

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

COMMITTEE OF THE WHOLE AGENDA

Tuesday, January 22, 2019, 6:00 pm

Council Chambers

Municipal Administration Building

285 Beech Hill Road

Beech Hill, NS B2G 0B4

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1. Call to Order – Chairman, Warden Owen McCarron
 2. Approval of Agenda
 3. Approval of January 15th Committee of the Whole Minutes
 4. Business Arising from the Minutes
 5. Continuing Business
 - a. Consideration of Economic Development Options
Please refer to the memo provided by Mr. Horne by email on Dec. 11, 2018, and the presentation by ESREN CEO John Beaton on January 8, 2018.
 6. New Business
 - a. Consideration of a Special Event Permit
Materials associated with a Special Event Permit for Nova Scotia Summer Fest will be provided to the Committee for consideration.
 - b. Community Partnership Grants
The Community Partnership Grants and Leadership and Travel Assistance Grant Policies have evolved over the past number of years. A staff memo, and revised and new documents, are attached for the Committee's consideration.
 7. Additions to the Agenda
 8. Adjournment

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

Committee of the Whole Meeting Minutes

Tuesday, January 15, 2019, 5:30 pm
Council Chambers
Municipal Administration Building
285 Beech Hill Road
Beech Hill, NS B2G 0B4

Present were: Warden Owen McCarron
 Deputy Warden Hugh Stewart
 Councillor Mary MacLellan
 Councillor Donnie MacDonald
 Councillor Vaughan Chisholm
 Councillor Remi Deveau
 Councillor Gary Mattie
 Councillor Bill MacFarlane

Regrets: Councillor John Dunbar
 Councillor Neil Corbett

Staff Present: Glenn Horne, Clerk-Treasurer
 Beth Schumacher, Deputy Clerk
 Marlene Melanson, Director of Recreation

Call to Order – Chairman, Warden Owen McCarron

The meeting of the Committee of the Whole was called to order by the Chair, Warden McCarron, at 5:34pm.

Approval of Agenda

Warden McCarron called for any additions or deletions to the minutes. The following items were added:

- Letter of Support for HRM MacDonald school
- In-Camera Item (local RCMP office)
- A change in order of items.

Moved By Councillor MacDonald

Seconded By Councillor Mattie

That the agenda be approved.

Motion Carried

Approval of January 8, 2019 Committee of the Whole Minutes

Warden McCarron called for any errors or omissions in the minutes.

Moved By Councillor Deveau

Seconded By Deputy Warden Stewart

That the Committee of the Whole minutes of January 8, 2019 be approved as presented

Motion Carried

Business Arising from the Minutes

There was no business arising from the minutes.

New Business

a. The Nitap Program

Ms. Melanson provided members of the Committee with a document giving an overview of the Nitap Program. The program came out of the consultations that were held during the MPAL consultations. Nitap was developed to increase activity levels in the community, both physical and social, and to bring people together. An overview of the anticipated schedule was provided, and members of Council were encouraged to participate. Discussion followed. Recreation staff can help coordinate if members of Council are interested in participating.

b. Antigonish Community Sport Collective

Ms. Melanson provided an overview and update on the Antigonish Community Sport Collective, which was presented at the Joint Council meeting in December. The program is expected to improve opportunities for scheduling coordination between the different sports associations, to allow more opportunities for participating and development in multiple sports throughout the year. Collaboration among sports association is also anticipated to help with equal access to sports facilities throughout the community. The Collective would be looking for funding and in-kind staff support.

Discussion followed. A suggestion was made to invite Stephanie to come and present again to Council, to provide more detail on the proposed initiative.

Continuing Business

a. Dog Control By-law and Policy Updates

Mrs. Schumacher presented a staff report, which included the draft by-law and policy, for revisions that have been made to update the document and policy. A review of the public consultation process and responses was provided, and the changes to the documents based on the feedback from the Committee of the Whole, public consultation, and staff was summarized for the Committee.

Discussion followed. Staff are recommending that the draft by-law be sent to Council for first reading, and that the draft policy be approved.

Moved By Deputy Warden Stewart

Seconded By Councillor MacLellan

The Committee recommends that Municipal Council provide first reading to the proposed By-law XX-2019, Being a By-Law Respecting the Responsible Ownership of Dogs.

