

Municipality of the District of Lunenburg

Policy Details	
Name	Community Grants Program/Sponsorship Request
Number	043
Legislative Authority	MGA 2, 47, 48(3) 65C
Effective Date	February 27, 2024

Purpose

- 1 (1) The purpose of this Policy is to set guidelines for the distribution of funds to not-for-profit and charitable organizations in the community.
- (2) The Municipality recognizes and supports the efforts of community organizations to provide cultural, social, heritage, economic and/or recreation programs, facilities and events to the benefit of Municipal residents.
- (3) The Municipality offers grants for training of volunteers to further the benefits of their volunteerism, supporting local athletes competing in national or international events and to persons travelling to provincial, national or international competitions in sports, recreational or cultural events.

Authority

- 2 (1) Authority is provided under Sections 2, 47, 48(3) and 65C, Municipal Government Act, as amended.

Eligibility

- 3 The following types of organizations/individuals are eligible for funding:
 - (1) Charitable organizations (e.g., foundation and charities);
 - (2) Global community service organizations (e.g., VON, United Way);
 - (3) Community-based organizations (e.g., community halls, sports halls, recreation groups, social groups;
 - (4) Any funding requests from community groups who have management agreements with the Municipality and any adjacent municipal units requesting funding to support their municipally owned recreation facilities will be processed through the budget and not through the grant policy, unless otherwise stated in the management agreement.

- (5) For grant applications, organizations should ensure that any outstanding grant approvals from the previous fiscal year should be completed, unless an extension to the funding has been approved.
- (6) Individuals who meet the criteria of the grant they are applying for.

Grant Categories

- 4 (1) **Annual Operating**
To help with an organization's annual operating costs.
- (2) **Community Economic Development**
To help with the development of projects or initiatives that promote the area and foster community economic growth.
- (3) **Community Event**
To help with the hosting and/or delivery of a Community Event, under \$30,000.
- (4) **Community Recreation Capital**
To help with the expansion or improvement of an indoor or outdoor cultural, social, heritage and/or recreation facility, and/or equipment, for projects under \$10,000.
- (5) **Community Recreation Program**
To help with the delivery of a new or expanded cultural, social, heritage and/or recreation program.
- (6) **Elite Athlete Travel**
To help elite athletes living in the Municipality of the District of Lunenburg with travel costs when competing at National or International events.
- (7) **Leadership Training**
To help with training costs for individuals or community organizations that will continue to expand the programs, services and activities provided by community organizations.
- (8) **Major Events**
To encourage new or expand existing large-scale events that create a positive economic impact for the Municipality, for events over \$30,000. The Major Events grant is to support operating, marketing, or promotional expenses for events that will attract visitors to the area.

- (9) **Major Recreation Capital**
To help with the development, expansion or improvement of an indoor/outdoor cultural, social, heritage and/or recreation facility and/or equipment for capital projects \$10,000 or more.
- (10) **Sponsorship Ad/Donation of Prize(s) Request**
To help with sponsorship of local, not-for-profit organization's projects, events or initiatives that help residents of the Municipality, or to supply prize(s) to enhance the project, event or initiative.
- (11) **Sport, Recreational & Cultural Travel Assistance**
To help individuals, teams/groups with travel costs when competing in provincial, national or international competitions in sport, (who do not meet the Elite Athlete grant criteria) or recreational and cultural events.

General Information

- 5 (1) Municipal Council sets funding limits and annual budget allotments for each grant category.
- (2) Applicants will complete the proper Municipal application form and provide the requested information.
- (3) Application deadlines and expiry periods may apply.
- (4) Funding frequency is limited within each grant category.
- (5) Applicants should show community support, fundraising efforts and efficient use of resources, sound business practices and development of volunteers.
- (6) A financial statement and pertinent document must be filed with the Municipality following completion of the project.
- (7) The Municipality reserves the right to deny any application believed not within its mandate.
- (8) All proposed work must follow Municipal, Provincial and Federal regulations.
- (9) Applicants must agree to recognize the Municipality for its contribution

(e.g., banner, public announcement, sign, brochures, programs, advertisements).

(10) The municipality will publish to the public a list of recipients of grants and the amounts given as stated in Section 65C of the **Municipal Government Act**.

Approval Process

- 6 (1) Municipal Council approves the following grants
 - a) Annual Operating
 - b) Major Recreation Capital
 - c) Major Events Grant (request more than \$2,500)


- (2) Applications for all other grants under this Policy, and grants under the specified amounts in 6(1) c) are reviewed and approved/denied by the responsible staff person, with notification to Municipal Council.

- (3) Applicants will be notified in writing of approval or denial. This communication will explain any terms and conditions that apply to the grant approval.

Evaluation Criteria

- 7 (1) The evaluation may include but is not limited to the following criteria
 - a) Project/program fits within the mandate (vision/mission) of the Municipality.
 - b) Organization is a not-for-profit group.
 - c) Program, event, facility is for public community use.
 - d) A financial need is proved.
 - e) The organization is sourcing other funding partners.
 - f) The grant proposal is practical.
 - g) The funding provided by the Municipality will enable the organization to use dollars from other funding partners.
 - h) The application has shown that they will recognize the Municipality's contribution.
 - i) The organization shows long-term sustainability.
 - j) The applicant has proved its own commitment to the project (i.e. financial, in-kind donations).

- k) The percentage of users from the Municipality of Lunenburg.
- l) The breakdown of staff (volunteer, paid, externally funded).
- m) Funding **must** be requested from the host Municipality if organization is located outside the Municipality of Lunenburg (proof of request **is** required).

Policy Adoption	
Date of Original Passage	January 10, 2023
Date of Notice of Intent to Amend	February 20, 2024
Date of Council Approval	February 27, 2024
Effective Date (if different from Council Approval)	February 27, 2024
I certify that this Policy 043 Community Grants Program/Sponsorship Request was adopted by Municipal Council as indicated above.	
Signature of Municipal Clerk 	February 27, 2024

Version	Amendment Description	Approval Date
Repeal & Replace	Update for accessible formatting, and a complete review of the policy.	Jan. 10, 2023
V2	Removed the "Membership based, not-for-profit organizations having an annual adult membership of \$125 or less and for Youths or Seniors" from the eligibility criteria.	Mar. 28, 2023
V3	Addition of training for volunteers, support for athletes, and persons travelling to Provincial, National, or international competitions in sports, recreational or cultural events to the purpose. Amended eligibility grant criteria, further defined Community Events, Major Events, clarified Elite Athlete funding, Removed PRO Kids program and revised Youth Travel to Sport, Recreational and Cultural Travel.	Feb. 27, 2024