



Rural Community of Fundy Shores
31 Malcolm Meehan Road
Musquash NB E5J 2G2

POLICY TITLE: COMMUNITY GRANT POLICY

POLICY NUMBER: 2023 – 06

VERSION NUMBER: 1

DATE APPROVED:

EFFECTIVE DATE:

Policy Statement

The Rural Community of Fundy Shores has many non-profit organizations who, through their active memberships, provide foundational support in many areas in our community. This policy reflects the willingness and financial ability of the Local Government to recognize and support the ongoing efforts of our volunteer organizations who serve a vital role in providing valuable programs and services throughout our community.

Citation

This policy is adopted under the authority of Section 102 of the *Local Governance Act*, RSNB 2017, c. 18.

Purpose

To provide:

- 1) Operating funding to eligible organizations that can demonstrate their positive contributions to the Fundy Shores citizenry.
- 2) Sponsorship funding and one-time donation to eligible organizations for their positive contributions to Fundy Shores and their citizens.
- 3) In-Kind support to eligible organization for events that will benefit the citizens of Fundy Shores.

Types of Support

There are three types of support for which organizations may apply:

- 1) Operating Grants
 - a. Provides operational funding to support community-based organization for their programs and operational expenses.
 - b. Provides operational funding to support tourism, recreation and cultural organizations for their programs and operational expenses.
- 2) Sponsorship / One-Time Donation
 - a. Provides funding for tournament hosting/travel and facility discounts for properties owned by the Rural Community of Fundy Shores.
 - b. Provides a means for organization to apply for funding where they do not meet the registered charitable or registered non-profit requirements of the funding organization.
 - c. One-time monetary donations to organization and/or individuals affiliated with eligible organizations.
- 3) In-Kind Support



Rural Community of Fundy Shores
31 Malcolm Meehan Road
Musquash NB E5J 2G2

- a. Provides support to organization through the use of Community equipment, facilities, or staff time.

Eligibility Requirements

1) Operating Grant

- a. Any organization applying for funding under this policy shall meet ALL of the following requirements:
 - i) Be a not for profit or charitable organization
 - ii) Have a volunteer Board of Directors or Executive Board;
 - iii) Have been in operation for at least one year;
 - iv) Demonstrate the ability to raise funds through their own means;
 - v) Provide their organization's annual revenue and expenses;
 - vi) Demonstrate a need for operational funding assistance;
 - vii) For grants over \$5000, audited financial statements are required; and
 - viii) Demonstrate how their application for funding will benefit the residents of the Rural Community of Fundy Shores;
 - ix) Demonstrate how their application for funding aligns with the Rural Community of Fundy Shores strategic documents.

2) Sponsorship / One-Time Donation

- a. Demonstrate their ability to raise funds through their own means;
- b. Demonstrate how their application for funding will benefit the residents of the Rural Community of Fundy Shores and how their application for funding aligns with the strategic documents/direction of the community.

3) In-Kind Support

- a. Demonstrate their ability to raise funds through their own means;
- b. Demonstrate how their application for funding will benefit the residents of the Rural Community of Fundy Shores and how their application for funding aligns with the strategic documents/direction of the community.

Exclusions

- 1) The following types of organization are not eligible to apply for any funding opportunities from the Rural Community of Fundy Shores:
 - a. For Profit Organizations and/or Businesses.
 - b. Federal and/or Provincial Government mandated service delivery responsibilities;
 - c. Political organizations; and
 - d. Churches or Religious affiliated organizations.

Application & Review Process

1) Operating Grants

- a. The Rural Community of Fundy Shores shall issue a call for funding application once per year.
- b. All organizations shall complete the Operating Grant Application Form and submit the form in full by the deadline advertised on the website and social media platforms for the Rural Community of Fundy Shores. Failure to do so may disqualify the applicant.



**Rural Community of Fundy Shores
31 Malcolm Meehan Road
Musquash NB E5J 2G2**

- c. All applications will be considered until the budget allocation has been depleted.
- 2) Sponsorship / One-Time Donations
- a. Sponsorship / One-Time Donation application may be submitted at any time throughout the year, up to \$1000.
 - b. Applications exceeding \$1000.01 will only be considered during the annual budget process.
 - c. Request for funding will need to be received ten (10) weeks prior to the support is required. This will give Council the time to review the request and discuss its alignment with the strategic direction of the community.
- 3) In-Kind Support
- a. The Rural Community of Fundy Shores shall review the In-Kind Support Applications at any time throughout the year.
 - b. All eligible organizations requesting in-kind support shall not exceed \$500.
 - c. Request for in-kind support shall be received six (6) weeks prior to the support being needed.
 - d. Applications shall be reviewed and awarded subject to the available of Staff, services, facilities or equipment being requested.

General Conditions

- 1) All grants are awarded subject to Council’s approval.
- 2) Grants may be awarded within certain terms and conditions. The letter of award shall state if any particular restrictions apply to the Grant. Funding may be revoked for failure to comply with the terms and conditions stipulated in the letter.
- 3) Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.
- 4) The group or organization receiving a grant under this policy shall recognize the Rural Community of Fundy Shores as a sponsor of their organization, event, etc.

Version Log

Version Number	Amendment Description	Approved By	Approval Date

Annotation for Official Policy Book

This is to certify that the foregoing is a true and accurate copy of the Community Grant Policy for the Rural Community of Fundy Shores, which was adopted by Council at its duly convened meeting held 4th day of the October, 2023.

Linda N. Sullivan Brown
Chief Administrative Officer
Rural Community of Fund Shores

Date