Motion Carried

Moved By Councillor Chisholm

Seconded By Councillor Deveau

The Committee recommends that Municipal Council approve the proposed amendments to the Dog Control Policy.

Motion Carried

b. Consideration of Economic Development Options

Mr. Horne brought forward the opportunity for further discussion regarding ESREN. Members of the Committee requested that the discussion be deferred to a later date, in order to permit Committee members who sent regrets tonight to participate. Staff will look to add this item to one of the special meetings being held next week. Discussion followed.

Community Events

The following community events were noted:

- Chase the Ace in St. Joseph's, every Friday
- February 15-23 - Winter Carnival in Pomquet

Staff Reports

Mr. Horne reviewed the staff reports provided in the agenda package. Discussion followed regarding the update on the skateboard park.

Additions to the Agenda

a. **HM MacDonald Letter of Support for Playground Upgrades**

Councillor MacDonald brought forward a request from the HM MacDonald school for a letter of support for playground equipment.

In Camera Items

Councillor MacFarlane joined the meeting at 7:19 pm.

Moved By Councillor Chisholm

Seconded By Deputy Warden Stewart

That the Committee of the Whole Meeting be adjourned to an In-Camera Session to discuss the Litigation & Potential Litigation and Contract Negotiations at 7:10 pm.

Motion Carried

Moved By Councillor Deveau

Seconded By Councillor MacLellan

That the in-camera session be adjourned at 7:29 pm.

Adjournment

Moved By Councillor Chisholm

That the Committee of the Whole meeting be adjourned at 7:29 pm.

Motion Carried

Warden Owen McCarron

Glenn Horne, Municipal Clerk/Treasurer

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

MEMO FOR INFORMATION

TO: COMMITTEE OF THE WHOLE
FROM: SHIRLYN DONOVAN, STRATEGIC INITIATIVES COORDINATOR
SUBJECT: ***COMMUNITY PARTNERSHIP GRANT UPDATE***
DATE: JANUARY 22, 2019

The Community Partnership Grants and Leadership and Travel Assistance Grant Policies have evolved over the past number of years. The goal of the grants is to encourage involvement in community groups and civic events and create a framework for fair and transparent disbursement of public funds.

Staff have revised and created the following documents:

- Community Partnership Grants Policy ****REVISED**
- Community Partnership Grants Program Guidelines ****NEW**
- Community Partnership Grants Application Form ****REVISED**
- Leadership and Travel Assistance Grants Policy ****NEW**

The major changes to highlight are:

- Leadership and Travel Assistance Grants have been removed from the Community Partnership Grants Policy document because their intake is ongoing year round and the criteria is slightly different. A new Policy titled “Leadership and Travel Assistance Grants Policy” has been created.
- A Community Partnership Grant Program Guidelines document was created for community organizations to have along with the application form as opposed to handing out the policy document. Having a guidelines document is common practice with provincial and federal grant programs. It is a clear and simple document explaining what is needed and the criteria to apply.
- Community Partnership Grant Policy, Development Grants were removed. The two categories to apply for grants are now as follows:
 - Capital Grants:** Construction, Renovation and Repair
 - Operating Grants:** Maintenance, Programs, Special Events and Initiatives
- Capital Grants: Eligible applicants may apply for up to one third (1/3) of the total cost of the project to a maximum of \$20,000.
- Funding requests for grants are considered for one fiscal year at a time.
- Community Partnership Grant Application Form now requests more details on revenue and expenses as well as an annual operating budget for the organization applying for the grant.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC:	Community Partnership Grants Policy
POLICY NUMBER:	36
DATE APPROVED:	January 21, 2014 (#2014-005) (As “Grants for Community Non-Profit Organizations Policy”)
DATE REVISED:	February 16, 2016 (#2016-020) (As “Community Partnerships Grants Policy”)

TITLE:

This Policy may be cited as the “Community Partnership Grants Policy” of the Municipality of the County of Antigonish.

