

## **TOWN OF BRIDGEWATER GRANTS TO ORGANIZATIONS**

**POLICY NO: 77**  
**APPROVED: January 29, 2024**  
**RESOLUTION#: 24-019**

### **1.0 PURPOSE**

- 1.1 This policy provides guidelines to staff and council for the distribution of funds to organizations that apply to the Town of Bridgewater for financial assistance under one or more of the established grant categories.
- 1.2 Grant funding is not guaranteed and is subject to council approval through the review process. Council reserves the right to deny any application.

### **2.0 GRANT CATEGORIES**

#### **2.1 OPERATIONAL GRANTS:**

To assist in funding the operations of organizations delivering programs or services to residents and/or businesses in the Town of Bridgewater. Funding can be delivered over 1-3 years, up to \$5000 per year. Alternative funding schedules, and amounts will be decided at the discretion of council.

#### **2.2 PROJECT GRANTS:**

To assist in funding activities, programs, events, or equipment that will benefit the residents of the Town of Bridgewater. Projects will be funded once per year up to \$3000 per project or at the discretion of council.

### **3.0 ELIGIBILITY**

#### **3.1 ELIGIBLE ORGANIZATIONS**

##### **3.1.1 Registered Charities:**

Registered charities are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion, other purposes that benefit the community.

##### **3.1.2 Non-Profit Organizations:**

Non-profit organizations are associations, clubs, or societies that are not charities and are organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit.

### 3.2 **IN-ELIGIBLE APPLICATIONS**

- 3.2.1 Applications where funded services/activities include the promotion and/or required adherence to a faith.
  - 3.2.2 Applications from hospitals, clinic-based services, or medical treatment programs.
  - 3.2.3 Applications from provincial or national charities which do not focus on providing direct services to the citizens of Bridgewater.
  - 3.2.4 Applications from Provincial or national organizations unless a local chapter exists to service the residents of Bridgewater.
  - 3.2.5 Applications for funding for activities taking place prior to the grant deadline.
- 3.3 Funding request cannot exceed 50% of total budget, exceptions can be made at the discretion of council.
- 3.4 Late or incomplete applications will be deemed ineligible for consideration.

### 4.0 **SUBMISSION REQUIREMENTS**

- 4.1 Requests for funding must be processed through the Town of Bridgewater Grants to Organizations program. Grants must be received by 11:59 pm AST, March 1st to be considered.
- 4.2 Applications will be assessed for completeness prior to council review. Incomplete applications will not be considered.
- 4.3 A complete application will consist of:
  - 4.3.1 Organization details and description
  - 4.3.2 Brief description of use of funds
  - 4.3.3 Detailed description of use of funds
  - 4.3.4 Target demographic(s)
  - 4.3.5 Detailed budget
  - 4.3.6 Project grants will require an anticipated project timeline.
  - 4.3.7 Previous year's financial statements
  - 4.3.8 Proof of charitable status including a copy of last charitable tax return (T3010 Registered Charity Return) submitted or,
  - 4.3.9 Proof of non-profit status including a copy of last tax return (T1044 Non-Profit Organization Information Return) submitted.
  - 4.3.10 List of other revenue sources or financial reserves.
  - 4.3.11 Confirmation of partner funding if applicable.
  - 4.3.12 Letters of support from partnering organizations if applicable.
- 4.4 Current application forms will be available on the Town of Bridgewater website.
- 4.5 Approved grants must show recognition to the Town of Bridgewater in promotional material, on social media, and other public acknowledgments of the funded grant project. The Town of Bridgewater logo can be downloaded from the Town's website.

## 5.0 CRITERIA FOR REVIEW

- 5.1 Applications should be in-line with councils' values. Preference will be given to organizations and projects that foster a diverse and inclusive community by supporting newcomers, immigrants, visible minorities, 2SLGBTQIA+ communities, and Indigenous groups. Preference will also be given to organizations and projects supporting solutions to climate change, housing and food insecurity, and applications that improve quality of life, and aim to foster a social, active, and healthy community.
- 5.2 Applicants should demonstrate public need and benefit. Including the demographic reach of the initiative across the Town and wider region.
- 5.3 Applicants should demonstrate community support, fundraising efforts, efficient use of resources, sound business practices, and development of volunteers, as well as financial need.
- 5.4 When considering awarding operational grant funding, preference will be given to applicants who have been awarded, and have successfully completed, a Town of Bridgewater Project Grant.
- 5.5 Project Grants should be feasible to complete prior to the grant reporting deadline.

## 6.0 REPORTING REQUIREMENTS

- 6.1 Applicants will be notified following Council's approval with a Letter of Award, which will state if any restrictions apply to the grant. Your letter of award will specify the value of the grant and the expenditures supported by the grant. Use of funds towards expenses not approved by the grant may result in a request to repay the Town and/or suspension of eligibility.
- 6.2 All grant recipients are required to complete a final report and shall abide by any conditions listed within the Letter of Award.
- 6.3 Project grant reporting is due January 31 of the year following award unless an extension to the funding has been approved by the Town of Bridgewater.
- 6.4 Yearly operational grant reporting is required and due by March 1 of each year following award for the duration of the grant. Multi-year funds will be held until the report is received.
- 6.5 Organizations with outstanding grant reporting from previous years will not be eligible to apply for any additional grants until all outstanding grants and grant reporting is complete. In cases where activities outlined in the agreement are not completed by the end date, organizations may be required to return funds.