

R.M. OF WALLACE-WOODWORTH

GENERAL POLICY



Grants Policy

October 25, 2016

Approved by:  
Resolution No. 16/512

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Revision Date:  
October 2018

**PURPOSE**


1. The Rural Municipality of Wallace-Woodworth receives numerous requests with regards to providing financial grants for various purposes across the Municipality each year.
2. The Rural Municipality of Wallace-Woodworth is committed to the communities it serves and therefore has adopted this *Grants Policy* to provide limited financial assistance to community groups and organizations to assist with operating and/or capitals costs depending on the needs of the organization receiving the funding.

This support is recognition of the value of these groups to the well-being and growth of the communities and in helping the Municipality retain a strong community focus.

3. The purpose of this *Grants Policy* is to establish an orderly process for the administration and control of annual Grants. The Policy has been developed to assist Council in providing various Grants on an annual basis, as well as providing guidance on the allocation of funds to both applicants as well as Municipal staff.

**POLICY:**

1. 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.
2. 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 RM of Wallace-Woodworth.
3. "*Project Eligibility*" – funding 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. Political organizations or groups;
  - c. Organizations outside the boundaries of the Municipality, unless there is a clear and compelling direct benefit to Wallace-Woodworth ratepayers and/or residents;
  - d. Organizations for profit; *and/or*
  - e. Where the request does not meet with the purpose of this policy.

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**4. The approval process for the Grants is as follows:**

- a. The Chief Administrative Officer (CAO) or designate, compiles any/all letters of requests/applications, standing grants, and agreement requirements for the current fiscal year and provides them to Council at the first regular meeting of Council held in January of each year. Council reviews the requests, and the Grants are approved by Resolution of Council.

Council will provide for the Grant funding in the Annual Financial Plan, each year.

- b. When reviewing the requests, Council will take into consideration the following criteria:

- i. Capital Projects – projects that are of a capital nature and will improve the municipality's various facilities *ie. community halls, rinks, agricultural grounds, etc.*
- ii. Operating Grants – Grants may be made available for the operational costs of organizations, which provide local programming for its *ratepayers ie. Senior Services, educational programming for youth, etc.*

In some cases, Grants are in place by way of Agreements for the same.

- iii. Local Impact – Grants may be made available when the Grant will benefit the ratepayers of the Rural Municipality of Wallace-Woodworth directly, or indirectly.
- iv. Overall Fairness – over all and over time, Grants should affect all communities of the municipality, fairly.
- v. Precedent – Council will consider if a Grant has been provided for this purpose before.
- vi. Financial Need – Council will take into consideration the degree of necessity for the Grant.

*In the case of a Grant request for an amount equal to, or larger than \$750, a year-end Financial Statement must be provided to Council along with the Grant Application Form ("Schedule A" of this Policy) by any and/or all organization(s).*



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- vii. Timeliness of the Request – Council will take into consideration the urgency of the request.
  - viii. General Municipal Insurance Coverage – in the case where infrastructure is listed in the *General Municipal Insurance Policy*, Grants will be adjusted by the amount of the Insurance to be paid by the municipality, annually.
5. All approved Grants will be charged to the General Ledger Account – named “Grants”.
6. **Timeline:**
- a. October/November – Funding request forms (*Grant Application Form (“Schedule A” of this Policy)*) are to be mailed out to previous recipients, an ad is placed in the papers and on the municipal website reminding all organizations of the annual November 30<sup>th</sup> deadline for the *Grant Application Form (“Schedule A” of this Policy)*.
  - b. December – The Chief Administrative Officer (CAO) or designate, organizes all information and prepares the “Draft” Grant Levels for Council’s consideration.
  - c. January – Revisions, and approval of any/all requests for funding, by Resolution of Council.
  - d. February – Funding provided for in the annual Financial Plan for all Grant(s) funding contributions.
  - e. July 31<sup>st</sup> – Payout of Grant Funding is authorized by the Chief Administrative Officer (CAO) or designate.
  - f. January – December – Special Event/Project Funding Requests (Section F) will be received and approved by Resolution of Council throughout the year.
7. **Special Events – “Section F” - Funding:**

The Municipality also receives numerous requests throughout the year from organizations for various Special Events and/or non-typical operational and capital project requirements.

The Municipality is committed to the communities it serves and therefore commits limited financial provisions in its annual financial plan in order to provide assistance with these Special Events/Projects throughout the Municipality, when deemed appropriate.