PREAMBLE:

The Municipal Government Act (1998), Part IV, Section 65, provides the broad framework within which policies authorizing the expenditure of public monies are developed. The Municipality of the County of Antigonish has created the Community Partnership Grants Policy to inform the intake, consideration and awarding of public funds to community organizations that apply to the Municipality of the County of Antigonish for financial assistance under any established grant categories. This policy is designed to encourage involvement in community groups and civic events, while creating a framework for the fair and transparent disbursement of public funds.

This policy is intended to direct members of Council and staff in the appropriate expenditure, record-keeping and reporting of expenses related to Grants.

POLICY:

1. Definitions

- 1.1. **‘Application’** shall mean the formal application form developed by the Municipality, specific to the grant program from which funds are being sought.
- 1.2. **‘Community organization’** shall mean an organization that is either incorporated as non-profit or a registered charity as defined by the Canada Revenue Agency, or is a group that is not incorporated but has an executive, membership and a proven reputation.
- 1.3. **‘Grant’** shall mean an award of financial or in kind assistance by the Municipality to an eligible organization provided all criteria is met.
- 1.4. **‘Municipality’** shall mean the Municipality of the County of Antigonish
- 1.5. **‘Municipal Council’** shall mean the Council of the Municipality of the County of Antigonish

2. General

- 2.1. It is the policy of the Municipality of the County of Antigonish to consider, within its financial capacity, financial support to community organizations that provide programs, services or activities that enhance the quality of life for residents of the Municipality.
- 2.2. In general, grant applicants should not expect the Municipality to be the sole source of project funding. The Municipality is interested in ensuring that groups have other sources of funding or external partners to support the project. In certain cases the Municipality may make Municipal contributions contingent on other levels of government support or partnerships.

3. Budget and Allocation of Grants

- 3.1. All grant applications shall be considered as part of Council's annual budget process and allocations shall be included in the Municipality's annual operating budget.
- 3.2. On an annual basis, Municipal Council shall identify an amount to be allocated for community grants & sponsorships.
- 3.3. Funding requests for grants are considered for one fiscal year at a time.
- 3.4. Approvals for Capital and Operating Grants under this policy shall be given by Municipal Council.

4. Funding Conditions

- 4.1. Any funding approval that is contingent on certain terms and conditions shall be communicated to the applicant in writing with an associated timeline to satisfy said terms and conditions.
- 4.2. Funding may be revoked for failure to comply with the terms and conditions stipulated.
- 4.3. Funding may be revoked should there be a misappropriation of funds, failure to report when requested, or misrepresentation by the receiving organization.
- 4.4. Any community organization that receives grant funding from the Municipality shall recognize the Municipality as a partner (where applicable).

5. Criteria

- 5.1. Basic eligibility requirements for all grants
 - 5.1.1. Applications will be accepted from groups that:
 - Have submitted a complete application by the deadline;
 - Have fulfilled any obligations outstanding from previous grant awards;
 - Have provided proof of non-profit status, **OR**
 - Consideration may be given if the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

5.1.2. Applications will not be accepted from:

- Individuals;
- For-profit organizations;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards and other education institutions;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

5.2. Priority will be given to community organizations that provide programs or services within the Municipality, or to a significant number of residents of the Municipality.

5.3. All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues fundraising etc.)

6. Accountability

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

6.2. The objectives and criteria specific to each grant program shall identify the purpose of the grant program. See schedules A and B.

7. Post Grant Reporting

7.1. The Municipality may require any recipient of grant funding to confirm that the funds received were used as described in the grant request that was approved by Municipal Council by requesting a follow-up report.

8. Publishing of Grant Recipients

8.1. The Municipality shall publish annually a list of grants or contributions made to community organizations as required under Section 65 (au) of the Municipal Government Act.

9. Application Process for Capital and Operating Grants

9.1. The deadline for grant applications shall be identified annually.

9.2. Only one application per community organization may be submitted in each fiscal year.

9.3. All applications for grant funding must include:

- 9.3.1. Completed application form
- 9.3.2. Proof of current registration as a non-profit or charitable organization;
- 9.3.3. If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted with the application.
- 9.3.4. Most recent financial statements

9.3.5. Annual operating budget

- 9.4. All operating and capital grant applications received throughout a current year will be referred to the budget process of the next fiscal year.
- 9.5. Incomplete applications will not be considered for funding.
- 9.6. Municipal staff may request further information as required.
- 9.7. Municipal Council may wish to schedule a meeting to hear from grant applicants.
- 9.8. Applicants shall be notified in writing of Municipal Council's decision. There shall be no appeal process.

