



Policy Number	106
Name of Policy	Community Grants
Effective Date	May 9, 2018
Revision Date	
Originating Department	Manager
Policy Statement	Over the past number of years, the City of Miramichi has supported many deserving individuals and groups, in need of financial assistance to accomplish good work in our community through our various grant programs. The City is in the process of modifying its grant program which will include the discontinuance of Community Grants in 2019. The purpose of this policy is to outline the application process for community grants for 2018
Scope – Who it affects	Organizations, community groups and neighborhoods applying for a grant from the City of Miramichi

POLICY

1. To identify groups or organizations targeted by our policy and to specify the financial assistance that the municipality can offer them.
2. To promote activities and groups who build on volunteer work and partnerships, while taking into consideration the many requests and the difficulty in meeting all the needs for human resources, financial assistance and material. As a whole the support program rests on the availability of resources; since these are limited, the City of Miramichi will grant support depending on its ability to do so.

Applications will be accepted from groups, organizations and neighbourhood associations.

OBJECTIVES

1. Miramichi offers community grant opportunities to not-for-profit community organizations and groups that provide services in the areas of arts and culture, community support and development and conservation of our cultural heritage resources and environmental improvement and stewardship
2. Fairly recognizing and encouraging the efforts of the various organizations in the City of Miramichi that do not fall under the legislative authority of any other level of government for funding and demonstrate a need for financial aid.



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3. Identifying and differentiating various organizations and defining our contributions to their efforts, either directly or indirectly.

ELIGIBILITY CRITERIA AND CONSIDERATION:

Groups must meet the following criteria:

1. Services provided by the organization/group for which funding is requested must demonstrably meet Council's strategic objectives as documented in the City of Miramichi's Strategic Plan and other policy documents.
2. Services provided by the organization/group for which funding is requested must not be precluded under the Municipalities Act.
3. Services provided by the organization/group for which funding is requested must not already be provided by the City or by other groups funded by the City of Miramichi; requests from organizations/groups that provide similar services as provided by the municipality must be assessed as to whether there is a duplication of services; the municipality will not issue grants for services that conflict with or are in direct competition with programs operated internally.
4. Services provided by the organization/group for which funding is requested must be provided directly to the citizens of Miramichi, i.e. grants are for direct programs only. Grant applications from organizations that themselves distribute grants to other organizations will not be considered, i.e. fundraising events are not eligible. Service clubs are eligible to apply for funding if the purpose of the event they are sponsoring is deemed to be a municipal responsibility and the event is city-wide, targeted toward a broad cross-section of the community.
5. Grant applications submitted by individuals or 'part groups' of an organization/group will not be considered.
6. Volunteer organizations/groups planning an event to raise funds to support an organization/group that is receiving a City of Miramichi grant will be not considered for funding.
7. Organizations/groups applying for funding who offer services to residents outside of the City of Miramichi are strongly encouraged to also approach all other relevant municipalities for funding.
8. Organizations/groups wishing to be considered for community grants do not need to be incorporated as not for profit corporations; however, budgets and subsequent accounting must not show an excess of revenue over expenses; applicants must demonstrate the capability to manage and govern the program or project, usually evidenced by the existence of an executive committee or coordinating board.



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9. Organizations/groups are encouraged to ensure as much inclusive public participation and access as possible, e.g. minimum charge or no admission charge whenever possible.
10. Any organization/group applying for funds will give regard to the inclusion and accommodation of persons with a disability.

APPLICATION PROCEDURE:

1. Organizations/groups operating in the city and applying for funding to the City of Miramichi for the first time or those who have received grants (formerly known as grants to non-profit organizations) in previous years are eligible to apply using the grant application.
2. All grant requests will be reviewed and evaluated by the City of Miramichi as per a variety of assessment areas such as community need, organizational capacity and financial analysis. The City will allocate resources within budget availability.
3. Grant applications will be received in late-October 2018 (specific deadline dates will be published). To be considered for a grant, organizations/groups must submit a **fully completed grant application form**, along with all supporting documents as noted in the application form, by the deadline date. **A recent Balance Sheet and Income Statement must be submitted. Wherever possible, audited financial statements should be submitted. If the request relates to a special or capital budget, a budget for that special project should accompany the request.**

Council may decide if there is a need for applicants to present at a Council meeting.

4. All applicants will be notified if their application has been successful once a decision is finalized by Council
5. It is expected that decisions on Community Grants for 2018 will be made public by Council during budget deliberations, normally in November or December 2018.
6. All decisions made by City Council will be final.
7. Formal notification of successful grant recipients and amounts will be sent to applicants following decisions by Council.
8. Payment of grants will occur after 2018 Budget approval.
9. Organizations/groups receiving funds are advised that the grant being given is not to be regarded as a commitment for future assistance.
10. Organizations applying for grants must demonstrate evidence of commitment to volunteer involvement.
11. Incomplete applications will not be considered for funding. Ensure all information as requested is provided.



12. Where applicable, proof of adequate liability insurance and other documentation required by the City of Miramichi must be shown by the organization/group receiving a grant. The successful applicant agrees that the Municipality shall not be liable for any incidental, indirect, special or consequential damages, injury or any loss of use, revenue or profit of the applicant arising out of or in any way related to the festival or event.
13. Any organization/group receiving funds from the City of Miramichi will recognize the City's contribution. In that regard, the City may provide its corporate logo and corporate name for use in promotional literature and material which may be prepared by the organization/group for which a grant has been received if approved by Council. All project documentation and photographs become the property of the City of Miramichi for use on its website or other educational material or events.
14. Groups/organizations receiving a grant must submit a full accounting, including a final financial statement, of the funded activity after it has occurred. Staff will determine whether the funds have been used according to the direction of Council. A final report detailing grant expenditures, summary of activities undertaken, outcomes achieved that include photographs, copies of media coverage received or written feedback must be submitted after the completion of the project. Failure to do so could affect future year applications.
15. Any changes to the project timeline, nature and or content of an approved project shall be subject to a revised proposal being submitted to City council to recommend whether the previously approved funding should be withdrawn. Failure to submit a revised proposal may result in the withholding or repayment of funds.

IMPLEMENTATION:

This policy comes into effect for the 2018 budget year.

PRECEDENCE AND REPEAL:

1. The provisions of this policy shall take precedence over any conflicting provisions of any other municipal policy (ies).
2. The adoption of this policy repeals Policy 101 and any previous policy dealing with the subject matter herein.
3. This policy will be automatically repealed on December 31st, 2019, unless otherwise directed by a resolution of Council.

Approved by City Manager	Signature:
Approved by City Council	



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	Signature:
Date	May 9, 2018