

MUNICIPALITY OF THE COUNTY OF INVERNESS DISTRICT/REGIONAL CAPITAL DEVELOPMENT GRANTS POLICY

Grant Authority:

The Municipality of the County of Inverness will do everything reasonable within the bounds of its powers pursuant to the Municipal Government Act (MGA) Section 65, and its resources, to bring to a realization the goals set out in the Municipality's Community Based Municipal Development Plan (CBMDP) and Integrated Community Sustainability Plan.

Grant Program:

The Municipality of the County of Inverness offers a District/Regional Capital Development Grant to assist communities and not-for-profit groups with the development of projects or initiatives that help foster integrated community growth, collaboration and designed to spur the development of innovative ideas and projects that will enhance the health and prosperity of Inverness County.

This program governs capital grants for District 1 through 6 within the Municipality of the County of Inverness to be applied through Inverness County Development Associations.

This program does not govern the following, which are separately administered:

1. Grants and contributions pursuant to inter-municipal, provincials or other agreements (Policing and Education);
2. Municipality of the County of Inverness Fire and Emergency Services operating & capital grants; Tax Exemption for Non-Profit Organizations (full and partial tax exemption bylaws);
3. Residential Property Tax Rebates (low-income homeowners);
4. Student Grants & Bursaries;
5. Grants to organizations.

Policy:

1. Each district of the Municipality will have an annual budget for Capital Development Grants. The maximum annual amount to be expended shall be based on Council's annual operating budget.
2. An annual budget for projects deemed to fit in a regional category could also be budgeted. The maximum annual amount shall be based on Council's annual budget.
3. District funds must be expended in the district for which they are allocated;

or on a project that can be demonstrated to provide a direct benefit to the district.

4. Annual allocations, if unused in a fiscal year, will be reserved for use by that district for the following year. District funds reserved for more than 2 years will be transferred to the regional fund budget.
5. All grant applications shall be submitted on the application form provided by the municipality.
6. The **deadline for grant applications** is **January 31st** or the last working day of the month of January. If districts do not have the application submitted by the deadline, their district allocation could go to a regional project.
7. Municipal Council and staff will review each request individually. Organizations receiving funding assistance should be incorporated as non-profit under the Joint Stock Companies Societies Act.
8. Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.
9. Up to 20% of District/Regional Capital Development Grants will be available for discretionary funding in each district upon approval by Council.
10. Annual report made available to Council on use of District/Regional Capital Development Grants.

Procedure:

1. The applicant group must provide the names and addresses of their officers and principal contacts.
2. The group must provide a written proposal that will provide information on the overall benefit to the community, and also illustrate the amount of community involvement.
3. Applications must include the following:
 - i. a statement of objectives for the proposal or project;
 - ii. a work plan should be included indicating starting and completion dates;
 - iii. a financial breakdown for the project, including materials, labour and other expenses. The persons responsible for monitoring the project should be identified.
 - iv. identify all sources of revenue.
4. A financial statement for the group's last fiscal year must be included with the application.

5. Organizations such a church groups, who are not registered with joint stock, must provide their charitable number.
6. Funding will not exceed 50% of the cost of a project or proposal. The applicant must provide information on the source of funds for the remainder of the project.
7. Municipal funds will be distributed to projects upon the applicant providing a progress claim, including a description and financial statement showing the revenues and expenditures for the project to-date.
8. Applicants must agree to present any reports or information as requested by Council. Failure to disclose the financial information for the completed project, within the two year period following approval, will result in forfeiture of the grant approved by Council.
9. Applicants must agree to publicly acknowledge the municipal assistance, when commenting publicly on the funding of their project.

General Conditions:

- Applicants must have the deed/lease to the property/facility or acceptable alternative.
- Applicants may be requested to make a verbal presentation to Community Development Committee to explain further and outline the specifics of their projects.
- Grant cannot be used for the salary/wages of staff positions or board honoraria.
- Grant applicants should be able to demonstrate active fundraising efforts and/or additional funding sources to support the continuation of a program, project or service.
- Grants may be awarded with certain terms and conditions. The letter of award will state if any particular restrictions apply to the grant.
- Awards may be issued in full or can be paid in installments. The letter of award will state if a holdback applies to the grant.
- In rare circumstances, an applicant's eligibility may be suspended for a specified time period for misappropriation of funds, failure to report, or misrepresentation.
- At the end of a project or by the end of the Municipality's fiscal year, whichever comes first, grant recipients must submit a report and/or financial statement to the municipality.

- Each application determined to be ineligible for funding will be documented and included in the staff report to Community Development Committee (CDC). The applicant will be notified, in writing, if the application is not eligible.


Approval:

**This is to certify that the above policy
was approved by Municipal Council**

CDC Review: June, 2013

Council – 7 Day Notice: May 29, 2013

Council Approval: June 10, 2013



Joe O'Connor, CAO