10. Previous Policies

- 10.1. Any previous policy of the Municipality concerning the allocation of grants to community based non-profit groups is hereby repealed.

11. Community Partnership Grant Categories

- | | | |
|-------|------------------|------------|
| 11.1. | Operating Grants | Schedule A |
| 11.2. | Capital Grants | Schedule B |

12. Details of the Community Partnership Grants Program can be found in the:

[Community Partnership Grant Program Guidelines](#)

SCHEDULE A – OPERATING GRANTS

OBJECTIVE

1. To provide grants to community groups and organizations that have a mandate to deliver an ongoing service or program that is generally delivered by a municipality, or complements a service being offered by the Municipality of the County of Antigonish.

CRITERIA:

Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted a complete application by the deadline;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, OR
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

Applications will not be accepted from:

- Individuals;
- For-profit organizations;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Priority will be given to community organizations that provide programs or services within the County, or to a significant number of County residents.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues, fundraising etc.)

Operating grants are not intended to support permanent full-time staff salaries or wages.

SCHEDULE B – CAPITAL GRANTS

OBJECTIVE

1. To provide one-time support for the purchase of property, the construction of a facility, remodeling, expansion of a facility; or purchase of equipment.
2. Council may consider a multi-year funding option for a capital grant

CRITERIA:

Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted a complete application by the deadline;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, OR
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

Applications will not be accepted from:

- Individuals;
- For-profit organizations;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Priority will be given to community organizations that provide programs or services within the County, or to a significant number of County residents.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues, fundraising etc.)

Applicants are required to submit quotes for capital improvements for projects that exceed \$5,000.

Applicants must hold the deed/lease to the property/facility or acceptable alternative (if relevant).

COMMUNITY PARTNERSHIP GRANT PROGRAM GUIDELINES

The Municipality of the County recognizes the important contribution that volunteer organizations make to the sustainability of our communities and our County, and chooses to support their efforts by providing financial assistance. This program may be used to support any type of activity that benefits the community including Recreation, Health and Healthy Living, Social Opportunities, Community Service, Stewardship of the Environment, Education and Lifelong Learning, Community Economic Development and Tourism, Heritage, Culture and Creative Arts.

Program Description

The Community Partnership Grants Program aims to partner with community organizations for activities in the following categories:

- A. CAPITAL GRANTS: Construction, Renovations and Major Repairs
- B. OPERATING GRANTS: Operation and Maintenance, Programs, Special Events and Initiatives

Deadline

All applications are to be submitted **March 31st** so they can be considered with the Municipality's annual budget.

Eligibility

Applications will be accepted from groups that:

- Have submitted a complete application by the deadline;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, **OR**
- If the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

Applications will **not** be accepted from:

- Individuals;
- For-profit organizations;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- School boards or educational institutions
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Priority will be given to community organizations that provide programs or services within the Municipality, or to a significant number of residents of the Municipality.

All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues fundraising etc.)

Funding requests for grants are considered for one fiscal year at a time.

In the case of capital construction, renovation or major repair projects, applicants must own or have a long term lease to the property or other acceptable form of written agreement with the land owner.

CAPITAL GRANTS: Construction, Renovation and Major Repairs

This category refers to projects which involve construction of a new indoor or outdoor community facility, or renovations or major repairs to an existing one. Eligible applicants may apply for up to one third (1/3) of the total cost of the project to a maximum of \$20,000.

OPERATING GRANTS: Operation and Maintenance, Programs, Special Events and Initiatives

This category refers to:

- Applications for assistance with the costs of operating and maintaining indoor or outdoor community facilities which provide services and benefits to the residents of Antigonish County.
- Applications for assistance with providing ongoing programs or services for the benefit of the community.
- Applications for assistance to help offset the costs associated with hosting a special event or festival.

Application Procedure & Checklist

Applications for either of the above categories must be submitted using the Community Partnership Grant application form, and must include all additional materials listed on the form. Such applications will be considered on a case by case basis and are subject to budget availability.

