

Town of Truro – Policy & Procedure Manual

Subject: Municipal Grant Policy
Policy Number: P110-006
Approval Date: January 12, 2026
Departments: Finance / Corporate Services

Purpose

The purpose of the Municipal Grant Policy is to provide limited financial and in-kind support to eligible not-for-profit and charitable organizations whose programs, services, and initiatives enhance the quality of life in the community and align with the Town of Truro’s strategic objectives.

This program supports organizations in delivering services that would not otherwise be available and that the Town does not currently offer, while ensuring that applicants demonstrate diverse funding sources and active fundraising efforts. The Town will not serve as the sole funder for any project or event.

Eligibility & Criteria

Eligible Applicants

To qualify for a municipal grant, applicants must:

- Be a registered not-for-profit organization or registered charity.
- Provide a valid Charitable Registration Number or incorporation number.

Criteria

Applicants must:

- Demonstrate that the project, service, or program aligns with the Town of Truro’s strategic goals.
- Demonstrate evidence of other funding sources and ongoing fundraising efforts.
- Understand priority will be given to applicants requesting funding for activities, projects, or events not offered through the Town’s regular operations.

Ineligible Activities

The Town will not provide funding for:

- Faith based events, programs, or activities.
- Political organizations & initiatives.
- Projects expecting the Town of Truro to be the sole funding source.
- Federal & Provincial charities that do not provide direct services to the Town.

Funding Parameters

Maximum Grant Amount

- The maximum financial contribution available under this policy is \$10,000 per organization per year.

Funding Limits

- The Town of Truro will provide no more than 50% of total project or event cost.

In-Kind Support

- The Town may, at its discretion, offer in-kind support in lieu of a financial contribution (e.g., facility use, equipment, staff support), subject to availability and municipal priorities.

Annual Funding Availability

- Grant allocations are dependent upon the Town's annual financial commitment as approved in the municipal budget.
- Prior year's funding does not guarantee future approval.

Application Process

Annual Application Requirement

- All organizations must submit a new application each year.
- The application deadline is January 31 annually.
- Funding applies to the next fiscal year beginning April 1.

Required Documentation

Applicants must submit:

- Completed municipal grant application form.
- Proof of charitable registration number or not-for-profit status.
- Project or program description with demonstrated alignment to the Town's strategic priorities.
- Detailed budget including all revenue sources and expenses.
- Financial Statements for the most recent fiscal year.

Review and Approval Process

Council Review

- Grant applications will be reviewed and approved by Council as part of the annual municipal budget approval process.

Notification and Contracting

- Successful applicants will be directly contracted by the Town of Truro.

Timing of Disbursement

- Due to the municipal approval cycle, grant revenue may not be released until June 30 of the funded fiscal year.

Accountability and Reporting

- Recipients must use funds exclusively for the approved project or service.
- Organizations may be required to provide a final report, including financial documentation and outcomes.
- The Town reserves the right to request additional information or suspend funding if terms are not met.

Policy Administration

- This policy is administered by the Town of Truro. Council reserves the right to amend the policy as needed based on municipal priorities and financial capacity.