



Policy 27

DISTRICT GRANT FUND

POLICY PURPOSE

- 27.1 It shall be the policy of the Municipality of the District of Shelburne to have transparent and fair procedures and guidelines for non-profit community groups and community facilities to access the Municipality's District Grant Fund program.

POLICY AUTHORITY

- 27.2 Pursuant to the *Municipal Government Act* of Nova Scotia, Council may make grants or contributions to charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting, or social organizations within Canada.

POLICY DETAILS

- 27.3 Each fiscal year, Council shall allocate an amount in the operating budget to fund the District Grant Fund, to be divided equally amongst all members of Council.

POLICY DETAILS - APPLICATION PROCESS

- 27.4 Eligible organizations wishing to access District Grant Fund financial support shall submit a letter of request in writing to the appropriate member of council.
- 27.5 Each District Council Member shall review funding requests made of them and submit a Request for Funding Release Form, attached as Appendix "A", to the Chief Administrative Officer with specific details concerning the organization, purpose of the funding, location of facility or property, and contact details for the organization.
- 27.6 Upon receipt of a Funding Release Form, Chief Administrative Officer shall confirm the existence of the organization and / or location of the facility or property where the funds will be spent. Once eligibility is confirmed, the Request for Funding Release Form will be forwarded to the Finance Department for review.
- 27.7 Upon receipt of an approved Request for Funding Release Form, the Finance Department will determine if there are available funds in the respective council member(s) District Grant Fund accounts. If funds are available, a cheque will be created and forwarded to the appropriate organization or facility, subject to regular internal control procedures.

POLICY DETAILS - FUNDING ELIGIBILITY

- 27.8 Members of Council may provide funding to groups within their electoral district or to groups that encompass multiple electoral districts including the Council members district.

- 27.9 Organizations and facilities shall only be eligible for funding once per fiscal year, per facility or property, except in exceptional circumstances when deemed extraordinary by the district councillor.
- 27.10 No funding applications shall be reviewed in a municipal election year from the close of nomination day until the new Council is sworn into office.
- 27.11 Should it be determined that approved and released funding has not been used for the approved purpose, the Municipality may request repayment of the funds and the organization or facility shall not be eligible for further funding in the current or next fiscal year.

REPEAL

- 27.12 District Grant Fund Disbursement Policy approved by the Council of the Municipality of the District of Shelburne on March 23, 2009, is hereby repealed.

THIS IS TO CERTIFY that the Council of the Municipality of the District of Shelburne duly passed the policy respecting District Grant Fund on the 22nd day of January, 2018.

SIGNED this _____ day of _____, 2018

WARDEN

CHIEF ADMINISTRATIVE OFFICER

Approved by Council: January 22, 2018

Effective Date: January 22, 2018



DISTRICT GRANT FUNDS
REQUEST FORM

Date: _____

Payable to: _____

Address: _____

Society Registration #: _____

Reason for Grant: _____

Amount of Grant: _____

Councillor (Print): _____

Councillor Signature: _____

District: _____

I wish to hand deliver: _____

Please mail: _____

CAO APPROVAL: _____

Date: _____

OFFICE USE ONLY

Vendor: _____

G/L Number: _____ 0721000000 _____

Date: _____

Transaction Number: _____

Entered by: _____