All applications must include:

- The completed application form.
- A financial statement for the organization, which includes all current funds, surpluses, reserves and revenue sources for the organization. The application must explain why, any reserves, surpluses or other funds will not be applied to the current project or program. (e.g. Designated for another project, or investments for the purpose of annual income, etc.);
- Annual operating budget
- Proof of incorporation, or alternatively, consideration may be given if the group is not incorporated. Please include a list of executive, membership and a brief history about the organization.

- Capital Construction, Renovations and Major Repairs projects require proof of property ownership (normally a deed), or long term lease or written agreement.

Application & Review Process

All complete applications will be assessed using the following criteria:

- Benefit to the Community;
- Project feasibility and likelihood of success;
- Applicant contribution (including in-kind);
- Over-all community support;
- Long-term sustainability of the facility or viability of the program; and
- Organizational practices (managing finances, planning, sharing responsibilities, involvement by the community, etc).

All complete applications and recommendations will be submitted to Municipal County for approval with the annual budget.

Payment of Grants

Upon Council approval, all applicants will receive a response to their application in writing. For approved applications, cheques will be issued in the name of the organization which applied for the grant. It is the responsibility of the organization to pick up the cheque at the Municipal Office. The Municipality may request to do a cheque presentation with any organization which is approved for grant funding.

Final reports are required and shall consist of a completed financial statement form, and a brief description of the results of the program or event and, in the case of capital projects a detailed description of the work completed as per the original application.

Contact Information

To submit your application or for inquiries please contact:

Municipality of the County of Antigonish
285 Beech Hill Road
Beech Hill, NS B2G 0B4
Attention: Community Partnership Grants
Phone: 902-863-1117

MUNICIPALITY OF THE COUNTY OF ANTIGONISH

COMMUNITY PARTNERSHIP GRANT APPLICATION FORM

Instructions:

- Use this cover sheet as the first page of your application.
- Please submit all documents from the application checklist prior to the annual submission deadline. Incomplete submissions may delay consideration of your request for funding.
- If you do not have enough space to answer a question, please attach a separate sheet.
- The policy governing the Municipality of the County of Antigonish grants program is available on the County's website at www.antigonishcounty.ns.ca or by contacting the Municipality at 902-863-1117.
- Please forward complete application to the following address:
Municipality of the County of Antigonish
Attn: Community Partnership Grant Application
285 Beech Hill Road
Antigonish, NS B2G 0B4

APPLICANT CHECKLIST

- ☐ A signed original of your **Municipality of the County of Antigonish Grant Application**.
- ☐ Most recent **financial statements**
- ☐ Annual Operating Budget
- ☐ **Provide one of the following:**
 - **Proof of current registration as a non-profit or charitable organization** such as NS Registry of Joint Stocks Number or Federal Charitable Status Number.
 - If the organization is not incorporated, **a list of the executive, membership, and a brief history** about the organization must be provided with the application.

PART A – APPLICANT INFORMATION

Community group/organization (applicant):	
Contact Name:	Title:
Mailing Address:	Telephone:
	Fax:
	Email:
Website (if applicable):	
NS Registry of Joint Stocks Number (if applicable):	

PART A – PROJECT TYPE

Please choose one of the following grants you wish to apply for:

- ☐ **Capital Grant: Construction, Renovation or Major Repair**
- ☐ **Operating Grant: Maintenance, Programs, Special Events and Initiatives**

Eligibility

Amount Requested: _____

PART C – PROJECT INFORMATION

1. Why are funds being requested? What will they be used for? Please outline the details of the project, program, service, or event.

2. Please describe the benefits your project, program or service will provide to the Municipality of the County of Antigonish and the community.

3. Please describe the community, area and/or group(s) your organization serves.

4. List in-kind contributions that your organization will provide to this project, program or service. Also describe the role volunteers in the proposed project/program/service. Please include the number of participating volunteers.

