



Municipality of the County of Kings

Community Grants

Policy Category	Finance	Most Recent Amendment	March 23, 2023
First Council Approval	January 2, 2018	Future Review Date	November 2023

1. Purpose

The Municipality of the County of Kings (Municipality) believes in supporting the work of non-profit community organizations providing programs, infrastructure, services, and events that align with the Municipality’s Strategic Plan.

This Policy establishes the structure of the grant programs and a framework for application, review, awarding, and claiming of grants. This Policy:

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

2. Scope

This Policy applies to all grant programs as identified in the schedules of this Policy.

3. Policy Statements

General Statements

- 3.1 Grants may only be awarded to eligible youth applicants and organizations that are any one of the following:
- Any non-profit club, association, society, or organization registered and in good standing 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.
- 3.2 Grants will be awarded in a manner that is consistent with the Municipality’s Strategic Plan, Accessibility Plan, and Strategy for Belonging, of the Municipality and the purpose of each grant program. Administration of this process will be consistent and transparent.
- 3.3 Subject to financial commitments and considerations, Council and the Chief Administrative Officer (CAO) will consider grant applications annually.
- 3.4 The Municipality shall provide community grants through the following programs:
- Park, Playground, and Trail (Maintenance and Development)
 - Youth Travel Assistance Program
 - Community Recreation Programming Assistance

- Community Festivals and Special Events
 - Councillor Grants to Organizations
 - Community Hall Assistance
 - Kings Vision
- 3.5 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.
- 3.6 A report of grant recipients shall be published to the Municipality's website by May 1 each year and include all grant recipients from the previous fiscal year and the amount of each grant.
- 3.7 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 (CAO).
- 3.8 The CAO will administer the following grants: Park, Playground, and Trail (Maintenance and Development), Youth Travel Assistance Program, Community Recreation Programming Assistance, Community Festivals and Special Events, and Community Hall Assistance.

Council will administer Councillor Grants to Organizations and Kings Vision Grants.

- 3.9 The CAO will provide an annual report to Council of what organizations and youth have received grants, and for what amount.

Applications

- 3.10 The level of detail required from an applicant will be relative to the requested amount and value-for-money considerations.
- 3.11 Applications & Administration – Applications will be standardized and capture:
- Information about the applicant;
 - The amount of the request;
 - Details of the project or program;
 - Details of how applicants meet eligibility requirements;
 - How the grant would help fulfil 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.

- 3.12 Excluding Youth Travel Assistance, the detail of financial information required from applicants will be proportional to the amount of the request.
- Requests for \$7,500 or less must provide a report of the organization's financial operations and position and proposed budget/income statement.
 - Requests for more than \$7,500 must provide current balance sheet and proposed budget/income statement.

- 3.13 Applications must be submitted on the appropriate form with all required information by the deadline. It is solely the responsibility of applicants to submit a complete application. 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.

Failure to submit a complete application by the deadline will exclude the application from consideration. Application deadlines will be held firm.

- 3.14 Redirection of Applications – The CAO reserves the right to redirect any application to a more suitable program than the program to which the organization applied.

Eligibility

- 3.15 Additional eligibility may be established in the schedules attached to and forming part of this Policy.

- 3.16 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.

- 3.17 Youth applying for travel assistance under the Youth Travel Assistance Program must provide a Social Insurance Number for any grant awards over \$500.

- 3.18 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.

- 3.19 For capital projects of \$5,000 or less, the applicant 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 applicant 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

- 3.20 Grants are restricted to the annual budgets established by Council and any related documents.
- 3.21 With the exception of Councillor Grants to Organizations and Youth Travel Assistance Program, the Municipality shall not be the sole source of funding for a project.
- 3.22 The Municipality may fund a maximum of 50% of any project, excluding Councillor Grants to Organizations and Youth Travel Assistance.
- 3.23 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 local market

rates. Without limitation, the remaining 50% of the applicant's share of the total project cost must be made in cash from any source.

- 3.24 Awards will not exceed the amount requested.
- 3.25 Only one request per organization to each program per year will be considered.
- 3.26 Particular programs may limit eligibility for repeat funding.
- 3.27 Grants will not be awarded if projects previously funded have not been completed or if accountability requirements have not been met.
- 3.28 Retroactive funding is not available for any projects underway, i.e., work completed or travel taken prior to application submission is ineligible for funding.
- 3.29 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.

Application Evaluation

- 3.30 The following evaluation criteria will be applied when reviewing grant applications:
 - Budget Considerations: Accuracy, level of detail for planned expenses and income, efforts toward fundraising and securing other funding, reasonability, and financial viability of the project and applicant organization.
 - Community Impact: Project reach and capacity, extent that it addresses a community need, availability for public access, added value to residents, degree of cooperation and collaboration between community groups, and contribution of volunteers.
 - Organizational & Project Effectiveness: Sustainability and viability of the organization and project, efficient use of resources, legacy of the project and applicant organization.
 - The initiative aligns with the Strategic Plan of the Municipality; and
 - The program, event, facility, or project is available for use by the general public without the requirement of membership or affiliation, with the exception of the Councillor Grants to Organizations and Youth Travel Assistance grants.

Grant Awarding Process

- 3.31 Terms and conditions may apply to any award, including limiting repeat funding for the same project. Successful applicants may be required to execute a contribution agreement prior to receiving any funds.
- 3.32 Funds will not be disbursed until the applicant has provided proof of funding (confirmed or anticipated) and compliance with any prerequisite conditions.
- 3.33 Awards \$7,500 or less will be disbursed in full when approved.
- 3.34 Awards of more than \$7,500 will be disbursed 80% when approved and any prerequisite conditions 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.

