



# Rural Municipality of Woodlands

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## GRANT PROGRAM POLICY-001

Resolution No. 2025/241

### Purpose

The Rural Municipality of Woodlands Grant Program provides financial support to projects that enhance its communities and the quality of life of residents. Each year the Rural Municipality of Woodlands (RM) receives more grant requests than it can fund, thus the objective of this program is to treat all organizations fairly and share available resources throughout the Municipality.

All funding decisions are made based on local needs and priorities within the limitations of Council's approved budget, strategic goals and objectives.

### Grant Application Categories

**Community Enhancement Grants (Schedule A)** are for organizations who are requesting UNDER \$5,000.00 to assist with execution of a one-time special event or project. Preference will be given to activities of a cultural nature, that are community enriching, or that are for public enjoyment. Requests for \$500.00 or less only require the budget portion of the application to be filled out. Requests between \$500.00 and \$5,000.00 must be accompanied by a copy of your organization's most current financial report and other sources of revenue. Organizations having received this grant 3 or more times in the past 5 years will be ineligible to apply.

**Operations & Annual Support Grants (Schedule B)** are for community organizations requesting support for such things as donations to annual charitable events, or assistance with taxes and insurance. Requests for \$500.00 or less only require the budget portion of the application to be filled out. Requests exceeding \$500.00 must be accompanied by a copy of your organization's most current financial report and other sources of revenue.

### Criteria

To be eligible for grants from the RM, all of the following conditions must be met:

- i. Applicants must be non-profit organizations.
- ii. Funding requests must be made via *one* of the two official application forms by February 15<sup>th</sup> of each year, using the one which *best reflects* your organization's needs.
- iii. In special circumstances the Council has the discretion to consider a grant application at any time.
- iv. Organizations must have been in existence at least one year, have an organizational plan, and operate on a firm financial basis with complete and accurate financial records. Organizations must complete an annual budget and may issue an annual financial report that is available to the public.
- v. Organizations must be governed by a duly constituted volunteer board of directors that assumes accountability to the community and meets at least annually. Citizen board members must serve without remuneration.
- vi. Funding requests over \$500.00 **must** outline a complete budget and an annual financial statement, including cash in bank accounts. Annual budgets must include any revenue sources from other organizations or levels of government.
- vii. Grants will not be available to organizations that exist primarily to support political purposes.

Policy Num: POL-001	Release Date: Dec. 1/15	Revision Letter: D
Department: Finance & Administration	Revision Date: May 27/25	Page 1 of 9

- viii. Funding will not be provided for accumulated deficits or funding shortfalls. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.

## Definitions

**Event** An event occurring in the RM that is held for the fun and enjoyment of residents and visitors. Events may focus on a specific target audience but must also have appeal to the public at large.

**Non-profit/Community Service** An organization, whether or not incorporated, whose entire resources are devoted to education, health, culture, charity, or any other non-profit purpose and provides a service that directly benefits the residents of the RM. The members, contributors and other resource providers do not receive any financial return directly from the organization.

## Level of Assistance and Allocation Process

Council will review grant applications and a list of applicants will be recommend for inclusion in the annual budgetting process. All applicants will be notified on or before May 15<sup>th</sup> if their application has been successful and will be included in the Municipal Budget.

Grants may be approved in a lesser amount than that requested, or approval may be given for only a specific portion of the amount requested.

## Evaluation of Grant Requests

Criteria used to evaluate the merits of grant requests may include:

- i. Need / Practicality
- ii. Organization’s ability to effectively use funds for community benefit
- iii. Organization’s operating cost(s)
- iv. Available financial contribution by organization
- v. Grant requests made by other organizations for purposes similar in nature
- vi. Availability of municipal funds
- vii. Receipt of ongoing or consecutive grants

## Payment of Grants

Payment of approved grants under \$500.00 (or for for grant requests where a project has already been completed), will be made upon approval of the Municipal Financial Plan. **When a grant of over \$500.00 has been approved, payment is made only when commencement or completion confirmation is received.**

If confirmation of commencement or completion is not received by December 31 of the year following the grant application, the grant is deemed forfeited and the applicant would be required to reapply.

