



Section	Date Passed	Resolution #	Reviewed	Date Repealed	Resolution #
Finance	June 2, 2016	2016-167			

**POLICY**

The Council for the Town of Neepawa envisions a safe and livable community, supported by a network of organizations that contribute to its wellness and vitality. Funding will be allocated to the Community Grants program as part of the Town’s business planning process, with grants be awarded to organizations that provide valuable community services in support of Council’s objectives, strategic plan and vision.

It is recognized that community organizations contribute significant value to the Community. The goal of this policy is to establish open and transparent guidelines for the evaluation and distribution of Community Grants, respecting the limited financial resources available for this purpose.

The *Municipal Act* provides as follows:

- 261(1) A council may make a grant to or otherwise assist
  - (a) a charitable or non-profit organization, association or corporation;
  - ...

**OBJECTIVES**

- Provide modest levels of support and assistance to community groups and organizations
- Enhance the quality of life for residents, businesses and visitors
- Provide a service the Town would otherwise deliver given adequate resources
- Meet evolving strategic and community priorities as well as opportunity for a diverse group of applicants
- Promote transparency and accountability by providing a fair, consistent and effective evaluation process

**FUNDING CATEGORIES**

**1) Direct Award Grants**

- The operation of Town-owned facilities
- The delivery of services on behalf of the Town, on an ongoing basis
- Community and/or senior related operating grants
- Heritage and historical grants

**2) Strategic Plan Grants**

- Innovate, lead, engage and empower the community
- Build financial capacity of the organization
- Facilitate social inclusion and community wellness
- Enhance and steward public spaces and green spaces
- Demonstrate regional leadership

**3) In-Kind Contribution Grants**

- Provision of municipal property/facilities, services, materials or resources at reduced rates or waived.
- Does not include the provision of cash funds to, or on behalf of, the applicant.

**4) Special Events Grants**

- One-time, or first-time event, that is of cultural, social or recreational significance to the community.

**5) Community Event Grant**

- A recurring event that Council determines will provide some significant benefit to the community as a whole.
- May include any combination of cash or in-kind.

**6) Micro Grants**

- Provided anytime within a calendar year up to a maximum of \$500.00 per organization.
- May include in-kind, materials, or resources (or a combination)
- Outright gift of funds for a specific purpose, program or event, with no expectation of return or reporting
- The CAO for the Town of Neepawa, in consultation with those deemed necessary, shall be authorized to approve micro-grants.

**ELIGIBILITY CRITERIA**

The Town of Neepawa reserves the right to award or decline a community grant wholly at their discretion. Specific qualifying criteria shall be taken into consideration in the evaluation of the eligibility of grant applications.

1. Must be charitable or non-profit organizations, associations or corporations, in existence for a minimum of one (1) year. Individuals are not eligible.
2. Residents of Neepawa are the primary beneficiaries of the service the organization provides.
3. Supports current planning strategies of Council and will be sustainable beyond the support of the grant.
4. The requested funding shall be supplementary and not be the sole source or significant portion of the funding. Applicants must demonstrate a reasonable effort to raise funds from other sources and demonstrate that active fundraising efforts are continually taken to support the continuation of a program, project or service.
5. Demonstrates financial stability with increasing financial self-sufficiency.
6. The organization works collaboratively with other community partners.
7. Grants will not be available to groups that have failed to comply with any reporting requirements.
8. Organizations and/or charities whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant.
9. The Town, through its grants process, will not contribute to outstanding deficits or financial shortfalls.
10. The granting of financial assistance, in any year, is not to be regarded as a commitment by the Town to continue such assistance in future years.
11. No financial donations or grants will be considered unless specifically authorized by this policy. In making grants, the Municipality may impose such conditions as it deems fit.
12. Consideration may be given to assist with funding due to an unforeseen emergency, where an organization can demonstrate that one time or short term assistance is required for its continued existence.

**INELIGIBLE APPLICANTS, ACTIVITIES AND COSTS**

- Commercial activities and related costs
- For profit organizations and entities.
- Activities and costs that are the responsibility of other governments
- Deficit or debt repayment
- Foundations that raise funds for another organization and their associated groups or agencies (but excluding fundraisers for registered charities which are permitted).
- Events of a religious nature (but excluding religious groups hosting an event or activity for the community that is non-denominational in nature).
- Organizations affiliated with any political party or event.

- Hospitals, hospital foundations and hospital auxiliary groups or agencies.
- Educational institutions, including universities, colleges, schools and associated auxiliary groups.
- Organizations in poor financial standing or litigation with the Town of Neepawa.
- Organizations applying for funding for events or activities that are not open to the general public.

