



TO: Committee of the Whole

FROM: Jennifer Taylor, Chief Administrative Officer
Lovely Jane Magnaye, Manager of Finance

DATE: December 17, 2020

RE: **Municipal Grant Policy**

ISSUE:

The Town does not have a municipal grant policy.

BACKGROUND:

The Town of Wadena provides municipal grants to non-profit organizations and volunteer groups; however, there is no policy that provides guidelines for the review of funding requests from various groups. Also, there is no system of accountability implemented for those groups that received municipal grants from the Town.

ALTERNATIVES:

1. Committee of the Whole can recommend approval of Policy FS-005.
2. Committee of the Whole can provide feedback and direct changes to the draft Policy No. FS-005.

FINANCIAL IMPLICATIONS:

There are no financial implications as of this moment.

ANALYSIS:

The Town of Wadena recognizes the importance and value of non-profit organizations and volunteer groups. By providing municipal grants, the Town can help enable, facilitate, develop, coordinate and support various groups in achieving their goals. This support will also build and foster the Town's relationship with non-profit organizations and volunteer groups.

Part of the budget process is to determine the amount of support requested by non-profit organizations and volunteer groups. It is important to receive grant requests prior to adopting current year's budget so that Council can set their priorities and allocate funds appropriately.

Without a policy, it is challenging to review funding requests and fairly distribute funds to various groups in Wadena. This policy will also provide an application process and timeline as well as criteria in assessing the grant application.

ADMINISTRATIVE RECOMMENDATION(S):

"That FS-005 Municipal Grant Policy be adopted as presented."

ATTACHMENT:

DRAFT Policy FS-005 Municipal Grant Policy



POLICY NAME: Municipal Grant		LAST UPDATED: XXX XX, 2020	
		SUPERSEDES POLICY: Not applicable	
POLICY AREA: Fiscal Services	POLICY NUMBER: FS – 005	APPROVAL DATE: XXX XX, 2020	PAGE: 1 of 3

PURPOSE

The purpose of the policy is to provide guidelines for the review of funding requests from non-profit organizations and volunteer groups to the Town of Wadena for financial assistance for operating or capital projects. This policy also aims to ensure that a system of accountability is implemented for those groups that receive municipal grants from the Town.

SCOPE

This policy applies to non-profit organizations and volunteer groups.

DEFINITIONS

“Application” shall mean the formal application form, developed by the Town, specific to the program from which funds are being sought.

“Capital costs” are expenses incurred for things such as purchase of land and buildings, construction and enhancement of assets as well as non-routine maintenance and equipment.

“Community Group” shall mean a not-profit group or a volunteer group.

“Grant” shall mean an award of financial assistance by the Town to an eligible party.

“Non-profit Organization” shall mean a registered society which exists for education, athletic, recreational or charitable reasons and from which its shareholders, trustees or board members do not benefit financially.

“Operating costs” are expenses incurred in carrying out an organization’s day-to-day activities and often include building maintenance, capacity building, planning, salaries and wages, amortization fees and rent.

“Volunteer Group” shall mean a group of individuals with a shared interest who come together to further a mission.

POLICY AND PROCEDURES

1. ELIGIBILITY

1.1. Only non-profit organizations or volunteer groups are eligible for municipal grant funding.

1.2. Non-profit organizations or volunteer groups memberships and programs must be open to all residents of the Town of Wadena.

- 1.3. Services and programs of the community groups must be of benefit primarily to the residents of the Town of Wadena.
- 1.4. The following are not eligible for financial assistance under this policy:
 - 1.4.1. Municipalities
 - 1.4.2. Individual persons
 - 1.4.3. Organizations that provide services or programs that are the responsibility of another level of government including Health, Education, Libraries, and Social Services
 - 1.4.4. Organizations that are in arrears of payment with the Town
 - 1.4.5. Organizations with political affiliations
 - 1.4.6. Projects that already have been started or completed

2. APPLICATION REQUIREMENTS

- 2.1. The Non-profit Organization or Volunteer Group shall provide:
 - 2.1.1. A budget detailing revenues and expenses associated with the project;
 - 2.1.2. A financial statement and/or current bank statements depicting the financial standing of the organization from the previous year-end and/or most current bank statement.
- 2.2. Each non-profit organization or volunteer group may submit one (1) of each: General Operating and Capital Project Funding Applications in the fiscal year. All programs, projects and undertakings should be consolidated in the requests.
- 2.3. A Non-profit Organization or Volunteer Group receiving financial assistance from the Town should not act in the capacity of a funding body for or make Grants to any other organization or group.
- 2.4. The deadline of application is February 28th of each fiscal year.

3. FUNDING CONSIDERATIONS

- 3.1. In general, financial assistance will be considered for the following types of activities:
 - 3.1.1. Partial financial assistance that may be used for general operational expenses if it can be established that municipal financial assistance is required for this purpose.
 - 3.1.2. To provide partial financial assistance for the implementation of special projects which occur on a nonrecurring basis.
 - 3.1.3. To provide partial financial assistance for funding capital projects which are external to normal operating functions, and not likely to occur on an annual basis (i.e. equipment purchases).
 - 3.1.4. To consider subsidized use of facilities for a special purpose on a non-recurring basis.
 - 3.1.5. The Town of Wadena reserves the right to limit any funding allocation for in-kind services such as rental fee waivers.

4. REVIEW PROCESS

- 4.1. Applications shall be reviewed by the Manager of Finance for completeness, accuracy, and compliance with this policy.
- 4.2. Applications will be evaluated based on the following criteria:
 - 4.2.1. The purpose of the grant is clearly defined and illustrates the community need for the proposed service.
 - 4.2.2. The service/project demonstrates added value to the community.
 - 4.2.3. The service/project shows a high level of community involvement in the program.
 - 4.2.4. Budget indicates a clear financial plan and demonstrates efficient use of Town funds.

- 4.2.5. Organization has the resource capacity (staff, volunteers, additional funding, etc.) to deliver the service/project and achieve the stated outcomes.
- 4.2.6. Application identifies partnerships that may cost share in the service/project (including memberships).

5. APPROVAL

- 5.1. The Chief Administrative Officer with recommendation from the Manager of Finance shall be the deciding authority for applications to the Municipal Grants. The decision will be presented to Council for ratification.
- 5.2. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain funding.
- 5.3. Unless otherwise indicated by Council, the granting of financial assistance in any year should not be regarded as a commitment by the Town to continue such assistance in future years.

6. MUNICIPAL RECOGNITION

- 6.1. Non-profit organizations and volunteer groups receiving financial and in-kind grants should endeavor to acknowledge the Town's contribution through all printed material and other promotional means.

7. COMMUNITY GROUP RECOGNITION

- 7.1. Upon completion of the project and/or use of operating funds for which financial assistance was provided, non-profit organizations and volunteer groups shall submit a final report with before and after photo or brief description of how the funds were used.
- 7.2. Photos or brief descriptions of how funds were used may be posted on the Town's website, social media or local newspaper to broadcast the invaluable contributions that non-profit organizations and volunteer groups have made within the community.

8. PRIOR POLICY

- 8.1 This policy shall supersede and replace all prior policies, oral or written, regarding Municipal Grants to community groups with Town of Wadena.