for personal gain.
  - To support programs or services geared specifically to activities related to ratepayer or tenant/landlord associations.

- For religious activities or instruction, including renovations to a place of worship unless it is also used for community activities.
- To support programs or services which are operated under the authority of another level of government.
- To offset capital depreciation costs.
- For attendance at conferences, workshops and seminars.
- For travel, accommodation, uniforms, or personal equipment.
- Support for recreational sports groups, individual athletes or teams for a competition or to subsidize participation in a sports event.
- Groups that have failed to comply with reporting requirements from previous grants.
- For projects taking place on private property, which is not accessible to the public or used for community activities.
- Applications that would provide funding to fund a third party.

#### Evaluation

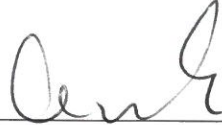
23. Completed applications forms are to be submitted by hard copy or electronically to the municipal office.
24. Applications for in-kind non-financial assistance will be forwarded to the respective departments for review. The Department Director will review and provide in a report the financial impact of the request and availability of the resources being requested.
25. Applications will be reviewed for completeness, accuracy, and compliance with this policy.
26. Incomplete applications will not be considered for a grant.
27. Council makes the final decision on all applications.
28. Grant funds will typically be awarded in one lump sum payment. At the discretion of council organizations may be awarded funds by installments.

#### Accountability & Recognition

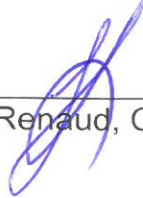
29. Applicants awarded a grant will be held accountable for the expenditure of the funds in accordance with the stated objectives/plans. Grants in future years will be reviewed based on past demonstrated fiscal responsibility of the applicants.
30. In the event that the project does not go forward, the grant recipient shall return those funds granted for the proposed project.

31. Organizations receiving financial and/or in-kind grants shall acknowledge the municipality's contribution through all printed material and other promotional means. The municipality's logo is available from the Community Services Department.
32. At the conclusion of the project, recipients of funding shall submit to the CAO's office a final report detailing the outcomes of the project and confirming the manner in which the grant was utilized.

Approved:



\_\_\_\_\_  
Allan MacEachern, Mayor



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Jeff Renaud, Chief Administrative Officer

## Council Grant Program Application

*Note: Applications to the Municipal District of St. Stephen for the Council Grant Program will be accepted no later than September 30th each year for funding in the following calendar year.*

Organization name \_\_\_\_\_

Organization address \_\_\_\_\_

Contact Person and Position \_\_\_\_\_  
(Must have signing authority)

Telephone number(s) \_\_\_\_\_

Fax \_\_\_\_\_ email address \_\_\_\_\_

Name of Proposal \_\_\_\_\_

Date of Proposed Event \_\_\_\_\_ Location \_\_\_\_\_

Signature of Contact Person \_\_\_\_\_

Please indicate the support being requested

- Financial Assistance
- Service
- Waiving or Reducing Facility Fees (Fee Waiver/Reduction Request Application must be completed)
- Staff Support
- Supply of Equipment or Materials
- Insurance Coverage
- Use of Municipal Property or Facilities
- Other (describe) \_\_\_\_\_

**FUNDING AMOUNT REQUESTED: \$** \_\_\_\_\_

**IN KIND AMOUNT REQUESTED: \$** \_\_\_\_\_

## Organization Mandate

Please provide your organization's purpose/mandate.

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## Details of Request for Assistance

If this application includes any assistance **other than direct financial assistance**, please outline the details of this request (e.g., type and estimated hours of staff support, facilities to be used, date of facility request, equipment requested, etc.). Acceptance of this application does not guarantee other non-direct financial assistance; the Fee Waiver/Reduction Request Application form must be completed and provided to the Community Services Department.

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## Proposal Summary

Please provide a clear and concise summary of your proposed event/project, including anticipated outcomes.

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Please check one category that best suits your request for assistance. Refer to the Council Grants Program Policy for category definitions.

- Tourism/Economic Development
- Community
- The Arts
- Culture and Heritage
- Environmental Awareness & Sustainability



**Note:** organizers of parades are required to provide liability insurance in the amount of two (2) million dollars naming the Municipal District of St. Stephen as additional insured. The cost of obtaining such insurance may form part of any assistance application, along with the necessary municipal staff support.

### **Community Support**

Please describe how your proposal supports the Municipal District of St. Stephen.

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Do volunteers participate in your organization? If yes, indicate the number of volunteers and type of involvement.

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### **Eligibility**

1. Are you a non-profit organization?

- Yes  
 No

2. Please provide your Revenue Canada Charitable Registration Number (if applicable)

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3. Is your organization located within the Municipal District of St. Stephen?

- Yes  
 No

Where? \_\_\_\_\_

4. Will this proposal provide services to the citizens of the Municipal District of St. Stephen?

- Yes  
 No

5. Has your organization made any other application to the Municipal District of St. Stephen for financial assistance during the current calendar year?
  - Yes      When? \_\_\_\_\_
  - No
  
6. Has your organization received funding assistance from the Municipal District of St. Stephen in prior years?
  - Yes      When? \_\_\_\_\_ Amount \$ \_\_\_\_\_
  - No
  
7. Will your organization or another organization be the primary funder of this proposal?
  - Yes, our organization.
  - Yes, another organization. (please name) \_\_\_\_\_
  - No
  
8. Will the assistance that the municipality provides your organization be utilized **only** by your organization?
  - Yes
  - No      Name other organization(s) \_\_\_\_\_

**Other Pertinent Information**

You are welcome to use the space below to provide any pertinent details about your proposal not covered in the preceding questions.

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Completed applications must be delivered by September 30<sup>th</sup> to:

Municipal District of St. Stephen  
 22 Budd Avenue  
 St. Stephen, NB E3L 1A9  
 Attn: CAO's Office

or by email to:  
[celeste.caswell@chocolatetown.ca](mailto:celeste.caswell@chocolatetown.ca)

**Please note that a grant in any year is not a commitment by the Municipal District of St. Stephen to continue such assistance in future years. It is not the intent of this grant program to become an annual component of any organization's ongoing budget plan.**

**Thank you for your submission.**