

	R.M. OF WALLACE-WOODWORTH		
	GENERAL POLICY		
	Grants Policy	Approved by: Resolution No. 25/367	November 13, 2025
		Revision Date: November 2025	

PURPOSE

The Rural Municipality of Wallace-Woodworth recognizes the value of community organizations and the contributions they make to the well-being, culture, and growth of our municipality. These guidelines establish an orderly and transparent process for the administration of annual grants that provide limited financial assistance to eligible organizations for operating and/or capital projects.

These guidelines also serve to:

- Ensure fairness and accountability in municipal grant funding;
- Encourage shared responsibility and community partnerships; and
- Align funding decisions with municipal priorities and available resources.

POLICY

1. Annual Grant Allocation

- a. It is the policy of the Rural Municipality of Wallace-Woodworth to provide funds annually, within its Annual Financial Plan, for the purpose of the allocation of annual Grants, based on need, as to be determined by the Council of the Municipality on an annual basis.
- b. Grants may be provided across the Municipality for operating and/or capital costs depending on the needs of the organization receiving the funds. Consideration may also be given to organizations located outside the Municipality that provide service and direct benefit to the ratepayers and residents of the RM of Wallace-Woodworth.
- c. Applications must be submitted by November 30.

2. Eligibility Criteria

To qualify for funding under this policy, organizations must meet the following criteria:

a. Organizational Status

- Must be a registered non-profit, community organization, or volunteer committee.
- Organizations must have been in operation for at least one year.

b. Governance & Accountability

- Have a volunteer executive or board of at least three members.
- Maintain a bank account in the organization's name.
- Demonstrate financial transparency by providing accurate year-end financial statements and, if requested, meeting minutes, budgets, and/or terms of reference.

c. Community Service & Activity

- The organization must be actively operating and providing programs, facilities, or services to the public at the time of application.
- There can only be one grant request per organization or project per year (which may include multiple components under a single application).
- The organization must demonstrate active fundraising or self-help efforts to support its operations or project. The R.M. of Wallace-Woodworth grant should never be considered the sole source of funding.

d. Financial Need & Use of Funds

- Organizations reporting surplus or reserve balances must provide an explanation of the purpose of those funds and why municipal support is still required.
- Grants under special circumstances may be considered to pay deficits or retire debt.

e. Eligible Use of Funds

- Funds must be used for the purpose identified in the approved application.
- Any changes to scope or purpose require written approval by Council.
- For capital projects, relevant approvals and permits must be obtained prior to work commencing.

f. Geographic Scope and Equity

- Priority may be given to organizations located within the RM.
- Projects or services from outside-boundary applicants may be considered if they provide a direct benefit to R.M. residents and the host municipality confirms funding support equal to or greater than that provided by the R.M.
- Applicants located outside the RM must provide data or metrics demonstrating Wallace-Woodworth resident participation (e.g., membership lists, attendance figures, or registration data).

3. Ineligible Applicants and Funding Restrictions

Grants will not be considered in the following instances:

- a. Where only an individual will benefit (unless the individual is recognized for excellence in a field or has an outstanding achievement ie. scholarships, etc).
- b. Commercial activities and related costs.
- c. For-profit organizations/groups.
- d. Events of a religious nature.
- e. Organizations affiliated with a political party or event.
- f. Organizations in poor financial standing with the Municipality.
- g. No grants will be allocated to organizations where a member of Council, a committee member or a municipal official receives a direct financial gain.
- h. Where the request does not meet with the purpose of this policy.

4. Funding Categories

Grant requests will be reviewed and considered under three categories:

Category	Purpose	Maximum RM Contribution	Examples
Operating	Supports annual programming or services benefiting residents	Up to \$5,000	cemeteries, Senior Services, youth programs, recreation operations
Small Capital	Repairs, upgrades, or minor equipment purchases	Up to \$25,000 (max 25%)	Facility repairs, signage, accessibility improvements
Large Capital	Large, one-time community infrastructure projects with regional or multi-partner benefit	Case-by-case (max 25%)	New hall, major rink renovation, shared regional projects

5. Application and Review Process

a. Call for Applications

Each October/November, the RM will issue notices via its website, social media, and local newspapers inviting applications by November 30.

b. Submission Requirements

Applications must include:

- Completed Grant Application Form and necessary documentation (Schedule A);
- Project details and budget.

c. Council Review Criteria

When reviewing requests, Council will consider the following:

- **Capital Projects:** Projects that are of a capital nature and will improve community facilities such as halls, rinks, and agricultural grounds.
- **Operating Grants:** Support for organizations providing local programming that benefits residents (e.g., senior services, youth or educational programming). In some cases, these grants are delivered through formal agreements.
- **Local Impact:** How directly the project or program benefits the residents of the R.M.
- **Overall Fairness:** Over time, funding should be distributed equitably across communities.
- **Precedent:** Whether a similar grant has been provided in the past.
- **Financial Need:** The organization's demonstrated necessity for municipal support.
- **Insurance Adjustment:** Where infrastructure is covered under the RM's general municipal insurance policy, grant amounts may be adjusted accordingly.

d. Decision and Notification

- The CAO or designate compiles all applications/letters of requests/applications, standing grants, and agreement requirements for the current fiscal year and presents them to Council in December for review.
- Council approves grants by resolution and includes the total amount in the Financial Plan.
- Applicants are notified following Financial Plan adoption.

