

# Town of Truro – Policy & Procedure Manual

<b>Subject:</b>	Municipal Grants Policy
<b>Policy Number:</b>	P110-006
<b>Approval Date:</b>	March 5, 2018
<b>Amended Date:</b>	October 5, 2020
<b>Departments:</b>	Corporate Services

## PURPOSE

To provide financial support to not for profit and charitable organizations to assist with providing services, that would not otherwise be available to the community. The organizations mandate and efforts must align with the Town's strategic objectives.

## CRITERIA

An applicant must meet the following criteria in order to be considered for a grant:

- Be a registered not for profit or charitable organization. Council may, on exception, agree to provide grant funds to other community groups that can provide evidence their request will provide support to the community that aligns with Council strategic goals and initiatives.
- Demonstrate financial assistance is required.
- Provide evidence other funding sources and active fundraising efforts are underway to support continued operations. Applicants should not expect the Town to be the sole source of funding. Under certain circumstances the Town may make contributions contingent on other financial supporters.
- Must demonstrate that the organizations operations, project, event brings significant support and/or economic development to the community.
- All grant funding provided by the Town shall be in compliance with the provisions of the Municipal Government Act.

Grant applications must be submitted to the Town of Truro, c/o Director of Corporate Services, **no later than January 31** of the calendar year to be considered for grant funding for the following fiscal year.

Grant applications will be approved at a public meeting of Council as part of budget approval and successful applicants will be contracted directly and posted on the Town of Truro's website.

Grant allocations are dependent upon the Town's annual financial commitment.

The Town may choose to offer in kind support to an applicant in lieu of a financial contribution.

The Town may choose to allocate an amount to be reserved for smaller funding requests that may arise throughout the fiscal year that Council views are of importance to the local community.

The application process is annual. Prior year allocations **are not** a guarantee for future approval.

Successful applicants are required to submit an invoice to the Town for the approved grant amount. The Town reserves the right to determine how the funds will be distributed.