

Town of Truro – Policy & Procedure Manual

Subject: Municipal Grants
Policy Number: P110-004
Approval Date: September 2, 2003
Departments: Finance

TYPES OF GRANTS

1. Cash donation
2. Grants in kind, ie. goods or services
3. Pins

CRITERIA

Council will only consider grants for individuals or organizations in Truro or proposing an event in Truro that meet at least one of the following:

- a) A non-profit organization;
- b) Any individual or organization that would increase the general public's awareness of our community in a positive manner;
- c) Any individual or organization that provides a recreational or cultural service that the Town does not currently provide.

APPLICATION PROCESS

Prior to considering grants, Council will require the following from the individual or organization:

- a) A completed application form detailing the proposed commitment from the Town;
- b) A clearly outlined budget for the upcoming event or fiscal year;
- c) Financial statements from the previous event or fiscal year if requested.

Requests for funding received by December 31st each year will be included in the budget for the year. Requests after December 31st each year will be considered only if budget funds are available.

Applications will be reviewed by the Finance Department and a recommendation will be made to Council based on the evaluation of the application and available budget funding.

CONSIDERATION

Applications for grant funds will be considered during the yearly budget deliberations.

Actual amounts allocated for municipal grants will be based upon budget funds available in that particular year.

Previous years' allocations will not be a factor in consideration and each application will be reviewed on its own merit. Exceptions will be made for those organizations having received a regular annual contribution prior to January 2004.

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

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

Grant monies allocated to an individual or organization will be first used to clear any debts outstanding to the Town. The balance of any funds, if any, will then be forwarded to the individual or organization.

FUNDING LIMITS

Grant funding to any organization or event in any one year will be capped at a maximum of \$2.50 per event participant. Council has the discretion to increase this maximum for extraordinary, one of a kind projects which may be considered if the annual budget allows. Grants are available for one-time support and should not be considered as an ongoing source of funding.

SPECIFIC REQUIREMENTS RELATING TO IN KIND GRANTS

Council will consider grants in kind of one (1) of the following:

- a) Staff time: 15 hours
- b) Rental Fee: maximum one (1) day's rental fee

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

When grants in kind include the use of facilities, proof of insurance, normal security deposits and regular terms and conditions of facility use will apply.

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

GUIDELINES FOR DISTRIBUTION OF PINS

Upon receiving a written request, the CAO or Mayor shall have the discretion, where appropriate, to authorize the issuance to one group of a maximum of one pin per event participant.

ACKNOWLEDGEMENT

As a funding contributor, the Town of Truro is to be cited as sponsor of the event in all printed advertising.

TOWN OF TRURO

Municipal Grant Application Form

Name of Organization or Individual			
Address			
Phone #	()	Fax #	()
Is your organization incorporated as a non-profit organization?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Email Address	
Incorporation No.	Jurisdiction of Incorporation		

Are you requesting a cash donation? If yes, how much? \$ _____

What will the funds be used for? _____

If you are not requesting a cash donation, please describe the nature of the grant in kind you are requesting, i.e. rental fee waiver, of which facility, assistance of Municipal staff, which department, date required, etc.

Other additional information pertinent to your application _____

 Signature of applicant

 Date

*Please attach a budget for the upcoming fiscal year or event with your application.