## Donation Requests

The Municipality may also consider donation requests received by individuals or organizations throughout the year.

Such requests must be in writing and may be approved by CAO or Council. Donation requests exceeding \$500.00 must be approved by resolution of Council.

Approval of donations is based on budgetary requirements and is not guaranteed.

Policy Num: POL-001	Release Date: Dec. 1/15	Revision Letter: D
Department: Finance & Administration	Revision Date: May 27/25	Page 2 of 9



# Rural Municipality of Woodlands

Box 10  
 Woodlands, Manitoba  
 R0C 3H0  
 Telephone (204) 383-5679  
 Fax: (204) 383-5169  
 Email: cao@rmwoodlands.ca

Douglas Oliver – Reeve

Kaitlyn Griffith, CMMA  
 Chief Administrative Officer

## Community Enhancement Grant Application

**Application deadline: February 15, 2026**

COMMUNITY ENHANCEMENT GRANTS are for organizations who are requesting UNDER \$5,000.00 to assist with execution of a one-time special event or project. Preference will be given to activities of a cultural nature, that are community enriching, or that are for public enjoyment. Requests for \$500.00 or less only require the budget portion of this application to be filled out. Requests between \$500.00 and \$5,000.00 must be accompanied by a copy of your most current financial report and other sources of revenue. Please contact our Office at (204) 383 - 5679 should you have any questions regarding eligibility.

**Amount requesting: \$** \_\_\_\_\_

ORGANIZATION / AGENCY INFORMATION	
ORGANIZATION/AGENCY NAME & MAILING ADDRESS	
WEBSITE (IF APPLICABLE)	
CHAIRPERSON/PRESIDENT	
PRIMARY CONTACT PERSON	EMAIL
PHONE NUMBER	FAX NUMBER (IF APPLICABLE)

	Release Date: Dec. 1/15	Revision Letter: D
Department: Finance & Administration	Revision Date: May 27/25	Page 3 of 9

OTHER INFORMATION	
REGISTERED CHARITY NUMBER (IF APPLICABLE)	HAVE YOU RECEIVED FUNDING FROM US IN THE PAST? YES _____ NO _____
IF YES, BRIEFLY EXPLAIN	

FUNDING INFORMATION	
DESCRIBE THE PURPOSE OF THE GRANT FUNDS BEING REQUESTED	
LOCATION OF EVENT (IF APPLICABLE)	YEARS HELD/OPERATING (IF APPLICABLE)
IF REQUESTED AMOUNT IS LESS THAN \$500.00, A COPY OF MOST RECENT FINANCIAL STATEMENT(S) IS <i>NOT</i> REQUIRED. ONLY THE APPLICABLE <b>BUDGET</b> SECTION NEED BE FILLED OUT. IF AMOUNT REQUESTED IS <u>OVER \$500.00</u> , BOTH ARE REQUIRED. STATEMENTS ATTACHED YES _____ NO _____	

## PROJECT BUDGET

Please provide detailed information with respect to anticipated revenue and expenses (include all monies received or receivable from other sources)

### REVENUE/ASSETS

ORGANIZATIONAL CONTRIBUTION = \_\_\_\_\_

OTHER FINANCIAL RESOURCES:

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

TOTAL REVENUE/ASSETS: \_\_\_\_\_

### EXPENSES

PROJECT EXPENSES:

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

TOTAL EXPENSES: \_\_\_\_\_

**TOTAL REQUESTED:** \_\_\_\_\_

Other Information/Comments: \_\_\_\_\_

	Release Date: Dec. 1/15	Revision Letter: D
Department: Finance & Administration	Revision Date: May 27/25	Page 4 of 9

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I certify that, to the best of my knowledge, the information provided on this application is accurate, complete and is endorsed by the organization identified on this form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

OFFICE USE ONLY	
AMOUNT APPROVED TO MUNICIPAL BUDGET PROCESS	DATE
_____ , Reeve	_____ , CAO



# Rural Municipality of Woodlands

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 Woodlands, Manitoba  
 R0C 3H0  
 Telephone (204) 383-5679  
 Fax: (204) 383-5169  
 Email: [cao@rmwoodlands.ca](mailto:cao@rmwoodlands.ca)

Douglas Oliver – Reeve  
  
 Kaitlyn Griffith, CMMA  
 Chief Administrative Officer

## Operations & Annual Support Grant Application

**Application deadline: February 15, 2026**

OPERATIONS & ANNUAL SUPPORT GRANTS are for community organizations requesting support for such things as donations to annual charitable events, or assistance with taxes and insurance. Requests for \$500.00 or less only require the budget portion of this application to be filled out. Requests exceeding \$500.00 must be accompanied by a copy of your most current financial report and other sources of revenue. Please contact our Office at (204) 383 - 5679 should you have any questions regarding eligibility.