6. Funding & Payment

- a. Funds will be issued according to the approved payment release schedule.
- b. A 10% holdback will be released upon receipt and approval of the required Final Report (Schedule C).

Unspent Funds

All grant funds must be used for their approved purpose as outlined in the award. Any unspent or uncommitted funds must be returned to the Municipality unless an extension has been granted by Council resolution prior to the deadline.

Extension requests must be submitted in writing, outlining the reason for the delay and the expected completion date.

7. Reporting and Accountability

- a. Recipients must submit required documentation within 90 days of project completion of substantial performance completion.
 - A ledger of project amounts must be maintained. Paid invoices and receipts must be retained for seven (7) years and may be requested by the R.M.;
 - The Municipality reserves the right to audit or request additional documentation to ensure that funds have been used appropriately;
 - Photos or participation data;
 - A detailed final report outlining paid project expenses, and project revenues received including a short summary of project outcomes and community benefits.
- b. Recognition of Municipal Support
 - All recipients of the R.M. of Wallace-Woodworth Grant are required to publicly acknowledge the grant received.
 - The Municipality reserves the right to request review of materials using its logo to ensure appropriate and consistent use.

Failure to submit a final report may affect eligibility for future funding.

8. Procurement and Value for Money

- a. Organizations receiving municipal grant funding are expected to demonstrate fair purchasing practices when spending grant funds.
- b. Purchases should reflect best overall value, not necessarily the lowest price.
- c. For major capital or contracted expenses, organizations are encouraged to obtain at least two quotes or estimates where reasonably possible.
- d. If multiple quotes are not feasible, applicants must provide a brief explanation outlining the reason (e.g., limited local suppliers, specialized equipment, or time-sensitive work).

9. Policy Exceptions

These Guidelines allow for flexibility where unique circumstances justify exceptions. Council may approve exceptions by recorded resolution, including rationale for the decision.



R.M. OF WALLACE-WOODWORTH **GRANT APPLICATION FORM**

Organization Information

Name: _____
 Mailing Address: _____
 Contact Person: _____
 Phone / Email: _____
 Type of Organization: ☐ Non-Profit ☐ Other _____
 Year-End Date: _____
 Number of Members: _____ ☐ Board of Director List attached

Financial Snapshot

Item	Amount (\$)
Cash in Bank	
Total Annual Revenue	
Total Annual Expenses	
Surplus / (Deficit)	
Reserve Balance(s)	
<i>If reserves or surplus funds are available, explain why these funds are not being used to support this request:</i>	

Type of Funding Requested: ☐ Operating ☐ Capital

Total Project Cost: \$ _____

Requested RM Contribution: \$ _____

Applicant & Other Funding Sources: \$ _____

Funding Summary Table

Source Type	Source Name	Amount (\$)	Confirmed (Y/N)
Applicant Funds			
Municipal Grants / Support			
Provincial Grants / Support			
Federal Grants / Support			
Donations / Sponsorships			
RM of Wallace-Woodworth (Request)			
Total			

Five-Year Capital Activity History (Include both purchase and capital repairs)

Year	Project Description	Total Cost (\$)

CAPITAL FUND REQUIREMENTS

UPCOMING PROJECTS -

Project or Program Description

Provide a clear summary of what this funding will support and the anticipated benefit to the community.

Committee Organization Sustainability (Narrative)

How will our grant help your organization achieve lasting success? Describe the impact of this funding on your organization's future. Include details on volunteer recruitment, leadership succession, youth participation, and financial accountability measures.

Outside-Boundary Applicant Metrics (if applicable)

If your organization or facility is outside the R.M., provide measurable data on Wallace-Woodworth resident participation (e.g., number of resident members, event attendance, registrations) and any partnerships with other municipalities.

Checklist

- ☐ Financial Statement Attached (required for requests > \$750)
- ☐ Project Budget / Quote(s) Attached
- ☐ Terms of Reference
- ☐ Board of Directors List
- ☐ Proof of Confirmed Funding
- ☐ Photos or Design Drawings Attached (for capital projects)
- ☐ Proof of Host Municipality Support – written confirmation of an equal or greater funding contribution for organizations located outside the R.M. of Wallace-Woodworth
- ☐ Acknowledgement of R.M. of Wallace-Woodworth support

Declaration

We certify that the information provided is accurate and that funds, if granted, will be used for the purposes described above.

President / Chair (print & sign)

Name: _____

Signature: _____

Date: _____

Treasurer / Secretary (print & sign)

Name: _____

Signature: _____

Date: _____

Photos Attached or included: ☐ Yes

Proof of Recognition of Municipal Support:

Please attach or describe how the R.M. of Wallace-Woodworth's contribution was recognized (e.g., logo on signage or programs, media mention, social-media post, or verbal acknowledgment).

Evidence Included: ☐ Yes

Declaration

I/We certify that the above information is accurate and that all funds provided were used solely for the approved purpose.

Signature: _____ **Date:** _____

Name / Position: _____

Signature: _____ **Date:** _____

Name / Position: _____