

TOWN OF MONTAGUE POLICY

MINOR GRANTS (\$200 or less)

Policy Number: G-3

Approved By: Town Council

Date of Approval: Jan 12, 2015

1.0 Policy Statement

The Town recognizes the value created by small organizations and the issue of carrying out important functions with limited resources.

2.0 Scope

This policy applies to all not-for-profit organizations which carry out activities of benefit to the Town of Montague. This policy applies to those organizations seeking a “grant” (direct financial support and/or in-kind services/support).

3.0 Guiding Principles and Processes

- 3.1 To be considered in the budget, organizations must submit a written request, on the approved form attached as Appendix A, to be considered at the next Committee of Council Meeting.
- 3.2 Grant requests should outline the purpose and benefit.
- 3.3 Grants are intended to provide financial assistance for **registered non-profit organizations and charities** that assist in creating or in maintaining healthy, safe, and cultural communities for the benefit of Town residents.
- 3.4 Grants will be considered for organizations outside the Town of Montague only if the organization is financially supported by the community in which it is found and only up to the amount of that community support to a maximum of \$200. The Town must receive proof that the other funding has been received and deposited before releasing any funds to organizations outside of the Town
- 3.5 Grants will assist in adding value to the community.
- 3.6 Grants are intended to be for projects or organizations for one year at a time, and not intended to be annual grants.
- 3.7 Financial statements or operation budgets for the previous/current year must

accompany the written request for grant consideration. Town support is not for the purpose of adding to the profit margin and/or assist profit making organizations/persons.

- 3.8 Town grants are not to be utilized to fund staffing needs.
- 3.9 The Town should be considered as a last resort source of funds.
- 3.10 The Town shall establish a maximum dollar amount of \$200 for each request outside the budgetary process.
- 3.11 If approved, prior to the receipt of grant, organizations will be required to indemnify the Town of any liability from their actions.
- 3.12 Recipients shall provide the Town with statements showing how the grant was used by the end of March the year following receipt of any grant funds.

4.0 Responsibility

Committee of Council is responsible for ensuring applicants meet the terms of this policy prior to forwarding the request to Council for decision.

Council shall maintain responsibility for final approval or rejection of grant requests and may approve grants that do not meet all the Guiding Principle and Processes when it is deemed in the best interest of the Town to do so.

5.0 Policy

To be eligible for budget consideration for a cash or in-kind grant, organizations must meet the Guiding Principles and Processes as outlined within this Policy.

APPENDIX A

**Application For Community
Grant Under \$200**

Application Deadline: anytime

1. Name of Applicant Organization:	2. Contact Person: Telephone: Fax:
3. Mailing Address:	4. Civic Address (if different from #3).

Please include the following information with your application:

- Proof of current registration as a provincial non-profit organization or federal charitable registration number. If you are in the process of applying for registration include a copy of your application form.
- A financial statement or Treasurer's report from last fiscal year.
- State the location of the project if different from the address listed above in boxes 3 or 4.
- Include a covering letter if you want to tell the Town Council something about your organization and its goals. Please do not include binders, self-promotional materials or lengthy reports. If more information is required the CAO will contact you during the review process.
- List any grants received from any other government agency. List any other forms of assistance your organization receives from the Town such as leasing agreements, tax subsidies, services in kind etc.

5. Amount of Grant Requested:
\$

6. Have you applied to other funding bodies for this project? Please list.

7. Describe the specific project that you are going to do [attach additional information if required]:

8. Describe the particular group of people this project aims to serve:

9. What benefits will your project bring to the Town of Montague?

10. What roles do/will volunteers play in this project [or in the operations of the group/organization]? How many volunteers will/do participate?

BUDGET FOR THIS PROJECT

INCOME/REVENUE		EXPENSES	
Type of Income	\$ Amount	Type of Expense	\$ Amount
Town Grant Requested			
Other Municipal Assistance			
Provincial Assistance			
Federal Assistance			
Fund Raising/Donations			
Membership Fees			
Service Fees/Product Sales			
Other:			
Other:			
Total Estimated Income		Total Estimated Expenses	
Note: if \$ are not confirmed, mark with an *		Difference between income and expenses: \$	

BOARD OF DIRECTORS

Name	Position	Address	Telephone

AUTHORIZATION

This application must be signed by an authorized signing officer of the Board of Directors:

Application prepared by: _____

Signature
Print Name
Date

Board Authorization: _____

Signature
Print Name
Date

Mail or drop off your application form and any support materials to:

Andrew Daggett
Town of Montague
PO Box 546
24 Queens Road
Montague, PE C0A 1R0

Although there is no application deadline for minor grants, applications received early in the year have a greater likelihood of being under consideration while there is still funding available for that year. If you need help completing this form, call the Town Office at 838-2528. You may also fax your information to 838-3392 or scan and email applications to townhall@montaguepei.ca.

Although we are unable to fund all applications received we appreciate the interest of community groups in our program and the valuable contribution made by volunteers to the quality of life in the Town of Montague.