

Town of Truro – Policy & Procedure Manual

Subject: Municipal Grants Policy
Policy Number: P110-006
Approval Date: March 5, 2018
Departments: Finance

PURPOSE

To provide financial and in kind support to not for profit and charitable organizations in order to assist with providing services, that would not otherwise be available, to the community. The organization's 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 that financial assistance is required.
- Provide evidence that 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 organization's operations, project, or event brings significant support and/or economic development to the community and has a direct impact on the Town of Truro and its residents.
- 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 the December 31** of the calendar year in order to be considered for grant funding for the following fiscal year.

Grant applications will be approved at a public meeting of Council and successful applicants will be 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.



**Town of Truro
Municipal Grant Application Form**

Name of Organization or Group: _____

Name of Contact Person: _____

Address: _____

Phone #: _____ Fax #: _____

Email address: _____

Is your organization incorporated as a non-profit organization? _____

Incorporation #: _____

Financial Statements are included: Yes _____ No _____

1. Are you requesting a cash donation? If yes, how much?

2. What will the funds be used for?

3. What other funding sources has your organization secured for this project/event/
operation?

4. Are you pursuing fundraising opportunities within the community? If so, what is
your organization doing?

5. Demonstrate how your organization's project/event/operations brings significant support and/or economic development the community.

6. Has your organization requested assistance from the Town of Truro in previous years?

Signature of Applicant

Date

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

Applications must be received by December 31st