

## **Town of Sackville Community Development Grants Policy**

### **Background**

The Town of Sackville recognizes the valuable contribution that volunteer organizations make to our community. As a result, Sackville Town Council would like to support as many volunteer based community organizations as possible.

### **Definitions**

**“Town”** refers to the Town of Sackville, New Brunswick a body corporate.

**“Council”** refers to the Council of the Town of Sackville, New Brunswick.

### **Policy Objectives**

This Town administered grant policy will:

1. Ensure that reporting processes are in place to enable the Town to measure progress toward achieving its goals.
2. Ensure grants are awarded in a uniform, fair and equitable manner with clear processes and procedures.
3. Identify roles and relationships
4. Require written guidelines for all grant programs including:
  - Eligibility
  - Application deadlines, processes, and requirements
  - Contribution limits and requirements
  - Accountability and reporting requirements

### **Policies**

#### *1. Overview*

1.1 It is Council’s intent to support community initiatives which are consistent with the Town’s strategic priorities, through the administration of four Community Development Grant programs:

- *Operational Funding Program*
  - Designed to provide operational assistance to local associations that have a primary mandate in compliance with Municipal priorities as listed in policy 1.4. Associations must meet the eligibility criteria to receive support.
- *Capital Funding Program*
  - Designed to provide monetary support to local associations that are pursuing a one-time capital or equipment purchase. Examples could include building renovations, sporting equipment, playgrounds, and

other infrastructure costs. Associations must meet the eligibility criteria to receive support.

- *Special Events/Projects Funding Program*
  - Designed to provide financial support to local associations that are hosting a special event or would like to introduce or enhance a programming opportunity within the Town of Sackville. Associations must meet the eligibility criteria to receive support.
- *Sponsorship Program*
  - The Town of Sackville is happy to support local organizations with smaller donation requests as part of the yearly budget discussions. Individual requests and requests outside of the budget process will not be considered.

1.2 These policies shall apply to all programs.

1.3 All funding assistance provided through any of the four programs must be in compliance with the provisions of the New Brunswick Municipalities Act.

1.4 Subject to the above (Policy 1.3) and compliance with the Town's strategic priorities, funding through these programs may be used in support of any type of activity that benefits the community including, but not limited to, Recreation, Healthy Living, Social and Community Service, Sustainability, Environmental Responsibility, Education & Lifelong Learning, Community Economic Development, Tourism, Heritage, Culture and Creative Arts.

1.5 Community organizations may be eligible to apply for assistance through more than one grant program providing the applications pertain to separate and distinct projects, programs or initiatives.

1.6 Community organizations who are already receiving monetary support from a Town of Sackville funded organization (i.e. Renaissance Sackville) are not eligible to receive any of the four Town operated Community Development Grants.

1.7 Early submissions in advance of the annual intake deadline of October 15<sup>th</sup> of each year are encouraged to ensure compliance with application requirements and optimum chance for success within the approved Town budget. Late submissions will not be accepted.

## 2. *Guidelines*

2.1 Guidelines will be laid out in writing, for each program and must include:

- Program description
- Eligibility criteria
- Application deadlines (if applicable)

- Application processes, procedures and requirements
- Municipal and community contribution limits and/or requirements
- Assessment criteria (if applicable)
- Reporting and accountability requirements
- Payment procedures and requirements

2.2 Program guidelines may be changed upon Council approval.

3. *Roles and Relationships*

3.1 Staff and councillors will encourage community residents to become engaged in projects and initiatives to support the sustainability of their communities and to consider the availability of the various grant programs as applicable.

3.2 A staff person(s) will be assigned responsibility for the administration of each grant program.

3.3 Staff will prepare a report and recommendation for each application or group of applications as applicable, to be presented to Council for approval.

4. *Budget and Allocation of Funds*

4.1 On an annual basis Council will identify an amount to be allocated in support of the Community Development Grants Policy.

4.2 Successful applicants will be mailed cheques upon confirmation that the initiative is successfully underway.

5. *Program Evaluation*

5.1 A report shall be prepared at the end of each fiscal year describing an overview of each grant program and the extent to which it supported Municipal goals and strategic priorities.

5.2 The report may also include recommendations for changes to the policy, program guidelines or budget allocations.

5.3 The criteria of each of the four grant programs are subject to change and subject to council approval by April 30<sup>th</sup> of each year.