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

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

Accountability

3.37 Recipients must provide appropriate records to demonstrate the grant has been spent for the intended purpose.

3.38 In the case of single year grant, a grant must be spent on the sole purpose for which it was awarded within 12 months of awarding.

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 regarding carrying forward the approved amount for disbursement in a subsequent fiscal year. At no point shall funding be carried forward for more than 24 months after award.

3.39 All funding recipients are required to submit a report on the use of municipal funds. To promote greater accountability and transparency, organizations must report actual expenses, proof of payment, sources of funding, and provide details on how terms of the award have been met.

Failure to submit accountability reports by the required deadline 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.

3.40 For accountability:

- Awards of \$7,500 or less - Applicants are required to submit a summary of how the funds were used.
- Awards of more than \$7,500 and less than \$30,000 - Proof of actual expenses and payment is required.
- Awards between \$30,000 and \$50,000 - 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) is required.
- 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.

Claiming Process

- 3.41 Applicants receiving awards of more than \$7,500 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; and
 - Copy of Certificate of Substantial Completion (if applicable) per *Builders' Lien Act* may be required.

4. Responsibilities

- 4.1 Council will:
- 4.1.1 ensure the Municipality has a current and comprehensive policy on grants for non-profit organizations;
 - 4.1.2 identify an amount to be budgeted for community grants to non-profit organizations;
 - 4.1.3 allocate grants consistent with this Policy for the betterment of the entire Municipality; and
 - 4.1.4 promote awareness of grant opportunities.
- 4.2 The Chief Administrative Officer will:
- 4.2.1 implement this Policy;
 - 4.2.2 identify and propose revisions to this Policy; and
 - 4.2.3 promote awareness of grant opportunities.

5. Amendments

Date	Amendments
March 23, 2022	Operational assistance in <i>Community Halls Assistance Program</i> increased.
December 6, 2022	Reformatting, modify specific grant program deadlines and maximum funding available, adjust amounts in relation to disbursement and accountability and other minor edits to ease existing administrative burden for both the grant applicants and the Municipality.

SCHEDULE A: GRANT PROGRAMS

Included in this Schedule are program descriptions for the following grants:

- Park, Playground, and Trail (Maintenance and Development)
- Youth Travel Assistance Program
- Community Recreation Programming Assistance
- Community Festivals and Special Events
- Councillor Grants to Organizations
- Community Hall Assistance
- Kings Vision

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 Community Grants Policy for general information and eligibility (specifically 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; Please contact the Municipality for more information.

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 \$200 for individuals Up to \$500 for teams
NL, QC, ON, USA Eastern time zone	Up to \$400 for individuals Up to \$1,000 for teams
AB, SK, AB, BC, All other USA	Up to \$500 for individuals Up to \$1,200 for teams
YK, NWT, NT, all other international	Up to \$750 for individuals Up to \$1,500 for teams

Additional Eligibility Requirements

Please review Community Grants Policy for general information and eligibility.

In addition:

- Individuals or teams must have won the right and/or been selected to compete/participate 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.
- Applications must be received prior to travel taking place to be eligible for funding.
- 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 Deadline

Applications will be accepted beginning **January 1**.

On April 1 all applications received will be reviewed and considered for funding. Should any funds remain after this date, applications will continue to be accepted until the program end date of March 31 of each year or until such time as the budget has been fully expended.

Community Recreation Programming Assistance

This fund assists community organizations providing recreation programming, to individuals aged 21 and under, in partnership with other funding.

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 Up to 100% of net program cost (expenses *less* revenue) per program to a maximum of 50% of the program cost.
Maximum grant of \$10,000 to any one organization.

Additional Eligibility Requirements

Please review Community Grants Policy for general information and eligibility.

Application Deadline

Applications are due no later than **May 1** each year.

Community 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
Major Event	Expected attendance of 5,000 or more for the duration of an event that happens over multiple consecutive 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.

Additional Eligibility Requirements

Please review Community Grants Policy for general information and eligibility.

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 Deadline

Applications are due beginning **April 1**.

On April 1 all applications received will be reviewed and considered for funding; should any funds remain after this date, applications will continue to be accepted until the program end date of March 31 of each year or until such time as the budget has been fully expended.

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 Community Grants Policy for general information and eligibility.

- 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.

Community Hall Assistance

To assist with capital repairs and renovations of halls, the Community Hall Assistance program contributes to the ongoing preservation of halls that are available for community use. Priority for funding is given to those projects that are directly related or attached to the hall structure and address structural safety and integrity.

Maximum Assistance Available

Capital Project, Renovation, or Accessibility Upgrade Up to 50% of costs to a maximum of \$7,500

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.

Operational Assistance Up to 50% of total annual operating costs to a maximum of \$1,000

Applicants are eligible for both Capital and Operational funding; however, finances reserved for a Capital project cannot be included in the total operating costs. Separate itemized budgets for operating and capital requests must be included with the application.

Additional Eligibility Requirements

Please review Community Grants Policy for general information and eligibility.

In addition:

- The community hall must be open to the public.
- The applicant must have authority to manage the property through ownership or a long-term lease of at least 10 years.
- Halls must provide proof of current fire insurance.
- Confirmation by the Municipal Fire Inspector that the Hall is compliant with the *Fire Safety Act*.
- For work where a building permit may be required, proof of permit is required before any funds will be released. Any unpaid funds from the Municipality will not be released until all permits from the Municipality are closed.

Application Deadline

Applications are due no later than **May 1** each year.

Emergency Funding

Unanticipated events that cause damage and threaten use of a hall or that pose a risk to personal safety may qualify for emergency funding, subject to budgetary availability. Please contact the Municipality for more information.

Kings Vision Grants

Vision grants contribute to the Municipality's vision of being a place where all people choose to be. This grant assists 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 Community Grants Policy for general information and eligibility

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.