



**Municipality of the County of Kings**  
**Community Grants**

<b>Policy Category</b>	Finance	<b>Most Recent Amendment</b>	March 23, 2022
<b>First Council Approval</b>	January 2, 2018	<b>Future Review Date</b>	November 2022

**1. Purpose**

The Municipality of the County of Kings (“the Municipality”) believes in supporting the work of community organizations and residents through grants to non-profit organizations. The Community Grants program demonstrates Council’s commitment to working with non-profit organizations, Villages, and youth providing programs, infrastructure, services, and events, that enhance the vibrancy of our communities.

The Municipality’s Community Grants Policy (the “Policy”) provides Council, Administration, and the public with a framework for the application, review, awarding, and claiming of grants. This Policy:

- creates an efficient and equitable process for administration of grants;
- establishes open and transparent guidelines for the evaluation of applications and awarding of grants while respecting limited resources;
- standardizes applications and reporting requirements for applicants to reduce inherent risks and administrative burdens; and,
- establishes eligibility and accountability criteria for grants.

**2. Policy Statements**

2.1 Grants may only be awarded to eligible youth applicants and organizations that are one of the following:

- Any non-profit club, association, society, or organization registered with the Nova Scotia Registry of Joint Stocks;
- Registered Canadian charities and Legions;
- Towns, Villages, and First Nations governments within the County of Kings; or
- A school within the County of Kings affiliated with the Annapolis Valley Regional Centre for Education or Conseil Scolaire Acadien Provincial.

2.2 Grants will be awarded in a manner that is consistent with the Strategic Plan of the Municipality and the purpose of each grant program. Administration of this process will be consistent and transparent.

2.3 Subject to financial considerations, Council and the Chief Administrative Officer (CAO) will consider grant applications annually. Applications will be accepted per the deadlines established in the schedules attached to this policy.

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- 2.4 It is the responsibility of the applicant to ensure adherence to any Health Protection Act Orders or other provincial guidelines related to safety and/or gatherings. The applicant, upon request, shall provide information detailing compliance with guidelines, restrictions and/or provide evidence of an approval to proceed issued by Public Health or other applicable level of government

### **3. Scope**

This policy applies to all Municipal grant programs as identified in the attached schedules, which form part of this Policy.

### **4. Grant Programs**

All grant opportunities are detailed in the attached schedules, which form part of this Policy.

#### **4.1 Community Active Living Grants (Schedule A)**

Grants in this category are intended to encourage active living across Kings County and may be awarded to organizations involved in the delivery of leisure, artistic, and education services.

Individual grant programs in this category are:

- Park, Playground, and Trail Maintenance and Development
- Youth Travel Assistance
- Community Recreation Programming Assistance

#### **4.2 Community Enhancement Grants (Schedule B)**

Grants in this category are intended to assist in the provision of community-related activities.

Individual grant programs in this category are:

- Festivals and Special Events
- Councillor Grants to Organizations
- Community Hall Assistance

#### **4.3 Kings Vision Grants (Schedule C)**

Kings Vision Grants contribute to the Municipality's vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: Strong Communities, Environmental Stewardship, Good Governance, Economic Development, and Financial Sustainability.

### **5. General Guidelines**

- 5.1 Schedules of all grant programs subject to this policy will be posted on the Municipality's website and shall include an overview of the program, eligibility criteria, application deadlines, application forms, submission requirements, and scoring criteria.
- 5.2 A report of grant recipients shall be published to the municipal website by May 1 each year and include all grant recipients from the previous fiscal year and the amount of the grant.
- 5.3 Within 12 months of being awarded, a grant must be spent on the sole purpose for which it was awarded. If grants have not been fully expended within the 12 months following the award, a written status update to the Municipality must be provided to evaluate continued viability. The decision shall solely rest with the Municipality in regard to carrying forward the approved amount for disbursement in a subsequent fiscal year.
- 5.4 Recipients must provide appropriate records to demonstrate the grant has been spent for the intended purpose.