**Amount requesting: \$** \_\_\_\_\_

ORGANIZATION / AGENCY INFORMATION	
ORGANIZATION/AGENCY NAME & MAILING ADDRESS	
WEBSITE (IF APPLICABLE)	
CHAIRPERSON/PRESIDENT	
PRIMARY CONTACT PERSON	EMAIL

	Release Date: Dec. 1/15	Revision Letter: D
Department: Finance & Administration	Revision Date: May 27/25	Page 6 of 9

OTHER INFORMATION	
REGISTERED CHARITY NUMBER (IF APPLICABLE)	HAVE YOU RECEIVED FUNDING FROM US IN THE PAST? YES ____ NO ____
IF YES, BRIEFLY EXPLAIN	
PHONE NUMBER	FAX NUMBER (IF APPLICABLE)

FUNDING INFORMATION	
DESCRIBE THE PURPOSE OF GRANT FUNDING <u>AND/OR</u> CHECK MOST ACCURATE IN RIGHT-HAND COLUMN	<input type="checkbox"/> ANNUAL EVENT <input type="checkbox"/> INSURANCE <input type="checkbox"/> OTHER _____
LOCATION OF EVENT (IF APPLICABLE)	YEARS HELD/OPERATING (IF APPLICABLE)
IF REQUESTED AMOUNT IS LESS THAN \$500.00, A COPY OF MOST RECENT FINANCIAL STATEMENT(S) IS <i>NOT</i> REQUIRED. ONLY THE <b>BUDGET</b> SECTION NEED BE FILLED OUT. IF AMOUNT REQUESTED IS <u>OVER \$500.00</u> , BOTH ARE REQUIRED. STATEMENTS ATTACHED YES ____ NO ____	

## BUDGET

Please provide detailed information with respect to anticipated revenue and expenses (include all monies received or receivable from other sources)

### REVENUE/ASSETS

ORGANIZATIONAL CONTRIBUTION = \_\_\_\_\_

OTHER FINANCIAL RESOURCES:

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

### EXPENSES

PROJECT EXPENSES:

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

\_\_\_\_\_ = \_\_\_\_\_

	Release Date: Dec. 1/15	Revision Letter: D
Department: Finance & Administration	Revision Date: May 27/25	Page 7 of 9

_____ = _____ TOTAL REVENUE/ASSETS: _____	_____ = _____ TOTAL EXPENSES: _____
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TOTAL REQUESTED: \_\_\_\_\_

Other Information/Comments: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

I certify that, to the best of my knowledge, the information provided on this application is accurate, complete and is endorsed by the organization identified on this form.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Applicant

OFFICE USE ONLY	
AMOUNT APPROVED TO MUNICIPAL BUDGET PROCESS	DATE
_____ , Reeve	_____ , CAO

## Revisions To Policy POL-001 – Grant Program Policy & Applications

Rev	Date	Resolution #	Description
B	October 24, 2023	2023/488	<ul style="list-style-type: none"> <li>- Delete Major Projects</li> <li>- Add three-year eligibility clause to Community Enhancements</li> <li>- Add deadline for commitment or completion of grant</li> </ul>
C	February 27, 2024	2024/095	<ul style="list-style-type: none"> <li>- Change application deadline to February 15</li> </ul>
D	May 27, 2025	2025/241	<ul style="list-style-type: none"> <li>- Replace “operational expenses” with “taxes and insurance”</li> <li>- Added donations requests</li> </ul>
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	Release Date: Dec. 1/15	Revision Letter: D
Department: Finance & Administration	Revision Date: May 27/25	Page 9 of 9