



<i>Policy Number</i>	105
<i>Name of Policy</i>	Neighborhood Matching Grants
<i>Effective Date</i>	May 9, 2018
<i>Revision Date</i>	
<i>Originating Department</i>	Manager
<i>Policy Statement</i>	Neighborhood Matching Grants are based upon the premise that municipal funding for worthwhile projects is matched by volunteer labor or services, donated materials or cash. They are designed to provide City resources to help make our neighborhoods and community stronger and more connected.
<i>Scope – Who it affects</i>	Organizations, community groups and neighborhoods applying for a grant from the City of Miramichi

POLICY

To support projects proposed by groups, organizations and neighborhood associations which help make our neighborhoods and community stronger and more connected.

PURPOSE OF GRANTS

The neighborhood matching grant is intended to:

- Provide support to neighborhood groups and/or place-based and/or community grassroots initiatives that:
- Renew or revitalize neighborhood public and green spaces, contributing to neighborhood beautification and celebration;
- Foster neighborhood pride;
- Broaden access and participation in the performing, visual and literary arts in communities and neighborhoods;
- Build stronger relationships between neighbors and neighborhood groups;
- Demonstrate capacity to improve the overall quality of life in a specific neighborhood/community of interest; and
- Improve safety, accessibility and/or mobility.
- Leverage the City's financial support with community contribution from volunteer labor, donated materials, donated professional services, and/or cash.
- Entrust citizens to become more actively involved in identifying, pursuing and funding opportunities to strengthen Miramichi neighborhoods.
- Connect communities with not-for-profit art groups and individual artists practicing locally



APPLICANT CRITERIA

- a) Applications will be accepted from:
- community groups in Miramichi neighborhoods including, community members who form a committee/group for the purpose of a specific project or event; and
 - neighborhood-based community groups already formed (including formal groups, e.g. Not-for-profit and informal grassroots neighborhood groups) completing a project or event.
- b) Applicants should demonstrate that they have actively sought involvement and support from neighborhood residents, and are composed of a significant number of committed people who live and/or work in the neighborhood and demonstrate that there is strong support from the neighborhood for the project, including approval of the project from all adjacent property owners (if appropriate);
- c) applicants should be open to partnerships with other community groups, not-for-profit organizations to leverage additional funds/resources and demonstrate the ability to match the value of the contribution requested from the NMG with community resources (in-kind or in-cash), including voluntary labor or donations of goods or services as part of the budget for the project;
- d) applicants who are awarded a grant shall have a bank account with at least two people who are named as “signatories” and provide an accurate accounting of all funds, including proof of purchases.

PROJECT EVENT CRITERIA

Successful projects will include:

- Those that occur within Miramichi city limits and are geographically defined within a neighborhood on accessible public land;
- One-time neighborhood and/or place-based projects/events
- Those that are inclusive, encouraging broad-based and diverse neighborhood involvement and participation of neighborhood residents, community members and volunteers in the project/event development and process;
- Those projects that contribute to neighborhood identity;
- Those projects/events that will enhance or celebrate unique social, planning and/or design features of a neighborhood

FUNDING REQUESTS

- a) Municipal financial support of up to a maximum of \$4,000, given resource availability, will be made available for projects that meet the criteria outlined within the policy and are approved by the City.
- b) The total value of the cash, donated materials or in-kind contributions must equal or exceed the dollar amount requested.



c) The applicants matching contribution may include:

- Cash donations;
- Volunteer labour/time (valued at \$15 per hour);
- Donated professional or contractor services, including services from artists & arts organizations (valued at the reasonable and customary retail value of the product/service);
- Donated materials and supplies (valued at retail prices); and
- Borrowed equipment (valued at the cost necessary if it were to be rented).

d) The amount of municipal financial support must be appropriate to the needs of the proposed project (applicant must be prepared to justify that each element of the match, in the amount proposed, is required to complete the proposed project).

e) At least 25% of the applicant's contribution must come from the applicant group itself, rather than from other granting bodies.

f) Funds from other City of Miramichi sources cannot be counted as match (e.g. projects that received funds through the City's budget process or any other of the City of Miramichi's grant programs will not be eligible for a NMG).

g) Professional services are valued at the reasonable and customary retail value of the product/service.

h) Projects that bring additional external financing, material or human resources through partnerships are favored over projects that are only sponsored by the City of Miramichi.

APPLICATION PROCESS

Applicants must submit a completed grant application to the City which includes the following information:

- * The Organizational structure of the applicant.
- * Key contact names for the applicant, including a statement identifying the individual that will lead the project proposed, and ensure that the funds granted will be used solely for the purpose identified;
- * Details of the project or event, including evidence showing that the project or event meets the criteria outlined above;
- * Implementation plan and schedule for the event;
- * Any possible risks (e.g. risks could be related to finances, resources, timing, needs of stakeholders, social/community effects, physical, safety, social, etc.) that could be associated with the project as well as strategies to address these risks
- * Such other information as may be requested by the City of Miramichi



EVALUATION AND AWARD OF GRANT

- All applications will be evaluated by the City of Miramichi to determine eligibility for a grant and the amount of the grant
- The City will endeavor to make a decision on the provision of a grant as soon as possible after receipt of a properly completed application.
- Applicants should not proceed on the assumption that they will be provided a grant. All organizations receiving a grant will be contacted in writing by the City.

The following types of projects may qualify to receive a grant:

- Community mural
- Street party
- Park benches
- Trail enhancements
- Little Libraries on public places
- Outdoor exercise equipment
- Historical interpretation boards
- Beautification and Community clean-up projects.

The following types of projects will generally not qualify to receive a grant:

- Those that add significant new municipal operating or maintenance costs
- Those that propose large scale work that require extensive design, input, or permits
- Those that duplicate existing municipal or community projects

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	May 9, 2018



City of — Ville de
MIRAMICHI