PART D – BUDGET SUMMARY

TOTAL PROJECT COST **

\$

PLANNED EXPENDITURES Itemized list of all costs related to your project, program or service	AMOUNT
Material	
Labour	
Equipment	
Other (Please Specify)	
Other (Please Specify)	
Other (Please Specify)	
Other (Please Specify)	
Other (Please Specify)	

SOURCES OF REVENUE APPLICANT CONTRIBUTION	SOURCE	AMOUNT
Fundraising		\$
Cash on Hand		\$
Bank Loans		\$
Donated Material		\$
Donated Labour		\$
Donated Equipment		\$
Other (Please Specify)		\$
Other (Please Specify)		\$
Other (Please Specify)		\$
TOTAL APPLICANT CONTRIBUTION		\$

OTHER FUNDING

Federal		\$
Provincial		\$
Municipal		\$
Other (Please Specify)		\$
Other (Please Specify)		\$
TOTAL OTHER FUNDING		\$

TOTAL APPLICANT CONTRIBUTION		\$
TOTAL OTHER FUNDING		\$
TOTAL AMOUNT REQUESTED FROM MUNICIPALITY		\$

Does your organization receive a tax exemption from the Municipality of the County of Antigonish?

Yes or No (Please circle)

If yes, what is the value of the property tax exemption?

DECLARATION

The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give The Municipality of the County of Antigonish authority to verify any and all information pertaining to this application.

Application prepared by:

Signature

Print Name

Date

Board authorization (if applicable):

Signature

Print Name

Date

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

TOPIC: Leadership and Travel Assistance Grants

POLICY NUMBER:

DATE APPROVED:

TITLE:

This Policy may be cited as the “Leadership and Travel Assistance Grants” of the Municipality of the County of Antigonish.

PREAMBLE:

The Municipal Government Act (1998), Part IV, Section 65, provides the broad framework within which policies authorizing the expenditure of public monies are developed. The Municipality of the County of Antigonish has created the Leadership and Travel Assistance Grant Policy to inform the intake, consideration and awarding of public funds to community organizations that apply to the Municipality of the County of Antigonish for financial assistance under any established grant categories. This policy is designed to encourage involvement in community groups and civic events, while creating a framework for the fair and transparent disbursement of public funds.

This policy is intended to direct members of Council and staff in the appropriate expenditure, record-keeping and reporting of expenses related to Grants.

POLICY:

1. Definitions

- 1.1. **‘Application’** shall mean the formal application form developed by the Municipality, specific to the grant program from which funds are being sought.
- 1.2. **‘Community organization’** shall mean an organization that is either incorporated as non-profit or a registered charity as defined by the Canada Revenue Agency, or is a group that is not incorporated but has an executive, membership and a proven reputation.
- 1.3. **‘Grant’** shall mean an award of financial or in kind assistance by the Municipality to an eligible organization with no expectation that the funds will be paid back; does not include monies transferred as part of a contract for service.
- 1.4. **‘Municipality’** shall mean the Municipality of the County of Antigonish

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ANTIGONISH

1.5. **‘Municipal Council’** shall mean the Council of the Municipality of the County of Antigonish

2. General

2.1. It is the policy of the Municipality of the County of Antigonish to consider, within its financial capacity, financial support to community organizations that provide programs, services or activities that enhance the quality of life for residents of the Municipality.

2.2. In general, grant applicants should not expect the Municipality to be the sole source of project funding. The Municipality is interested in ensuring that groups have other sources of funding or external partners to support the project. In certain cases the Municipality may make Municipal contributions contingent on other levels of government support or partnerships.

3. Budget and Allocation of Grants

3.1. Approvals for Leadership and Travel Assistance Grants under this policy shall be administered by the Recreation Department.

4. Funding Conditions

4.1. Any funding approval that is contingent on certain terms and conditions shall be communicated to the applicant in writing with an associated timeline to satisfy said terms and conditions.

4.2. Funding may be revoked for failure to comply with the terms and conditions stipulated.

4.3. Funding may be revoked should there be a misappropriation of funds, failure to report when requested, or misrepresentation by the receiving organization.

4.4. Any community organization that receives grant funding from the Municipality shall recognize the Municipality as a partner (where applicable).

4.5. Only one application for funding will accepted from the same organization per budget year.

5. Criteria

5.1. Basic eligibility requirements for all grants

5.1.1. Applications will be accepted from groups that:

- Have submitted a complete application by the deadline;
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status, **OR**
- Consideration may be given if the group is not incorporated, a list of the executive, membership and a brief history of the organization must be submitted.