## APPLICATION GUIDELINES

Organizations must complete and submit an **Application Form**, with all required information, on or before December 31<sup>st</sup> of each year to the Town of Neepawa by way of mail, in-person, fax, or e-mail [neepawa@wcgwave.ca](mailto:neepawa@wcgwave.ca)

1. Applicant Information:
  - a) Name of the organization/group and address
  - b) Contact person and position/title
  - c) Telephone/cell/fax/Email/Website
2. Organization Information:
  - a) Whether the organization is a non-profit organization with constitution and by-laws.
  - b) Description of organization, including objective and services provided.
  - c) Date of last annual general meeting.
  - d) How long the organization has been operating.
  - e) Number of active members
3. Current and Previous Funding:
  - a) Whether the organization has received or is receiving funding in the form of cash, in-kind, tax exemptions, or any other type from the Town of Neepawa, and the year(s) received.
  - b) If received previous funding or support, a summary of the outcome(s) of the projects/programs that were or are supported.
4. Grant Request:
  - a) A brief description of the project/program for which the organization is requesting the grant
  - b) The project/program's goals and timelines.
  - c) A description of the project/program's target population (age, sex, etc.)
  - d) A brief description of how the project/program supports the Town's "Framework for our Future" strategic plan and vision [Town of Neepawa, Manitoba - Municipal Business](#)
  - e) Are there projects/programs/services of a similar nature being offered in the community and if so, how will the project complement, enhance, or differ.
  - f) Which other businesses/organizations, if any, are involved with this project/program with descriptions of who they are and what their roles are.
  - g) A description of how this project/program will be sustainable past the grant time period.
5. Grant Outcomes:
  - a) How many individuals will directly benefit from the grant request? Provide ages for target population?
  - b) Provide a description of the anticipated outcomes, both short and long term.
  - c) If the project is an event, or series of events, provide the number of anticipated out of Town participants, nature of participation and duration.
6. Assistance to Other Organizations/Groups
  - a) If the organization provides funding assistance to other organizations or groups, provide a list of those who receive funding.
7. Financial Information:
  - a) Balance sheet & income statement for the immediate preceding year.
  - b) Budgeted income statement for the current grant year

For special or community event applications, financial information can be represented by a summary proposed budget as it is recognized that the operations will be specific to the event and no annual ongoing funding may exist (i.e. short term financial requirements).

8. Conditions/General

- a) Applicants will be required to certify (by way of signature) that the information provided is complete and accurate and properly endorsed by the organization they represent.
- b) Incomplete or unclear applications, or applications received after the deadline, may not be considered for funding.
- c) The receipt of tax exemptions may impact the amount an organization is eligible for a community grant.
- d) In the event that funds are not used for the intended project/program, or remain unspent, the Town reserves the right to request a return of the approved funding in entirety or in part.
- e) In the event funds are expended inappropriately, the Town reserves the right to disqualify an organization from all subsequent support of any kind.
- f) The Town reserves the right to use information related to the organization and the grant program in its reporting.
- g) Grants for consecutive and future years will be based on past-demonstrated fiscal grant accountability and responsibility of the organization.
- h) Funds granted under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purposes outlined.

With reference to Micro Grants, a condensed application will suffice and may be submitted anytime during the course of the year. Such request must include:

- Name of organization, details, list of executives and contact information
- Description of request, objectives and benefits to the community
- Any further information necessary to evaluate the validity and eligibility of the application.

## GRANT REVIEW PROCESS

There shall be one grant intake period per year with all grants awarded using a competitive process and/or performance based process. However, Council may consider applications outside the annual application process, if they are able to demonstrate that the purposes for which they are seeking funding was not foreseen at the time of the annual process.

The process of reviewing the grants would include the following steps:

1. Applications shall be submitted on or before the deadline.
2. Administration will review all applications for completeness & eligibility. Incomplete applications will be returned to the organization with a list of additional information required to properly assess the application. Applications that do not meet the eligibility requirements will be returned with an explanation as to why the application does not comply
3. Administration will create a summary of all applications for review by Council as a whole.
4. Council will assess each application based on merits and having regard for the current budgetary provision.
5. Grant requests equal to or greater than \$5,000.00 may require a presentation to Council.
6. Applications for in-kind non-financial assistance will be reviewed by the respective department for consideration, with final approval by the CAO. However, in-kind non-financial applications that are deemed to require significant materials, resources, or time commitment, will require the approval of Council.
7. Decision shall be rendered by Council as a whole.
8. Grants may be awarded subject to identified terms and conditions.

## **GRANT LIMITATIONS**

Applicants meeting the Grant Program requirements will not necessarily receive a grant, nor is there a guarantee that grants will be awarded in full.

