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| POLICY NAME: Municipal Grant | | LAST UPDATED: January 11, 2021 | |
| | | SUPERSEDES POLICY: Not applicable | |
| POLICY AREA: Fiscal Services | POLICY NUMBER: FS – 005 | APPROVAL DATE: January 11, 2021 | 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 28 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. Council with recommendation from the Chief Administrative Officer shall be the deciding authority for applications to the Municipal Grants.

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.