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- 5.5 Ineligible applications and a list of recipients that have failed to submit the necessary accountability reports by the required deadline will be provided to the Chief Administrative Officer. Unless otherwise specified in the Schedules attached to this policy, the required deadline to submit accountability reports shall be 12 months following award of funds.
- 5.6 With the exception of Youth Travel Assistance and Councillor Grants to Organizations, the Municipality shall not be the sole source of funding for a project and applicants must demonstrate how the project is being supported and funded.
- 5.7 The Chief Administrative Officer will administer the following grants: all Community Active Living Grants, Festivals and Special Events, and Community Hall Assistance. All eligible applications to grant programs administered by the CAO will be scored and ranked in accordance with the Standard Operating Procedure and Section 8 of this Policy.
- Council will administer Councillor Grants to Organizations and Kings Vision Grants.
- 5.8 The CAO will provide an annual report to Council of what organizations and youth have received grants, and for what amounts.

## **6. Applications**

- 6.1 The level of detail required from an applicant will be relative to the requested amount and value-for-money considerations.
- 6.2 Applications & Administration – Applications will be standardized and capture:
- Information about the applicant;
  - The amount of the request (supported by budgets and quotes);
  - Details of the project or program;
  - Details and documentation of how applicants meet eligibility requirements;
  - How the grant would help meet program objectives;
  - Financial condition of the applicant, including financial need and fiscal sustainability; and
  - Expected impact of the grant.

Additional information may be required to determine eligibility.

Submission of an application does not guarantee funding.

- 6.3 Budget Information from Applicants – Excluding Youth Travel Assistance, the detail of financial information required from applicants will be proportional to the amount of the request:
- Requests for less than \$7,500 – Must provide a report of the organization's financial operations and position and proposed budget/income statement.
  - Requests \$7,500 and above – Must provide current balance sheet and proposed budget/income statement.
- 6.4 Application Deadlines – Applications must be submitted on the appropriate form with all required information by the deadline. It is the sole responsibility of applicants to submit a complete application. Failure to submit a complete application by the deadline will exclude the application from consideration.

Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Application deadlines will be held firm.

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- 6.5 Redirection of Applications – The Chief Administrative Officer reserves the right to redirect any application to a more suitable program than the program to which the organization applied.

## 7. Eligibility

Additional eligibility are detailed in the attached schedules which form part of this Policy.

### General Eligibility Statements

- 7.1 If an organization is registered with the Nova Scotia Registry of Joint Stocks or the Canada Revenue Agency (as a registered Canadian charity), it must be in good standing.
- 7.2 Youth applying for travel assistance under the Youth Travel Assistance Program must provide a Social Insurance Number for grants above \$500.
- 7.3 Any organization applying for funding must be in good standing with the Municipality of the County of Kings (e.g., no outstanding property taxes, sewer rates, water rates, or other fees.)
- 7.4 For capital projects under \$5,000, the organization must have authority to manage the site through ownership, an easement, or right-of-way for use of the land for at least 10 years.
- For capital projects over \$5,000, the organization must have the authority to manage the site through ownership, an easement, or right-of-way for at least 10 years, with at least three years of the lease remaining or a renewal clause in the current lease.
- For maintenance projects, the organization must demonstrate authority to manage the site for the year in which they are applying.

### Eligible Funding

- 7.5 The Municipality may fund a maximum of 50% of any project, excluding Councillor Grants to Organizations and Youth Travel Assistance.
- 7.6 Grants are restricted to the annual budgets established by Council and any related documents.
- 7.7 Awards will not exceed the amount requested.
- 7.8 Only one request per organization to each program per year will be considered.
- 7.9 Particular programs may limit eligibility for repeat funding.
- 7.10 Grants will not be awarded if previously-funded projects have not been completed or if accountability requirements have not been met.
- 7.11 Retroactive funding is not available for any projects underway, i.e., work completed or travel taken prior to application submission is ineligible for funding.
- 7.12 In-kind goods or services may count for up to 50% of the applicant's contributions, provided in-kind contributions are valued at or below rates as provided annually on the Municipality's website. Without limitation, the remaining 50% of the applicant's share of the total project cost must be made in cash from any source.
- 7.13 Multiple-year applications will require approval of Council and be subject to an annual approval. In rendering a decision on a multi-year request, Council shall consider:
- S.88(4) MGA - Requirements for Ministerial approval, and
  - Potential impact on subsequent fiscal years or future Councils.

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## 8. Application Review and Evaluation

Priority may be given to projects or organizations that:

- 8.1 address an under-served area or demographic of Kings County;
- 8.2 are innovative;
- 8.3 have long-term social and economic viability;
- 8.4 make the most efficient use of resources and funds;
- 8.5 demonstrate self-reliance and sound business practice.

