

COUNCIL POLICIES AND PROCEDURES

SECTION - G

GRANTS

- SUBJECT:** Grant Request Policy to Non Profit Organizations Hosting Special Events Number G - 8
- APPROVAL DATE:** September 10, 2003
- AMENDED:** September 14th 2005
- PREAMBLE:** In order to prepare and finalize annual fiscal budgets, the Municipality will be implementing policy.
- TERMS:** The Municipal Special Event Hosting Grant Program exists to help community groups, and organizations to plan, develop, and implement a special event for the general good of citizens, tourists, and designated guests, or invitees. Types of special events eligible for assistance include, but are not limited to, Cultural Festivals or Events, Heritage Events, Musical, Dance, and other types of Live Performances, Reenactments of Historical Events, Commemorative Birthdays or Anniversaries, and any other Special Event. These exceptional Events must occur on an infrequent basis, and are typically Provincial, National or International in caliber.
- PRINCIPLES:** The principles of Municipal Special Event Hosting Development are to:
1. Improve the ability for non profit organizations to host Special Events through partnering, preparation and making bids, marketing and promotions, Municipal Services, and Capital expenditures to enhance Municipal venues.
 2. Improve the opportunities for our citizens to participate in Special Events.
 3. Include public and community participation in the planning process of Special Events.
 4. Encourage cooperation among groups within the Municipality.

5. Increase the general public's awareness of our community in a positive manner.

ELIGIBILITY:

1. Community Organizations incorporated as non profit societies under the Societies Act of Nova Scotia are eligible to apply for funding under this program.
2. Organizations must be based in the Municipality of the District of Guysborough.
3. Community Organizations must have at least two Municipal residents on their Board of Directors.
4. The Special Event must have a direct connection to some Cultural, Historical, or other aspect to our citizens, communities, and or geography.
5. An organization that provides a recreational or cultural service that the Municipality does not currently provide.

FUNDING:

1. The Municipality of the District of Guysborough acknowledges a role in assisting the development of Hosting Special Events in the Municipality. Potential applicants should note that the availability of funds under this program are limited to those amounts approved by Council.
2. This program provides financial assistance and in kind (goods or services) for the hosting of a special event.
3. Grant funding to any organization may be up to, but not exceed ½ of the total cost of the special event.
4. No more than one grant will be awarded to an organization within a four year period. This four year restriction is based upon the year of approval, and not the year of payment disbursements.
5. Cash disbursements shall not exceed \$5,000.00.
6. As a funding contributor, the Municipality of the District of Guysborough is to be cited as a sponsor of the event in all printed advertising.

7. Funding will lapse at the end of the fiscal year (March 31) immediately following the fiscal year in which the funding was approved.

APPLICATION REVIEW FACTORS:

Application review factors will be utilized in order to prioritize and assess funding applications. Applicants are required to describe in writing how the special event responds to the following application review factors:

- Community benefit and impact.
- Economic benefit and impact
- Safe and secure environments.
- The goals of the Municipality.

APPLICATION PROCEDURE:

1. All organizations seeking financial support from the Municipality will have to submit in writing by February of each year a Special Event application in order to be eligible for Municipal funding in the next fiscal year (April 1 - March 31). In exceptional circumstances applications after this deadline may be considered.
2. Applications must be accompanied by:
 - a. a description of how the project responds to the application review factors
 - b. a copy of each of the following:
 - List of the executive members
 - Proof of incorporation
 - Any other information required by the Municipality
3. Financial statements from the previous event, or fiscal year.
4. A clearly outlined budget for the proposed event.
5. A detailed proposed commitment from the Municipality.

Note: Filing an application does not necessarily guarantee the award of any grant moneys or grants in kind to the applicant.

Unless otherwise approved by Council, no grant moneys will be paid until the annual budget has been approved by Council.

Department heads will maintain records of any grant in kind issued to any organization and applicable amounts will be charged back to the appropriate grant account by the Finance Department.

When grants in kind include services on non municipal property, proof of insurance and indemnification of the Municipality will be required.

APPLICATION REVIEW AND RESPONSE PROCESS:

1. The Municipality will review applications each March/April.
2. Applicants will be informed of the outcome of the application review process at the earliest opportunity following approval of the Municipal budget.
3. Special events receiving funds must be completed within the specified fiscal year, and all funding must be properly accounted during that period.

PAYMENT OF GRANTS:

1. The statement of total expenditures must be signed by the Chair/President and one other executive member of the organization receiving the grant.
2. If actual costs are less then the original cost estimate, the amount of the grant payment will be reviewed and revised accordingly.
3. Changes to the purpose of the grant as originally outlined in the application are not permitted unless approved before hand by the Municipality.
4. Initial grant installments of up to 50% of the approved grant may be made on evidence of reasonable project progress. The remaining 50% will be made upon the final financial statement being received.