

## Municipality of Cumberland Policy 15-11

---

### Grants Policy

---

1. This Policy is entitled the Municipality of Cumberland Grants Policy.
2. The Municipality of Cumberland recognizes the importance of having citizens actively engaged in their communities and the contribution that volunteer organizations make to the sustainability of our communities and our Municipality, and wishes to support their efforts in various ways including financial assistance. This position is entirely consistent with the Mission Statement and Strategic Priorities of the Municipality.
3. This Policy enables the provision of funding programs which directly impact municipal goals through community engagement, and will:
  - a) ensure that reporting processes are in place to enable the Municipality to measure progress toward achieving its goals;
  - b) ensure grants are awarded in a uniform, fair and equitable manner with clear processes and procedures;
  - c) identify roles and relationships; and
  - d) conform to the written guidelines for all grants and assistance programs including:
    - eligibility;
    - application deadlines, processes, and requirements;
    - contribution limits and requirements; and
    - accountability and reporting requirements.

#### Overview

4. Requests for assistance regarding sponsorship or advertising will be dealt with outside of this Policy and the programs it creates.
5. It is Council's intent to support community initiatives which are consistent with Municipal goals and strategic priorities, through the administration of three financial assistance programs: the Regional Grant Program, the Local Grants Program, and the Annual Funding Program.
  - a) All funding assistance provided through any of the three programs must be in compliance with the provisions of the Municipal Government Act.
  - b) Subject to 5. a) and compliance with the Municipality's goals and strategic priorities, funding through any of these programs may be used in support of any type of activity that benefits the community including, but not limited to, Recreation, Health & Healthy Living, Social and Community Service, Stewardship of the Environment, Education & Lifelong Learning, Community Economic Development and Tourism, Heritage, Culture and Creative Arts.

- c) It is the intent of this Policy to create grant programs that provide funding on the basis of financial need. Should an approved program or event generate excess revenue, the recipient will be required to refund the grant, up to the amount of the excess revenue.
  - d) Community organizations may be eligible to apply for assistance through more than one grant program providing the applications pertain to separate and distinct projects, programs or initiatives.
  - e) The Municipality will develop guidelines pertaining to applications involving school teams and programs, community sport teams, and other groups where the proponent may not be an incorporated organization. These guidelines will include eligibility and accountability provisions.
  - f) Community organizations are encouraged to plan their projects and activities well in advance, thereby making them eligible to apply for assistance through the Regional Grant Program. Early submissions in advance of the annual intake deadline are further encouraged to ensure compliance with application requirements and optimum chance for success.
6. Activities and projects aimed primarily at fund raising are not eligible for assistance through the Municipality's financial assistance programs.
7. Guidelines
- a) Guidelines are laid out for each program and include:
    - Program description
    - Eligibility criteria
    - Application deadlines (if applicable)
    - Application processes, procedures and requirements
    - Municipal and community contribution limits and/or requirements
    - Assessment criteria (if applicable)
    - Reporting and accountability requirements; and
    - Payment procedures and requirements
  - b) Program guidelines may be changed upon Council approval by ordinary resolution.
8. Roles and Relationships
- a) Staff and councillors will encourage community residents to become engaged in projects and initiatives to support the sustainability of their communities and to consider the availability of the various grant programs as applicable.
  - b) Municipal staff will be assigned responsibility for the administration of each grant program and the role of each responsible employee will be clearly set out.
  - c) Municipal staff will prepare a report and recommendation for each application or group of applications as applicable, to be presented to Council for approval.
9. Budget and Allocation of Funds
- a) On an annual basis Council will identify an amount to be allocated in support of this Policy.

- b) A portion of the total amount budgeted shall be allocated to each of the three programs set out in section 5 of this Policy based on anticipated demand, and that allocation may be adjusted from year to year as needed.
- c) A portion of the amount budgeted for the Regional Grant Program shall be set aside to be used to support applications that are received after the deadline because the need was unforeseen and could not have reasonably been anticipated.
- d) A portion of the Local Grants Program budget allocation shall be set aside to be retained as a common budget. The remainder shall be divided equally among all Districts, and shall be applied only to local projects within a single District. Applications that involve a program or project that benefits more than one District shall be funded out of the Regional Grant Program. In the event that the amount allocated to any individual District is totally committed at any point in time during the year, additional applications from that district may be considered and contributions allocated from the remaining "common" budget at the discretion of Council. No individual District shall be allowed to expend future years' expected allocation.
- e) Allocations in the Local Grants Program are not otherwise transferable.
- f) Any balance remaining in a District allocation at the end of the fiscal year shall be retained in this Local Grants Program "common" fund for use in future years.

10. Program Evaluation

- a) A report shall be prepared at the end of each fiscal year, providing an overview of the allocation of funds in each grant program and the extent to which it supported Municipal goals and strategic priorities. The report may also include recommendations for changes to this Policy, the program guidelines and/or budget allocations.

<u>Clerk's Annotation for Official Policy Book</u>	
Date of Notice to Council of Intent to Consider (7 days minimum)	<u>November 2, 2015</u>
Date of Passage of Current Policy	<u>November 18, 2015</u>
I certify that this Policy was adopted by Council as indicated above.	
<u>Brinda Moore</u>	<u>November 19/15</u>
Municipal Clerk	Date