The following evaluation criteria will be applied when reviewing grant applications:

- 8.6 the initiative aligns with the Strategic Plan of the Municipality;
- 8.7 the program, event, facility, or project is available for public use, with the exception of the Councillor Grants to Organizations and Youth Travel Assistance grants;
- 8.8 the applicant organization has, or is actively sourcing, other partners and/or is engaged in fundraising to finance the project;
- 8.9 the program, event, facility, or project brings value to residents of the County of Kings;
- 8.10 the expected benefit from the Municipality's investment;
- 8.11 efficient use of resources;
- 8.12 anticipated risks and benefits of the proposed project or program; and,
- 8.13 the initiative is in the public interest.

## 9. Grant Awarding Process

- 9.1 Funds will not be disbursed until the applicant has provided proof of their sources of funding and compliance with prerequisite conditions.
- 9.2 Awards of less than \$4,000 and all awards from the Grants to Organizations will be disbursed in full when approved. Accountability requirements, as established in Section 10, are applicable.
- 9.3 Awards of \$4,000 or more will be disbursed 80% when approved and prerequisite conditions (if any) are met. The final 20% will be provided after fulfilling accountability requirements and will be adjusted to reflect the actual revenues and expenditures to the maximum allowable funding limit of the program; or where applicable the percentage identified in the funding agreement.

In instances where the Municipality has advanced funds in excess of the percent of the project agreed to be funded when award was made, recipients will be invoiced for the difference. Failure to pay the invoice will render the organization ineligible for future funding until such time that payment is received.

- 9.4 Recipients that do not meet accountability requirements will be required to return monies advanced by the Municipality.

In awarding grants:

- 9.5 Terms and conditions may apply. Successful applicants may be required to execute a contribution agreement prior to receiving any funds.

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9.6 Recipients will be required to acknowledge the Municipality's contributions.

## 10. Accountability

10.1 Accountability – All funding recipients are required to submit a report on the use of municipal funds. To promote greater accountability and transparency, organizations or individuals must report actual expenses, proof of payment and other funding, and provide details on how they meet the terms of the award.

Failure to submit accountability reports by the required deadline (as established in Section 5.5) will result in remaining funds being withheld and render the organization ineligible for future funding until such time that the necessary reports are received. Grants will be revoked should there be a misappropriation of funds or misrepresentation by the receiving organization.

For accountability:

- With the exception of Youth Travel Assistance, Councillor Grants to Organizations, awards less than \$30,000 will require proof of actual expenses and payment.
- Awards between \$30,000 and \$50,000, will require proof of actual expenses and payment, internally-approved financial statements, and proof of acceptance by the organization's Board (financial statements signed by the Chair of the Board and one other member).
- Awards for more than \$50,000 will require proof of actual expenses and payment, and a review engagement undertaken by a licensed Chartered Professional Accountant.

10.2 Claiming Process

With the exception of Youth Travel Assistance, Councillor Grants to Organizations, and awards of less than \$4,000, applicants will be required to submit a claim to receive final payment allocations of an approved grant upon the following terms and conditions:

- Only non-recoverable HST amounts (net of amounts paid and collected, or the 50% HST expended if the organization is registered as a Public Service Body) will be considered eligible expenses;
- Statement of Certified Expenses signed by the Treasurer;
- Statement of actual project financing;
- Copy of Certificate of Substantial Completion (if applicable) per *Builders' Lien Act*;

Per Section 9, the Municipality will adjust the final payment to reflect actual revenues and/or expenditures.

For Councillor Grants to Organizations and awards of less than \$4,000, applicants will be required to submit a summary of how funds were used.

## 11. Responsibilities

11.1 Council:

- 11.1.1 will ensure the Municipality has a current and comprehensive policy on grants for non-profit organizations. Such policy will be reviewed within one year of implementation and every subsequent five years;
- 11.1.2 will identify an amount to be allocated for grants to non-profit organizations through each of the programs identified in Section 4 that in aggregate does not exceed the amount identified in Section 2.3.

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- 11.1.3 will allocate grants consistent with this Policy for the betterment of the entire Municipality;
- 11.1.4 may delegate the administration of any request in accordance with Section 5.7; and
- 11.1.5 will promote awareness of opportunities across the Municipality.

