



MUNICIPALITY OF DELORAINE-WINCHESTER

POLICY & PROCEDURES MANUAL

<i>Reference</i> General Administration	<i>Classification</i> Policy
<i>Subject</i> Municipal Grants	<i>Pages</i> 3
<i>Authority</i> Council	<i>Effective Date</i> June 26, 2019
<i>Approved</i> Resolution No. 1497	<i>Index</i> GA-003

PURPOSE:

The Municipality of Deloraine Winchester is committed to the communities it serves and therefore has adopted this Grants Policy to provide for financial assistance to community groups and organizations in the amount of \$500.00 and over. Grants may be used to assist with the purchase, preservation or restoration of buildings, grounds or equipment that will beautify the Municipality, or enhance the quality of life in the Municipality through environmental stewardship, recreation, arts, culture, heritage, tourism or social programs.

The purpose of this Grants Policy is to establish an orderly process for the administration and control of annual Grants.

POLICY:

It is the policy of the Municipality of Deloraine Winchester that all requests will come before Council as a Whole, using eligible criteria and guidelines outlined in this policy. All applications will be considered during the annual budget process. Once Council has reached a decision, all applicants will be notified whether their grant application has been successful or unsuccessful.

EVALUATION OF GRANT REQUESTS

1. The organization's need for funding.
2. The reasonableness of the request for funding.
3. The degree of benefit to the Municipality as a whole.
4. Acceptable administration costs for the organization.
5. Availability of funding from the organization's resources or other sources.
6. The needs of the organization in relation to the need of other requests for funding.

GRANT REVIEW PROCESS

There shall be one grant intake period per year with all grants awarded using a competitive process and/or performance based process. However, Council may consider applications outside the annual application process, if they are able to demonstrate that the purposes for which they are seeking funding was not foreseen at the time of the annual process. Application deadline is January 31, 2026

The process of reviewing the grants would include the following steps:

1. Applications shall be submitted on or before the deadline. Administration will review all applications for completeness and eligibility.
2. Incomplete applications will be returned to the potential recipient with a list of additional information required to properly assess the application. Applications that do not meet the eligibility requirements will be returned with an explanation as to why the application does not comply.
3. The CAO and staff will develop a preliminary list of grants and supporting information to the Committee of the Whole for review.
4. The CAO will submit a list of accepted grants at a Regular Meeting of Council, which must be approved before cheques are issued to the successful applicants. Letters are sent to grant applicants noting program reporting requirements (if any) and any restrictions. **There is no appeal process.** The list of awards is public information and will be published annually.
5. The granting of financial assistance in any year, is not to be regarded as a commitment by the Municipality to continue such assistance in future years.

FINAL REPORT GUIDELINES

Within 60 days of the event, the recipient will provide the Municipality with a written review of the event as well as a Revenue and Expense Statement. Failure to comply with the above requirement may result in future ineligibility. The Municipality reserves the right to ask for surplus funds to be returned to the Municipality, however they will take into consideration the intent noted on the application.