

TOWN OF MONTAGUE POLICY

MAJOR GRANTS (over \$200)

Policy Number: G-2

Approved By: Town Council

Date of Approval: Nov. 14, 2017

1.0 Policy Statement

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

To receive a grant from the Town a group or organization or event must demonstrate that they meet all of the following characteristics:

- (a) the group, organization, or event must be registered as non-profit or not-for-profit located in the Town of Montague or supported by the surrounding community in which it is found;
- (b) the group, organization, or event must have a broad mandate servicing a wide cross-section of citizens within the Town of Montague;
- (c) the group, organization, or event must provide a service not currently provided by another body;
- (d) the purpose of the group, organization, or event is to enhance social, cultural, environmental, recreational, or heritage initiatives.

Groups not embodying the desired characteristics will not be considered for funding under this policy.

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, by December 31st of each year for consideration in the budget of the next fiscal year.

- 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 \$1000. 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 Recipients will typically be ineligible for a grant for the 2 years after their grant. Where requests are provided for more than one year, they may be provided for up to a maximum of five (5) years with the amount of funding provided in subsequent years on a declining basis of 90%, 75%, 50%, and 25% in years 2, 3, 4 and 5 respectively.
- 3.8 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 assisting profit making organizations/persons.
- 3.9 Town grants are not to be utilized to fund staffing needs.
- 3.10 The Town should be considered as a last resort source of funds.
- 3.11 The Town shall establish a maximum dollar amount within the grants budget line each year. Once that limit has been reached, no other funds will be distributed in that budget period.
- 3.12 If approved, prior to the receipt of grant, organizations will be required to indemnify the Town of any liability from their actions and the Town shall be named as an additional insured in the organizations insurance policy.
- 3.13 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 adding the request to the budget process.

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 Over \$200**

Application Deadline: December 31

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.

<p>5. Amount of Grant Requested: \$</p>	<p>6. Have you applied to other funding bodies for this project? Please list.</p>
<p>7. Describe the specific project that you are going to do [attach additional information if required]:</p>	
<p>8. Describe the particular group of people this project aims to serve:</p>	
<p>9. What benefits will your project bring to the Town of Montague?</p>	

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: \$	