Approval of a grant in any one year or over several years is not to be interpreted as an automatic ongoing source of annual funding

## **MONITORING AND REPORTING**

Direct Award Grants, In-Kind Contribution Grants and Micro-Grants

- Annual or post program report – if required, and as specified by Council

Strategic Plan Grants

- Annual or post program report evaluating how the funding provided was utilized and how it contributed to the overall goals and objectives of the organization,

Special Events & Community Events Grants

- Final report evaluating the outcome of the event and how the organization met its goals and objectives.
- A financial statement for the event and/or a year-end statement.

Recipients for grants awarded for specific projects or events, must identify and advise the Town of Neepawa of any surplus funds at the conclusion of the event/program. Surplus funds may be required to be returned to the Town and/or deducted from future grant considerations.

## **MUNICIPAL RECOGNITION**

Organizations receiving any form of grant support, shall acknowledge the Town's contribution through all printed material and other promotional means. Promotional material must be reviewed and approved prior to publication and reflect the Town's official logo.

**Community Grant Program Application**

**1. Applicant Information**

Name of Agency/Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**2. Organization Information**

Non-profit organization with constitution and bylaws (Y/N): \_\_\_\_\_

Briefly describe the organization's objectives: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Briefly describe the services the organization provides: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Date of last annual general meeting (dd/mm/yy): \_\_\_\_\_

How long has the organization been in existence (years): \_\_\_\_\_

How many active members does the organization have: \_\_\_\_\_

**Funding request**

Total amount required by this specific project/program: \$ \_\_\_\_\_

Less amounts contributed by the organization: - \_\_\_\_\_

Less amounts contributed by other partners: - \_\_\_\_\_

Partner name: \_\_\_\_\_ - \_\_\_\_\_

Partner name: \_\_\_\_\_ - \_\_\_\_\_

**Amount requested from the Town of Neepawa grant program: \$ \_\_\_\_\_**

**3. Current and previous funding**

Is the organization receiving funding in the form of cash (C), in-kind (IK), tax exemptions (TE), or any other type from the Town of Neepawa (Y/N): \_\_\_\_\_ If yes please specify (up to the previous 2 yrs):

Year: \_\_\_\_\_ Type: \_\_\_\_\_ Amount: \_\_\_\_\_ Purpose: \_\_\_\_\_

Year: \_\_\_\_\_ Type: \_\_\_\_\_ Amount: \_\_\_\_\_ Purpose: \_\_\_\_\_

Year: \_\_\_\_\_ Type: \_\_\_\_\_ Amount: \_\_\_\_\_ Purpose: \_\_\_\_\_

Indicate the outcome(s) of the organization’s funded projects/programs: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**4. Grant Request**

Under which Funding Category are you applying under: (Circle One Only)

1. Direct Award Grant	2. Strategic Plan Grant
3. In-Kind Contribution Grant	4. Special Events Grant
5. Community Event Grant	6. Micro Grant

Briefly describe the project/program for which the organization is requesting this grant: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Project/programs goals and timelines: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe the project/program target population (age/sex/language/disability etc.): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Briefly describe how the project/program supports the Town’s “Framework for our Future” strategic plan and vision statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Are there projects/programs/services of a similar nature being offered in the community (Y/N) \_\_\_\_\_ and if so how will the organization's project/program complement, enhance, or differ from those other projects/programs/services: \_\_\_\_\_

Which other businesses/organizations are involved in this project/program? Please describe which and their roles: \_\_\_\_\_

Describe how this project/program will be sustainable past the grant time period: \_\_\_\_\_

## 5. Grant Outcomes

How many people will directly benefit from this request: \_\_\_\_\_

Age categories of residents that will benefit from this request:

Children (0-12): \_\_\_\_\_ Youth (13-19): \_\_\_\_\_ Adults (20-44): \_\_\_\_\_ Adults (45-65): \_\_\_\_\_ Seniors (65+ yrs): \_\_\_\_\_

Describe the anticipated outcomes of this project/program, both short term and long term: \_\_\_\_\_

If the project/program is an event or series of events:

Number of anticipated out of town participants: \_\_\_\_\_ Anticipated duration of stay: \_\_\_\_\_

Nature of participation: \_\_\_\_\_

## 6. Assistance to other organizations

If the organization provides financial assistance to other organizations or groups please list:

Groups/organizations: \_\_\_\_\_



## 7. Financial Information

Provide the most current financial information:

Balance sheet and Income statement for the immediate preceding year - Please attach.  
*Note: Audited/Reviewed financial statements are preferred, if available.*

Budgeted income statement or statement of financial activities for the current grant year

	Amount	Confirmed	Potential
Revenue:	\$	Please ✓ applicable column	
<b>Federal and/or provincial grants (specify ministry and program)</b>			
<b>Other federal and/or provincial funding (specify)</b>			
<b>Community grants</b>			
Town of Neepawa – cash (specify each component and timeline)			
Town of Neepawa – in-kind (specify each component, facility, and timeline)			
Other local governments (specify municipality and each component)			
<b>Non-government</b>			
Earned income			
User fees			
Fundraising			
Foundations (specify)			
Private donations			
Other (specify)			

<b>Applicant organization's contributions to the project/program</b>			
Cash			
In-kind (other)			
<b>Total Revenue</b>			
<b>Expenses</b>			
Salaries and benefits			
Administration			
Rent or mortgage			
Program/project supplies			
Advertising and promotion			
Other (specify)			
<b>Total Expenses</b>			

Note: The budget must balance. Expenses must be equal to revenue.