11.2 The Chief Administrative Officer:

- 11.2.1 may further delegate administration of grants as required;
- 11.2.2 will administer and implement grant programs in a way that is consistent with this Policy;
- 11.2.3 identify necessary revisions to the Community Grants Policy; and
- 11.2.4 promote awareness of grant opportunities.

## **SCHEDULE A: COMMUNITY ACTIVE LIVING GRANTS**

Grants in this category are intended to encourage active living across the County and may be awarded to community organizations involved in the delivery of leisure, artistic, and education services.

- Park, Playground, and Trail Maintenance and Development
- Youth Travel Assistance
- Community Recreation Programming Assistance

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## Park, Playground, and Trail Maintenance and Development

This fund supports the creation and maintenance of active living infrastructure. These grants support communities through well-maintained public parks, playgrounds, trails, and assets to improve opportunities and promote active living. Funding is to support all capital aspects of development and maintenance, excluding the purchase of land for future development.

### Maximum Assistance Available

Community Parks & Playgrounds:	Capital	50% of costs to a maximum of \$7,500 per park or playground
Community Parks & Playground:	Maintenance	50% of costs to a maximum of \$4,500 per park or playground

Trails:	Capital	50% of costs to a maximum of \$40,000
Trails:	Maintenance	50% of costs to a maximum of \$20,000

'Capital' is defined as an item with an acquisition cost of \$2,500 or more with an estimated useful life over five years including, but not limited to, such items as structure, apparatus, and building renovations.

### Additional Eligibility Requirements

*Please review the general eligibility statements listed in the Community Grants Policy (Section 7).*

In addition:

- Where the trail involves Crown land, the applicant must have a Letter of Authority from the appropriate jurisdiction having authority.
- Proof of liability insurance for at least \$2,000,000. If applicable, this insurance must also name the Municipality as an additional insured.

### Application Deadline

Applications are due no later than **April 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

### Emergency Funding

Unanticipated events that cause damage and threaten use of the trail or park or that pose a risk to personal safety may qualify for emergency funding, subject to budgetary availability. Provisions in sections 8, 9, and 10 apply to emergency funding. Please contact the Municipality for more information.

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## Youth Travel Assistance Program

The Municipality believes in supporting youth in academic, leisure, artistic, or athletic activities.

This fund supports youth teams and individuals in the Municipality who have won the right or been selected to participate in events that require travel. This fund assists with any type of travel an individual or team requires for academic, athletic, and art and cultural pursuits, or conferences and summits in which the knowledge gained would build leadership skills and present unique growth opportunities for the youth.

### Maximum Assistance Available

Maximum assistance for teams and individuals depends on the destination of travel.

NS, NB, PEI	Up to \$250 for individuals Up to \$750 for teams
NL, QC, ON, USA Eastern time zone	Up to \$400 for individuals Up to \$1,000 for teams
MB, SK, AC, BC, all other USA	Up to \$600 for individuals Up to \$1,300 for teams
YK, NWT, NT, all other international	Up to \$750 for individuals Up to \$1,600 for teams

### Additional Eligibility Requirements

*Please review the general eligibility statements listed in the Community Grants Policy (Section 7)*

In addition:

- Individuals or teams must have won the right and/or been selected to compete in a sanctioned event at the Maritime, Atlantic, national, or international level.
- Applicants must be residents of the Municipality; Town residents do not qualify.
- Applicants must be under the age of 21 at the time of application.
- For teams, the majority of the members must reside in the Municipality and members must apply under the team category, not as individuals. Teams must provide a list of members that includes their civic addresses when applying.
- School related trips or activities are not eligible for assistance.
- Individuals or teams are only eligible to receive one award per year from this fund.
  - Where an individual has already received funding, they are still eligible as part of a team for a different event.

### Application Deadlines

Applications are due on the following dates: **January 1, April 1, July 1, and October 1**. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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## Community Recreation Programming Assistance

This fund assists with recreation programming in partnership with other funding. Applications will be considered for youth programming (age 21 and under).

Programming costs, part-time staffing or program equipment are permitted expenses. Funds may also be directed at new or established programming, leadership, leisure activities, or group education. Tournaments or regional events are not eligible for funding.

### Maximum Assistance Available

Recreation programming                      Up to 75% of net program cost (expenses *less* revenue) per program to a maximum of 50% of the total program cost. Maximum grant of \$25,000.

