TOWN OF THREE RIVERS

Major Grants (Over $200) Policy

Policy Number: TRG-2

Approved By: Town Council

Date of Approval: March 11, 2019
Amended: September 14, 2020

Policy Statement

The Town recognizes the value created by small organizations and the issue of carrying out important functions with limited resources.

To receive a grant from the Town a group or organization or event must demonstrate that they meet all of the following characteristics:

a) the group, organization, or event must be registered as non-profit or not-for-profit located and/or operating in the Town of Three Rivers;

b) the group, organization, or event must have a broad mandate servicing a wide cross-section of citizens within the Town of Three Rivers;

c) the group, organization, or event must provide a service not currently provided by another body;

d) the purpose of the group, organization, or event is to enhance social, cultural, environmental, recreational, or heritage initiatives.

Groups not embodying the desired characteristics will not be considered for funding under this policy.

Scope

This policy applies to all not-for-profit organizations which carry out activities of benefit to the Town of Three Rivers. This policy applies to those organizations seeking a "grant" (direct financial support and/or in-kind services/support).

Guiding Principles and Processes

To be considered in the budget, organizations must submit a written request, on the approved form attached as Appendix A, by November 30th for consideration in the budget of the next fiscal year. (For example: by November 30, 2020, for the 2021-22 fiscal year.)

Grant requests should outline the purpose and benefit of the proposed activity.

Grants are intended to provide financial assistance for **non-profit organizations and charities** that assist in creating or in maintaining healthy, safe, and culturally vibrant communities for the benefit of Town residents.

Grants will assist in adding value to the community.

Grants are intended to be for projects or organizations for one year at a time, and not intended to be annual grants.

Recipients will typically be ineligible for a grant for the 2 years after their grant. Where requests are provided for more than one year, they may be provided for up to a maximum of five (5) years with the amount of funding provided in subsequent years on a declining basis of 90%, 75%, 50%, and 25% in years 2, 3, 4 and 5 respectively.

Financial statements or operation budgets for the previous/current year must accompany the written request for grant consideration. Town support is not for the purpose of adding to the profit margin and/or assisting profit making organizations/persons.

Town grants are not to be utilized to fund staffing needs.

The Town should be considered as a last resort source of funds.

The Town shall establish a maximum dollar amount within the grants budget line each year. Once that limit has been reached, no other funds will be distributed in that budget period.

If approved, prior to the receipt of grant, organizations will be required to indemnify the Town of any liability from their actions and the Town shall be named as an additional insured in the organizations insurance policy.

Recipients shall provide the Town with statements showing how the grant was used by the end of March, the year following receipt of any grant funds.

Responsibility

The Committee of Council is responsible for ensuring applicants meet the terms of this policy prior to adding the request to the budget process.

Council shall maintain responsibility for final approval or rejection of grant requests and may approve grants that do not meet all the Guiding Principle and Processes when it is deemed in the best interest of the Town to do so.

Policy

To be eligible for budget consideration for a cash or in-kind grant, organizations must meet the Guiding Principles and Processes as outlined within this Policy.

APPENDIX A

Application For Community Grant Over $200

Application Deadline: November 30

1. Name of Applicant Organization:	2. Contact Person: Telephone: Fax:
3. Mailing Address:	4. Civic Address (if different from #3).

Please include the following information with your application:

☐ Proof of current registration as a provincial non-profit organization or federal charitable registration number. If you are in the process of applying for registration include a copy of your application form.

☐ A financial statement or Treasurer's report from last fiscal year.

☐ State the location of the project if different from the address listed above in boxes 3 or 4.

☐ Include a covering letter if you want to tell the Town Council something about your organization and its goals. Please do not include binders, self-promotional materials or lengthy reports. If more information is required, the CAO will contact you during the review process.

☐ List any grants received from any other government agency. List any other forms of assistance your organization receives from the Town such as leasing agreements, tax subsidies, services in kind etc.

5. Amount of Grant Requested: $	6. Have you applied to other funding bodies for this project? Please list.
7. Describe the specific project that you are going to do [attach additional information if required]:	
8. Describe the particular group of people this project aims to serve:	
9. What benefits will your project bring to the Town of Three Rivers?	

10. What roles do/will volunteers play in this project [or in the operations of the group/organization]? How many volunteers will/do participate?

BUDGET FOR THIS PROJECT

INCOME/REVENUE		EXPENSES	
Type of Income	**$ Amount**	**Type of Expense**	**$ Amount**
Town Grant Requested			
Other Municipal Assistance			
Provincial Assistance			
Federal Assistance			
Fund Raising/Donations			
Membership Fees			
Service Fees/Product Sales			
Other:			
Other:			
Total Estimated Income		**Total Estimated Expenses**	
Note: if $ are not confirmed, mark with an *		**Difference between income and expenses: $**	

BOARD OF DIRECTORS

Name	Position	Address	Telephone

AUTHORIZATION

This application must be signed by an authorized signing officer of the Board of Directors:

Application prepared by: _____ _____ _____
Signature Print Name Date

Board Authorization: _____ _____ _____
Signature Print Name Date

Remember the DEADLINE FOR APPLICATIONS is on or before November 30 prior to the grant application year.

Mail or drop off your application form and any support materials to:

Dawn Arsenault, Manager of Finance
Town of Three Rivers
PO Box 546
172 Fraser Street
Montague, PE C0A 1R0

All applications are date-stamped upon receipt. Due to the number of grant applications received each year no applications will be considered after the submission deadline. If you need help completing this form, call the Town Office at 838-2528. You may also fax your information to 838-3392 or scan and email applications to townhall@threeriverspei.com.

Although we are unable to fund all applications received, we appreciate the interest of community groups in our program and the valuable contribution made by volunteers to the quality of life in the Town of Three Rivers.

Protection of Privacy - The personal information requested on this form is collected under the authority of Section 11(1)(b) of the Bylaw to Regulate Access to Information and Protection of Personal Information, Three Rivers Bylaw 2020-02, and will be protected under Section 16 of that Bylaw. It will be used for the purpose of determining grant eligibility.

Direct any questions about this collection to Access to Information and Protection of Privacy Coordinator, 172 Fraser Street, PO Box 546, Montague, PE C0A 1R0 Phone: (902) 838-2528.