
Grants to Organizations Policy

Department: **Legislative**
Adopted: **May 9, 2000**

Policy No: **5.006**

1. Purpose

To provide guidelines for the awarding of grants to organizations who apply to the Town for financial assistance.

2. Objectives

The objectives of the Grants to Organizations Policy are to:

- a. outline the requirements to apply and be considered for a grant from the Town; and
- b. define the criteria to be used in determining eligibility for a grant.

3. Policy

Every year Council receives more grant requests than it funds. Recognizing that non-profit organizations are an important aspect of the community it is the policy of the Town of Berwick to consider, within its financial capacity, requests for financial assistance from local non-profit organizations that supplement the provision of municipal services.

4. Application Requirements

All applications for grants shall be submitted on the attached form and forwarded to the Chief Administrative Officer of the Town. Applicants or organizations whose applications meet the criteria may be invited to make a presentation to Council on their request and provide an opportunity to respond to questions and requests for further information.

5. Eligibility Criteria

The following criteria will serve as a guide for the review of applications for financial assistance from the Town in the form of a grant.

- a. Program/Service Obligation - supports a service the Town is mandated to provide or may want to provide
- b. Public Need/Benefit - service or program is broad based and all residents will derive a benefit vs special interest group need and specific residents benefit
- c. Financial Need - application demonstrates financial need and identifies other fund raising activities. Copies of most recent Financial Statements and the current year's budget should accompany the request.
- d. Quality of Life - service or program enhances the quality of life of residents

Eligibility for funds includes but is not limited to the following:

- a. not for profit
- b. providing services to residents of the Town of Berwick
- c. actively seeking other sources of funding
- d. able to provide proof of financial responsibility
- e. evidence of need for service or project
- f. number of local residents served
- g. quality of management (established track record, proposal well thought out and clear)
- h. evidence of clear goal and expected outcomes
- i. uniqueness of service (no duplication)
- j. evidence of financial need
- k. organization's sustainability plan
- l. indicated involvement from other community partners
- m. fit with Berwick's Integrated Community Sustainability Plan and/or council priorities

Eligible Expenses

- a. Special projects/programs/events
- b. Operating costs
- c. New projects/ programs
- d. Capital costs

Exclusions for Eligibility

- a. applications from individuals
- b. activities restricted to people of specific religious or ethnic groups
- c. annual fund-raising campaign
- d. debt retirement
- e. expenses related to attendance at seminars, workshops, symposiums, or conferences
- f. agencies which primarily fund other organizations

6. Council Approval

Requests for grants from local non-profit organizations will be considered as part of the Town's annual budget process. Council may allocate funds over and above grant applications approved in the budget process when requests for grants of an emergency or pressing nature occur after the final budget has been approved in any given year.

Council reserves the right to grant or reject any application for funding that may or may not qualify in accordance with the guidelines set out in this policy.

Revision Dates:	April 12, 2005 May 13, 2014
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Grants to Organizations Application

236 Commercial St, PO Box 130, Berwick NS B0P 1E0

1. THE APPLICANT

Organization Name _____

Mailing Address _____

Contact Name _____

Phone Number _____

Email Address _____

2. TYPE OF ORGANIZATION

Registered not-for profit society

Business, industry or professional association

Community association

Charitable organization

Other: (please specify _____)

How long has your organization existed?

What is your organization's mandate?

Have you previously applied for funds from the Town of Berwick? Yes No

If so, when?

3. DETAIL OF PROJECT/OPERATIONS

Please provide a brief description of your project/operations.

Please describe how your project/operation enhance and enrich our community.

4. FUNDING INFORMATION

Amount of funding requested \$ _____

Funding request is for:

- Operating assistance
- Programs or services
- Capital Costs
- Project
- Event(s)

Describe how the funds would be used indicating the goal and expected outcomes? (please be as specific as possible.)

How does the use of these funds fit with your organizational mandate?

How has the need for this service/project been determined?

Describe how the use of these funds would benefit the residents of the Town (specify the target audience.)

Describe how this funding request relates to Council priorities or the Town of Berwick's Integrated Community Sustainability Plan.

Please describe the impact to your organization if funding is not received.

List other funders that have been contacted and funds received.

Name other organizations that you are collaborating with to ensure the success of your project/program.

Describe how you will work with the above organizations.

How will you measure and evaluate the benefit of your project/program? Describe in detail.

5. GRANTS IN KIND

Other municipal services requested (i.e.: use of Town property/facilities at reduced or no cost, fee waivers (permits, etc.), Town staff support, equipment, materials)

6. FINANCIAL OVERVIEW OF ORGANIZATION

Please provide the following (consideration is given for organizations with different fiscal year endings):

- Your audited financial statements for the most recently completed fiscal year (required)
- Your next fiscal budget (required)
- The budget for the project/event requiring funding. Please show all revenues and expenses (required)
- Your organization's annual report (if applicable)
- Any other relevant financial information that council may find useful in the consideration of the request (if applicable).

7. GRANT CONDITIONS

- a. In the event that the funds are not used for the project or programs as described in the application, or if there are misrepresentations in the application, the full amount of the financial assistance may be payable forthwith to the municipality.
- b. If there are any changes in the funding of the project from that contemplated in the application the municipality will be notified of such changes through the designated Town of Berwick liaison.
- c. The Organization will make or continue to make attempts to secure funding from other sources indicated in this application.
- d. The Organization will keep proper books of accounts of all receipts and expenditures relating to the project or program and provide a yearly report of how the funds were spent, program delivery and outcomes.
- e. The Organization will make available for inspection by the town or its auditors all records and books or accounts of the Organization upon request from the town. An audited statement may be required.
- f. If the project or program proposed in the Organization's application is not commenced, or not completed, and there remain town funds on hand; or the project or program is completed without requiring full use of the town funds; or Council directs that the funds be returned; such funds will be returned to the town through the Director of Finance.
- g. The project or program may not be represented as a municipal project or program, and the Organization does not have the authority to hold itself out as an agency of the town in any way, the only relationship being that the town has approved and granted financial assistance to the Organization.
- h. The town may provide interim payments on approved grant applications, with final disbursements being issued upon satisfactory completion of any conditions expressed within.

The Town may issue funds at the organizations request, based on a schedule of benchmarks or upon completion of the requested item. Please indicate the date(s) for when funds are required?

8. VERIFICATION

The undersigned verifies that the information provided in this application is correct and complete and is endorsed by the organization I represent. If our organization receives municipal funds we agree to the conditions set out above and to any other conditions approved by Council.

The executive director, board chairperson or signing officer for the organization must sign the application form.

Name

Phone Number

Signature

Date

Please email your completed application and all required attachments to: dregan@town.berwick.ns.ca