### Additional Eligibility Requirements

*Please review the general eligibility statements listed in the Community Grants Policy (Section 7), as well as the General Guidelines in the Community Grants policy (Section 5).*

### Application Deadline

Applications are due no later than **May 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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## **SCHEDULE B: COMMUNITY ENHANCEMENT GRANTS**

Grants in this category are intended to assist in the provision of community-related activities.

- Festivals and Special Events
- Councillor Grants to Organizations
- Community Hall Assistance

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## Festivals and Special Events

To build pride and celebrate communities by showcasing achievements, culture and heritage, or to commemorate milestone anniversaries, the Festivals and Special Events Grant assists community organizations with the costs of festivals, fairs, or special events marking civic or national holidays, and other noteworthy events.

To be eligible, the event must be designed to serve the residents of the County and recognize the unique character of communities across the County.

### Maximum Assistance Available

Grants are determined by the expected attendance and duration of the in person event.

Festivals, fairs or special events	Up to 25% of estimated costs to a maximum of \$1,000 per day and \$2,000 for the entire event
Celebrations to mark milestone anniversaries by quarter century increments (25 <sup>th</sup> , 50 <sup>th</sup> , 75 <sup>th</sup> , etc.)	Up to 25% of estimated costs to a maximum of \$1,000 per day and \$4,000 for the entire event
Major Event	Expected attendance of 5,000 or more for the duration of an event that happens over multiple days  Up to \$2,000 per day to a maximum of \$10,000 for the entire event. Eligible days must have at least four hours of programming provided or endorsed by the host organization.
Virtual events	Up to 25% of estimated costs to a maximum of \$500 for the entire event.  Eligible events must be intended to support the conversion of an existing annual event which cannot otherwise take place in person due to circumstances outside of the organizations control, including, for example the COVID-19 pandemic, but excluding normal weather events.

Due to the COVID-19 pandemic it is anticipated that large gatherings will not be permitted for the majority of 2021. Additionally, the Municipality will not support anything in opposition to any Public Health guidelines.

### Additional Eligibility Requirements

*Please review the general eligibility statements listed in the Community Grants Policy (Section 7).*

In addition:

- Events must be open for people of all ages and abilities.
- Events must be open for the greater public to attend.
- Event must be designed to serve the residents of the County and recognize the unique character of communities across the County.
- Events in Municipality of the County of Kings will be given priority when applications are evaluated.

### Application Deadlines

Applications are due no later than **May 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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## Councillor Grants to Organizations

Councillors may support requests from community organizations that are not otherwise eligible to receive funding from the Municipality through another grant program. Councillors allocate funds directly to organizations to provide modest support of community initiatives.

Disbursement of these funds is solely at the discretion of individual Councillors but payments are issued to the recipient by the Municipality.

### Maximum Assistance Available

Any one project Maximum of \$7,500

Councillors equally share a budget that is determined annually during budget deliberations. Each member of Council determines the amount of support they wish to provide to any one organization. At their discretion, Councillors may select one or more project from any District to receive funding.

### Additional Eligibility Requirements

*Please review the general eligibility statements listed in the Community Grants Policy (Section 7).*

- Organizations that have received funding from any other another program under the Community Grants Policy are ineligible to receive funding under the Councillor Grants to Organizations fund.

### Application Deadline

Applications are due no later than **June 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

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## **SCHEDULE C: KINGS VISION GRANTS**

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## Kings Vision Grants

Vision grants contribute to the Municipality's vision of being a place where all people choose to be. This grant provides assistance for organizations undertaking projects that align with one of the five Key Strategic Priorities of the Municipality's Strategic Plan: Strong Communities, Environmental Stewardship, Economic Development, Good Governance, and Financial Sustainability.

### Maximum Assistance Available

Any one initiative 50% of the cost of a single project with a minimum request of \$7,500.

### Additional Eligibility Requirements

*Please review the general eligibility statements listed in the Community Grants Policy (Section 7).*

Multiple-year applications may be considered but will require approval of Council and be subject to annual approval.

### Application Deadline

Applications are due no later than **April 1** each year. Where a deadline falls on a weekend or holiday, applications are due at the close of business on the first business day following the deadline.

Date	Amendments
March 23, 2022	Operational Assistance for Community Halls Assistance increased

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