

# 2022 Town of Sackville Community Development Grants Program Guidelines

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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 within the annually allocated budget.

## Town of Sackville Community Development Grants Program Objectives

1. To be fiscally responsible to the taxpayers of the Town and to ensure there is value in the initiatives we choose to support and to contribute to the overall betterment of the community.
2. To support local community and sports organizations in the day-to-day costs of operation.
3. To maintain equity when dispersing public community development funds.
4. To improve the quality, quantity and access of community recreation opportunities by financially assisting groups with new and improving recreational, arts and cultural initiatives; leadership development opportunities; and recreational programming for all ages.

## Information for Community Development Grants Program Applicants

1. Town Council places priority on projects that provide opportunities for:
  - a. Active and Healthy Lifestyles
  - b. Artistic and Cultural expression and learning
  - c. Sustainable community development, and building stronger more cohesive communities
  - d. Residents to have enjoyable, rewarding leisure time activities
  - e. Positive personal growth and development (building resiliency, self-esteem and confidence)
2. The deadline to apply is **October 15, 2021**. Applications are reviewed by the Department of Recreation Programs and Events. If all guidelines and procedures are completed, applications are then reviewed by Council.
  - a. For any application with missing documentation, a letter will be sent stating that the application is incomplete and a listing of what is required will be provided.
  - b. All groups with an incomplete application will have 30 days from the time they are contacted by the department, to submit all documentation required. If these are not received within the 30 days, the application may not be considered.
3. Successful applicants will be announced publicly once a year.

4. All groups and projects must meet the eligibility criteria for each program to be considered
5. Groups are required to file a report before **December 15, 2022** or new applications may not be considered.

#### **Community Development Grants Program Procedures**

1. Complete applications will be accepted by mail, email or in person at the Town of Sackville Town Hall.
2. All applicants are required to submit:
  - a. Complete funding application
  - b. Detailed project budget
  - c. Meeting minutes approving the grant application
  - d. Additional documentation- if requested (listed below)
3. Some applicants may be required to submit as part of the application (reviewed on a case by case basis):
  - a. Community organization AGM Report from the previous year
  - b. Community Organization Financial Plan
  - c. Financial Report from previous fiscal year
  - d. Community Organization Project Plan
  - e. Community Organization Environmental Analysis
  - f. Balance sheets
  - g. Cash flow statements
  - h. Projected income statements
  - i. Community Facility Usage
  - j. Letters of community support
  - k. Project quotes (3)
  - l. Organization's proof of insurance
  - m. Other
4. Applications received by the Town will be evaluated against alignment with municipal recreation priorities and other grant applications submitted to the Town.