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- Are applying on behalf of individual(s) who are members of their organization.

5.1.2. Applications will not be accepted from:

- Individuals;
- For-profit organizations;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

5.2. Priority will be given to community organizations that provide programs or services within the Municipality, or to a significant number of residents of the Municipality.

5.3. All grant applicants shall demonstrate financial need to receive funding and show other revenue sources (such as other partners, membership dues fundraising etc.)

6. Application Process for Travel Assistance & Leadership Development

- 6.1. Applications for Travel Assistance and Leadership Development will be considered on an ongoing basis.
- 6.2. All applications for grant funding shall include:
 - 6.2.1. Completed application form
 - 6.2.2. Application form must be submitted at least two weeks prior to the event taking place.

MUNICIPALITY OF THE COUNTY OF
ANTIGONISH

SCHEDULE A – RECREATION, SPORT, AND CULTURAL TRAVEL ASSISTANCE GRANTS

OBJECTIVE

1. To provide travel assistance to youth teams, clubs, or organizations travelling to sport or cultural competitions/tournaments outside of Antigonish County.
2. To provide travel assistance to local youth who have been selected as members of a provincial or national team.

CRITERIA: Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted a complete application at least two (2) weeks prior to the travel date(s) or as soon as they find out they have been selected.
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status or is a group that is not incorporated but has an executive, membership and a proven reputation.
- Apply on behalf of an individual(s) who are members of their organization.

Applications will not be accepted from:

- Individuals;
- For-profit organizations;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Youth is defined as an individual who is 18 years of age or younger and a resident of the Municipality of the County of Antigonish. Applicants must have competed in a competitive event or activity and qualified to compete at the next level of completion.

The next level of competition must be at the provincial, eastern Canadian or national level, or higher and recognized as such by the governing body specific to each discipline. (Examples include but not limited to Provincial Sport Governing Body, National Sport, Governing Body, Scotdance Canada, and Nova Scotia School Athletic Federation.)

Invitational tournaments are not eligible for funding.

The tournament/competition site must be 100km or more from the team, club or organizations home base in Antigonish.

SCHEDULE B – LEADERSHIP DEVELOPMENT GRANTS

OBJECTIVE

To provide travel assistance to youth travelling to workshops and conferences which are leadership based or educational in nature.

CRITERIA:

Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted complete applications at least two (2) weeks prior to the travel date(s) or as soon as they find out they have been selected.
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status or is a group that is not incorporated but has an executive, membership and a proven reputation.
- Apply on behalf of an individual(s) who are members of their organization.

Applications will not be accepted from:

- Individuals;
- For-profit organizations;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Youth is defined as an individual who is 18 years of age or younger and a resident of the Municipality of the County of Antigonish.

Applicants must have gone through a selection process and selected by the host organization/team as a participant or team member.

SCHEDULE C – ELECTIVE TRAVEL ASSISTANCE GRANTS

OBJECTIVE

To provide travel assistance to youth teams, clubs, or organizations for elective travel for sports, cultural or educational purposes outside of the Maritimes.

CRITERIA:

Basic Eligibility Requirements for All Grants

Applications will be accepted from groups that:

- Have submitted complete applications at least two (2) weeks prior to the travel date(s) or as soon as they find out they have been selected.
- Have fulfilled any obligations outstanding from previous grant awards;
- Have provided proof of non-profit status or is a group that is not incorporated but has an executive, membership and a proven reputation.
- Apply on behalf of an individual(s) who are members of their organization.

Applications will not be accepted from:

- Individuals;
- For-profit organizations;
- Organizations with political affiliations;
- Faith organizations where services/activities include the promotion and/or required adherence to a faith;
- Hospitals, clinic-based services or medical treatment programs;
- Provincial/national organizations unless a local chapter exists to service the residents of Antigonish County;
- Organizations seeking assistance in funding deficits.

Youth is defined as an individual who is 18 years of age or younger and a resident of the Municipality of the County of Antigonish.

If there are 3 or more individuals applying for the same trip/event, the individuals **MUST** apply as a group.

The event site must be outside of the Maritime Provinces to be eligible for funding.