



Town of Westville
PO Box 923
2042 Queen Street
Westville NS
BOK 2A0

POLICY TITLE: COMMUNITY GRANT PROGRAM

POLICY NUMBER: 2020-03

VERSION NUMBER: 01

DATE APPROVED: FEBRUARY 24, 2020

EFFECTIVE DATE: FEBRUARY 24, 2020

INTRODUCTION

Purpose

The purpose of the Community Grant Program is so the Council of the Town of Westville can provide grants to individuals, non-profit groups or organizations whose majority of members are residents of the Town, for a particular purpose and may be either budgeted or unbudgeted in nature but must provide a direct benefit to the community.

Policy Objectives

The objectives of the Community Grant Program are to:

1. To provide financial or in-kind assistance to individuals, non-profit groups or organizations.
2. To maintain a list of past recipients and grant amounts.
3. Responsibly and strategically invest in the community and its citizenry.

Definitions

Budgeted – Is a discretionary gift, either financial or of service in kind as allocated by Council annually within the Town’s budget, and granted to a group or organization which meeting at least two of the following:

- a) provides direct assistance to or complements a Town program or provides a service that, if not provided by the group or organization would have to be provided by the Town;
- b) provides a service of benefit to the community;
- c) demonstrates a need for financial aid.

Eligible Expenses – The grant must be applied to a specific program or service or used as capital funding for the construction of facilities or the purchase of equipment, which will benefit the community at large.

Unbudgeted – Is a discretionary un-forecasted financial gift to a maximum of one hundred dollars, granted upon the recommendation of a Committee or Council, to an individual, organization or group which provides a service of benefit to the Town and can demonstrate a need for financial aid.

Procedure

1. Public Notices – Prior to the budgeting process, the Town will advertise locally (ie. Town’s Website and Social Media Pages) that application for new/increased grants are available from the Town.
2. Renewal of a Current Grant – For current grant recipients the Town will issue a direct letter to the Organization requesting if they are interested in the grant funding for the next fiscal year, and inform them that the completion of the grant application form is necessary.
3. New/Increased Funding Requests – Application for new/increased funding on the prescribed form are considered only during the budget process each year and must be received by the advertised deadline for Council’s consideration.
4. Supporting Documents – Applications must be accompanied by:
 - a. a copy of the current operating budget, requests under \$500 may provide a Treasurer’s Report;
 - b. a copy of the operating budget for the upcoming year, requests under \$500 may provide a Treasurer’s Report;
 - c. a report on the programs/activities proposed for the upcoming year;
 - d. disclosure of the other funding sources being pursued.

Notification of Funding

Following the adoption of the Town’s Annual Operating Budget, applicants are notified in writing as to whether they have been awarded the grant.

VERSION LOG

Version Number	Amendment Description	Approved By	Approval Date
1	NA	Council	February 24, 2020

ANNOTATION FOR OFFICIAL POLICY BOOK

This is to certify that the foregoing is a true and accurate copy of the Town of Westville’s Environmentally Friendly Offices Policy, which was adopted by Council at its duly convened meeting held February 24, 2020.



Linda N. S. Brown
Chief Administrative Officer
Town of Westville



February 24, 2020
Date

Please identify other contributions applied for:

	Program	Amount
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

Is this organization local, or is it a branch of Provincial, Regional or National Organization?

Declarations:

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization

Signature Position Date

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization

Signature Position Date

Application Checklist

Please supply the following additional information

- A copy of the current operating budget
- A copy of the operating budget for the upcoming year
- A report of the previous years activities (Annual Report will be accepted).
- A report on the programs/activities proposed for the upcoming year.

Submitting the Application

1. The completed application must be received by the Town no later than the last business day in February.
2. Late or faxed applications may not be accepted.
3. Applications must be clear and legible.
4. Please do not submit your application bound, in display folders or plastic sleeves.
5. Please ensure all questions are answered on the application form. An application, which is incomplete, may not be considered.

Completed Applications should be sent to:

Town of Westville
PO Box 923
2042 Queen Street
Westville NS
BOK 2A0

For further information please contact:

902-396-1500 (Telephone)
902-396-3986 (Fax)

Failure to comply with any of the above may only delay the process of your application. Please be specific where asked.