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**TOWN OF BRIDGEWATER  
DESIGNATED COMMUNITY PROJECT FUND POLICY**

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**Policy No. 97**

Approved: September 23, 2019

Resolution No.: 19-184

**1. DEFINITION**

- 1.1. "Town of Bridgewater" is referred to as "the Town".
- 1.2. "Designated Community Project Fund" is referred to as DCPF.
- 1.3. "Donors" is referred to as any individual, corporation, organization, trust, partnership, or any other entity that has right to provide a donation.
- 1.4. "Donation recipients" means local community groups or community projects.
- 1.5. "Projects" may include, but are not limited to expenses for capital, special events, operating.

**2. TITLE**

- 2.1. The Town will establish and maintain a Designated Community Project Fund (DCPF) reserve fund account in the Operating reserve section to receive donations from the public or organizations to provide funding for specified Town projects or to be dispersed to local community groups as a grant.

**3. ELIGIBILITY**

- 3.1. Donation Recipients must apply in advance to establish an eligible project under the fund using the form in Schedule A. The Donation Recipient must clearly state the intention for the project and a timeframe for the fundraising.
- 3.2. Donors may make donations to the Town with a direction that the donation(s) be deposited to the DCPF.
- 3.3. The following wording must be included in any solicitations and promotional materials for a project so that potential donors understand how to receive a charitable tax receipt:
  - a. **[Name of Community Group]** is unable to issue a charitable donation receipt under the Income Tax Act; however, the Town of Bridgewater has established a fund entitled the Designated Community Project Fund (DCPF) whereby Town Council may by resolution make a grant or contribution from this fund pursuant to Section 65A of the Municipal Government Act for projects located within the Town of Bridgewater.

- b. **[Name of Community Group]** would like to apply to the Town for a grant, equivalent to the funds collected from the community project fundraising campaign for expenditures on a community project, as detailed in the attachment, from the DCPF fund.
- c. If donors wish to receive a charitable donation receipt, acknowledging that any grant to the [Name of Community Group] from the Town is at the discretion of Municipal Council, then the donors should make their donation to the "Town of Bridgewater" with a notation that the donation is to be deposited to the DCPF fund.

#### **4. DEPOSIT OF FUNDS**

- 4.1. The funds shall be deposited in a segregated Town reserve account.

#### **5. CHARITABLE DONATION RECEIPTS**

- 5.1. An Official receipt for income tax purposes, where and to the extent permissible under the Income Tax Act (Canada), will be issued to donors for donations of \$50.00 or more.

#### **6. GRANTS OR CONTRIBUTIONS FROM THE DCPF**

- 6.1. Council may by resolution:
  - a. Make a grant or contribution from the DCPF pursuant to Section 65A of the Municipal Government Act for projects located within the Town; or
  - b. Expend funds from the DCPF on any charitable, nursing, medical, athletic, educational, environmental, culture, community, fraternal, recreational, religious, sporting or social facility owned by the Town of Bridgewater.
  - c. Funds provided through donations will not impact on grant requests received from the organization.

#### **7. APPLICATION**

- 7.1. Pursuant to clause 6, a written application to the Town for a grant must be made and include an explanation of how the funds would be spent, the amount sought, the estimated date when the funds would be required, and confirmation that the organization meets the criteria of Section 65A of the Municipal Government Act. A grant would be paid to the organization at the discretion of Council.

#### **8. ADVERTISEMENT**

- 8.1. Pursuant to Section 65C of the Municipal Government Act, Council shall annually publish in a newspaper circulating in the Town of Bridgewater, a list of the organizations and the amounts received as a grant from this Fund.

#### **9. RECORDS**

- 9.1. Official receipts for income tax purposes shall be under the supervision and control of the Director of Finance or designate of the Town.



# Designated Community Project Fund

Application Form to **establish** a community fund

Name of Organization: \_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Contact Phone Number: \_\_\_\_\_

Eligible organizations ***must*** be a Registered Society in good standing under the Nova Scotia *Societies Act*. Please provide your registration number: \_\_\_\_\_

Please describe the services provided by your organization and how it contributes to the wellbeing of residents and/or businesses of the Town of Bridgewater:

What is the project that you are applying to the Town's Designated Community Fund for? Please provide a project overview including how this will benefit your organization and the Town.

*Designated Community Project Fund – Application Form*

Please provide details on the cost of the project, including expenses and sources of potential revenue:

What is the start date of your fundraising campaign? \_\_\_\_\_

When is the target end date of your fundraising campaign? \_\_\_\_\_

What is your target fundraising goal? \_\_\_\_\_

*Attach any additional supportive information.*

**PLEASE NOTE:**

Funds received via the Designated Community Project Fund (DCPF) will be dispersed at the discretion of Council. Any organization that fundraised on behalf of the DCPF will not be guaranteed that they will receive a grant from this fund.

Date of application \_\_\_\_\_

Signature \_\_\_\_\_

Print name and position \_\_\_\_\_

**Submit your application to:**

Director of Finance  
Town of Bridgewater  
60 Pleasant Street  
Bridgewater, NS  
B4V 3X9  
(902) 543-4651  
[finance@bridgewater.ca](mailto:finance@bridgewater.ca)

*Your organization may be requested to provide additional information or to make an appearance before Council to present your request.*

*Council will publish a list of the grants approved from the Designated Community Project Fund in accordance with Section 65C of the Municipal Government Act.*