

HARVEY RURAL COMMUNITY

Policy #2023-04 Community Grant Policy

Policy Objective:

Harvey Rural Community has many non-profit organizations who, through their active membership, provide foundational support in many communities in our area. This policy reflects the willingness and financial ability of Harvey Rural Community to recognize and support the ongoing efforts of our volunteers who serve a vital role in providing valuable programs and services throughout our Community. This policy is adopted under the authority of Section 102 of the *Local Governance Act*, RSNB 2017, c. 18.

Policy Purpose:

1. Provide annual operating funding to eligible organizations that can demonstrate their positive contributions to our Community, and
2. Provide sponsorship funding and one-time donations to eligible organizations for their positive contributions to our Community, and
3. Provide In-Kind support to eligible organizations for events that will benefit the residents of Harvey Rural Community.

Grant Types:

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

1. Annual Operating Grants:
 - a) Provides operational funding support to community-based organizations for their programs and operational expenses.
 - b) Provides operational funding support to tourism, recreation and cultural organizations for their programs and operational expenses.
2. Sponsorships:
 - a) Provides funding for tournament hosting/travel
 - b) Provides a means for organizations 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 organizations and/or individuals affiliated with eligible organizations.
3. In-Kind support
 - a) Provides support to organizations through use of Community equipment, facilities, or staff time.

Eligibility Requirements:

1. Annual 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;
 - 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, and demonstrate a need for operating funding assistance;
 - vi) For grants over \$5,000, financial statements are required; and demonstrate how their application for funding will benefit the residents of the Harvey Rural Community.
- b) The following types of organizations are not eligible to apply for Annual Operating Grant support:
- i) For Profit Organizations and/or Businesses;
 - ii) Federal and Provincial Government mandated service delivery responsibilities;
 - iii) Political organizations; and
 - iv) Churches
2. Sponsorships:
- a) Demonstrate the ability to raise funds through their own means;
 - b) Demonstrate how their application for funding will benefit the residents of the Harvey Rural Community.
3. In-Kind support:
- a) Demonstrate the ability to raise funds through their own means;
 - b) Demonstrate how their application for in-kind support will benefit the residents of the Harvey Rural Community.

Application and Review Process:

1. Annual Operating Grants:
- a) The Harvey Rural Community shall issue a call for funding once per year.
 - b) All organizations shall complete the Annual Operating Grant Application Form and submit the form in full by the deadline advertised. Failure to do so may disqualify the applicant.
 - c) All applications will be considered until the annual budget allocation has been depleted.
2. Sponsorships & Donations:
- a) Sponsorship & Donation Applications may be submitted at any time throughout the year, up to the annual budget allocation.
 - b) Any applications requesting support of \$500 or less shall be referred to the CAO for consideration up to the annual budget allocation and must be received two (2) weeks prior to when the support is required. The Director shall follow a guideline provided by the Administration Committee and guidelines will be reviewed annually by the Administration Committee.
 - c) All organizations requesting support over \$500 shall submit the application form in full to the CAO at least six (6) weeks prior to when the sponsorship is needed to ensure Committee and Council have time to meet, review and approve. Applications will be considered until the annual budget allocation has been depleted.

- d) Requests for Sponsorship of an application to another funding organization shall be submitted at least four (4) weeks in advance of the funding organization's application deadline to ensure Council has time to meet, review and approve the request.
3. In-Kind Support:
- a) The Harvey Rural Community shall review the In-Kind Support Applications at any time throughout the year.
 - b) All organizations requesting support valued at \$500 or less shall complete the In-Kind Support Application Form and submit the form in full to the CAO at least four (4) weeks prior to when the sponsorship is needed.
 - c) All organizations requesting support valued at over \$500 shall submit the application form in full to the CAO at least six (6) weeks prior to when the sponsorship is needed to ensure Committee and Council have time to meet, review and approve.
 - d) Applications received shall be subject to the availability of the Community staff, services, facility or equipment being requested.
 - e) The application procedure shall be repeated any time an in-kind support is sought.

General Conditions:

- 1. Grants may be awarded with 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.
- 2. Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.
- 3. The group or organization receiving a grant under this policy shall recognize the Harvey Rural Community as a sponsor when applicable.
- 4. Approval for financial assistance under this policy shall be at the discretion of the Harvey Rural Community Council.

Date of Adoption by Council: _____

Clerk's Signature: _____