## 8. Grant Conditions

We hereby certify that, to the best of our knowledge, the information provided in this application is accurate and complete and is endorsed by the organization we represent. If our organization receives a community grant we acknowledge and agree to the conditions set out below and to any other conditions approved by Council:

- 1) Applications for community grants must be submitted on the fully completed standard grant application with financial information attached as applicable. At the discretion of the Town, partially completed applications or applications not on the standard form may be delayed or refused.
- 2) In the event that grant funds are not used for the intended project/program, or remain unspent, the Town reserves the right to request a return of the approved funding in entirety or in part.
- 3) In the event that the grant funds are expended inappropriately, the Town reserves the right to disqualify an organization from all subsequent support of any kind.
- 4) The Town of Neepawa reserves the right to use any information related to the organization and the grant assistance to the organization in its promotions and advertising. The use of any such information will be at the discretion of the Town and may be done so without permission of the organization.

- 5) Grants for consecutive and future years will be based on past-demonstrated fiscal grant accountability and responsibility of the organization.
- 6) Funds granted under this program are not transferable between projects or groups without prior Council approval, and must be used for the specific purposes outlined.
- 7) Once a grant is approved, the organization hereby acknowledges that it will make, and will continue to make, attempts to secure funding from other sources as indicated in the application.

## Signatures

By signing below the representatives of the organization thereby acknowledge that they have fully read and understand the policy conditions and agree to be bound by them and that the information included in this application is true and correct to the best of their knowledge.

_____ Signature	_____ Name and position	_____ Date
_____ Telephone	_____ email	
_____ Signature	_____ Name and position	_____ Date
_____ Telephone	_____ email	

All completed applications, reporting forms, and applicable correspondence should be forwarded in accordance with timelines specified herein to the attention of the CAO at the Town of Neepawa Administration Office.

**Community Grant Program Reporting Form**

**1. Organization Information**

Name of Agency/Organization/Group: \_\_\_\_\_

Address: \_\_\_\_\_

Town: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position/Title: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_ Website: \_\_\_\_\_

**2. Results Evaluation**

Briefly describe the project/program for which the organization is reporting on: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the project/program’s anticipated goals and timelines were/were not met: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how the project/program supported the Town’s “Framework for our Future” strategic plan and vision statement: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Describe how this project/program will continue to be sustainable past the grant time period: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many people directly benefited from this request: \_\_\_\_\_

Age categories of residents that benefited from this request:

Children (0–12): \_\_\_\_ Youth (13–19): \_\_\_\_ Adults (20–44): \_\_\_\_ Adults (45–65): \_\_\_\_ Seniors (65+ yrs): \_\_\_\_

### 3. Financial Information

	Results
<b>Revenue:</b>	
<b>Federal and/or provincial grants (specify ministry and program)</b>	
<b>Other federal and/or provincial funding (specify)</b>	
<b>Community grants</b>	
Town of Neepawa – cash (specify each component and timeline)	
Town of Neepawa – in-kind (specify each component, facility, and timeline)	
Other local governments (specify municipality and each component)	
<b>Non-government</b>	
Earned income	
User fees	
Fundraising	
Foundations (specify)	
Private donations	
Other (specify)	
<b>Applicant organization's contributions to the project/program</b>	
Cash	
In-kind (other)	
<b>Total Revenue</b>	
<b>Expenses</b>	
Salaries and benefits	
Administration	
Rent or mortgage	
Program/project supplies	
Advertising and promotion	
Other (specify)	
<b>Total Expenses</b>	

## Signatures

By signing below the representatives of the organization thereby acknowledge that they have fully read and understand the policy conditions and agree to be bound by them and that the information included in this application is true and correct to the best of their knowledge.

_____	_____	_____
Signature	Name and position	Date
_____	_____	
Telephone	email	
_____	_____	_____
Signature	Name and position	Date
_____	_____	
Telephone	email	

All completed applications, reporting forms, and applicable correspondence should be forwarded in accordance with timelines specified herein to the attention of the CAO at the Town of Neepawa Administration Office.