



## POLICY NO. 3.6

**Section:** Financial  
**Policy:** Grants Policy

### Purpose

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This policy is intended to provide guidelines to be used by Council and Administration to approve and administer requests for grants fairly, consistently and responsibly. Requests for grants, for the most part, normally exceed the ability of the Municipality to give. Therefore, a policy is required to provide guidelines to Council for some consistency in approving or not approving grant requests.

### Policy

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#### Approval Process:

The approval process will vary depending upon type of grant.

- a) All grant requests must be submitted to the municipality prior to October 31 for consideration into the following years financial plan.
- b) Grants are approved during the budget process by council and will be included in the annual financial plan.
- c) Approval of each grant request is an objective act by Council and each request will stand on its own merits.
- d) The grant may vary year to year depending on circumstances and community priorities and needs.
- e) The grant shall not be considered as the primary source of funding for the organization, it is intended to be supplementary to main sources of funding for the organization.
- f) Granting in any year is not to be regarded as a commitment by the municipality to continue such assistance in future years.
- g) Grant requests are to be completed on the letterhead of the organization, signed by the head of the organization and must include the following:
  - 1) Name of the organization, and the contact information (name, address, telephone number and email) of a person who can answer questions regarding the request;
  - 2) A brief description of the organization's business;
  - 3) If the applicant is a non-profit organization;
  - 4) Demonstrate the need for the request and identify the benefit and outcome;
  - 5) Audited Financial Statements or Review from the prior year, budget for the upcoming year, current list of executives and minutes of their annual meeting;
  - 6) If the request is for a special project or event, brief description of the event; including objectives of the event or what it aims to achieve, the benefits to the community resulting from the event, as well as the budget for and

#### REFERENCE SECTION:

RESOLUTION No. 2024-070  
BY-LAW No. \_\_\_\_\_

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duration of the project. If the request is for general support, the organization's overall budget, as well as a summary of past achievements and or other sources of funding;

- 7) Requests will be reviewed for completeness and compliance with this policy by the Chief Administrative Officer before including the request on the meeting agenda for Council's consideration. Incomplete requests may be returned to the organization, with a list of the additional information required.
  
- h) Grants will not be considered in the following instances:
  - 1) Where only an individual will benefit (unless the individual is recognized for excellence in a field or has an outstanding achievement).
  - 2) Political organizations or groups.
  - 3) Organization for profit.
  - 4) No grants will be allocated to organizations where a member of council or a municipal official receives a direct financial gain.
  
- i) Approved grants will be paid to the organizations upon the adoption of the Financial Plan if the request is received prior to the October 31 deadline and approved during the budget process.

**REFERENCE SECTION:**

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