COUNTY OF ST. PAUL NO. 19

BALANCING RURAL HERITAGE WITH A DIVERSE ECONOMY

POLICY OBJECTIVE:

The County of St. Paul desires to establish a process for community halls, non-profit organizations, societies, and other civic groups that provide services to its residents to apply for grant funding and to ensure that grant requests are assessed and awarded in a consistent and equitable manner that maximizes the benefits for County ratepayers.

POLICY STATEMENT:

A) COMMUNITY HALLS – ANNUAL OPERATING GRANTS

1) The distribution of annual operating grants will be at the discretion of Council and will be determined as part of the County's budget deliberations. There is no guarantee of annual operating grants from year to year.

2) All applicants must be registered and incorporated as societies and provide benefits to residents of the County.

3) Annual operating grants shall not be used for capital purchases.

4) Within the deadlines as set out by Council, the applicant must file and provide all documents and information, including financial statements, as outlined in the Annual Operating Grant application.

5) All applicants shall demonstrate fiscal responsibility, initiative and the ability to generate revenue.

B) CHARITIES, NON-PROFITS, SOCIETIES, AND OTHER CIVIC GROUPS – COMMUNITY GRANTS

1) The distribution of community grants will be at the discretion of Council and will be determined as part of the County's budget deliberations. There is no guarantee of community grants from year to year.

2) Funding requests will be required to submit an application form to County administration.

3) All funding requests from organizations must represent one of the following community sectors:

- Arts;
- Community Spirit;
- Culture;
- Environment;
- Heritage;
- Recreation and Leisure; or
- Tourism.

4) All applicants making funding requests must be registered societies or charities based within the County of St. Paul corporate boundaries.

5) New applications meeting the criteria will be given precedence over organizations submitting repeat applications.

6) The event, project, or phase of the project must be completed within twenty-four (24) months of the funds being distributed.

7) Through an application process, organizations must demonstrate the following:

- Planning and management capabilities;
- Other active fundraising efforts;
- A need for the funds requested;
- A level of financial stability;
- Adequate insurance coverage;

- A project plan, estimated cost, and timeline;
- An attempt to access grant fundings for the project; and
- An explanation of how the project will benefit the community.

8) Applications must be project or event-based and will not be considered for the following:

- Sustaining, operating, or administrative expenses not associated with a project;
- Studies, plans, or strategies;
- Conferences, workshops, seminars, educational programs, or professional development; and
- Travel expenses.

9) Applicants may be asked to provide a brief presentation to Council to explain the merits of their proposed project or event.

10) Community grants may be used for work completed prior to the grant's approval provided that the work was completed in the six months preceding the County's receipt of the grant application.

11) Applications will be reviewed and evaluated and funding recommendations will be presented to Council for approval.

12) All applicants will be notified of their application status within sixty (60) days of the receipt of their application.

13) Successful grant recipients must:

- Enter into a "Letter of Agreement" with the County of St. Paul No. 19;
- Agree that any project cost shortfalls will be the responsibility of the applicant;
- Agree to recognize the County's contribution to the project in public information, media coverage, signage, and printed material.

C) LOANS TO ALL COMMUNITY GROUPS

1) From time to time, Council may consider lending money to community halls, non-profit organizations, societies, or other civic groups.

2) The County shall not provide a loan in excess of one hundred thousand dollars ($100,000).

3) The County shall not provide a loan for a period exceeding ten (10) years.

4) The interest rate for a loan will be set at Council's discretion.

5) The loan applicant must be willing to enter into a loan agreement with the County.

6) The County shall follow the process laid out in the *Municipal Government Act* for loaning money to a non-profit organization.

D) GENERAL INFORMATION

1) Council has the discretion to waive criteria for specific applications.

2) There will be no opportunity to appeal Council's decisions as they pertain to grant funding or loans.

E) EFFECTIVE DATE

1) This Policy will come into effect on January 1st, 2017.