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- a. Council will determine the maximum financial commitment available for Special Events/Project Funding in each fiscal year to provide funding annually, within its annual Financial Plan, and as approved by Council.
- b. All sponsorship requests must be submitted to the Municipal office in writing and directed to Council on or before December 31<sup>st</sup> of each year to be dealt with on a “First come – First serve” basis, within the current fiscal year. All requests for sponsorship should be directed to Council well in advance of the event so that the request can be considered at a regularly scheduled Council meeting.
- c. Special Event/Project Funding provided across the Municipality may be for operating and/or capital costs of the organization. Sponsorship(s) will only be approved for Special Events or Projects, Sports Events, Festivals, Non-Profit Groups, or for Personal Sponsorship – as defined in this policy.

**Definitions:**

- a. Special Event or Project- an event held within the Rural Municipality of Wallace-Woodworth or outside the municipality if it has direct benefit to its ratepayers, occurring with a frequency no greater than once every two years, which provides a high profile and significant economic benefit for the Rural Municipality of Wallace-Woodworth through a large number of estimated spectators and tourists, and through the expected extent of publicity generated.
- b. Sports Event- an event where the athletic skills of individuals or groups are showcased or where a champion for a level of competition is determined (*i.e. provincial, regional, national, international*).
- c. Festival- an event that provides for fun and enjoyment for the public in the Rural Municipality of Wallace-Woodworth and attracts widespread spectators and tourists to the Municipality.
- d. Non-Profit Group – an organization, whether or not incorporated, whose entire resources are devoted to social, educational, health, charitable, or any other non-profit purpose. The members, contributors and other resource providers do not receive any financial return directly from the organization.



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**Project Eligibility & Guidelines:**

To be eligible for Special Event Funding the following criteria must be met:

- a. Sponsorship(s) will never be issued on an automatic basis or on an ongoing basis from year to year.
- b. Must be non-profit organization.
- c. Organizations that exist primarily for political purposes, for-profit, or for the purpose of providing funding to other groups are not eligible.
- d. Each organization, if approved, may only receive one (1) Special Event Funding opportunity per year.
- e. The event must be held within the Rural Municipality of Wallace-Woodworth, and may also be held outside the RM of Wallace-Woodworth if it has direct benefit to its ratepayers.

Funding will not be considered in the following instances:

- a. Provincial, national, or international charities will not receive Sponsorship. Such requests will not be passed to Council by the Municipal Administration.
- b. Where only an individual will benefit (*unless the individual is recognized for excellence in a field or has an outstanding achievement*).

The approval process for the Special Events/Project Funding is as follows:

- a. The Chief Administrative Officer (CAO) provides any/all eligible letters of request, to Council at the next regular meeting of Council held after the request is received by the office.
- b. Council reviews the requests and funding may be approved by Resolution of Council if funds are available as per the Financial Plan for the current year, and if Council considers that the Special Event/Project falls within the guidelines of the Grants Policy.

7. All approved *Special Events* – “*Section F*” *Grants* will be charged to the General Ledger Account – named “SPECIAL EVENT/PROJECT FUNDING”.

## PROCESS/DEADLINES

- OCTOBER/NOVEMBER - R.M of Wallace-Woodworth will mail form out to previous recipients.
- OCTOBER/NOVEMBER - Advertisement will be placed on R.M. website.  
- Notices will be posted in all three offices (Kenton, Virden and Elkhorn).  
- One ad to be placed in Virden Empire Advance.
- DECEMBER - CAO to organize all requests and information and present a summary of all requests to Council.
- JANUARY - R.M. of Wallace-Woodworth Council, as part of their annual budget process, adopt by resolution the grant amounts for the upcoming year.
- FEBRUARY/APRIL - Letter forwarded informing all grant recipients and Applicants of Council's decisions.
- JULY 31<sup>ST</sup> - Grant cheques will be forwarded to recipients.

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***REMINDER – Grant Policy states that any Group/Organization that receives a grant (cash or in-kind) in the amount equal to or larger than \$750.00 will be required to provide the most recent Year End Financial Statement.***



**WALLACE-WOODWORTH GRANT QUESTIONAIRE**

ORGANIZATION - \_\_\_\_\_

NUMBER OF MEMBERS - \_\_\_\_\_

YEAR END DATE - \_\_\_\_\_

**YEAR END BALANCES**

(Please attach a copy of your last year's Annual Statement)

CASH IN BANK - \$ \_\_\_\_\_

**PREVIOUS YEAR'S**

TOTAL REVENUE - \$ \_\_\_\_\_

TOTAL EXPENSES - \$ \_\_\_\_\_

SURPLUS/DEFECIT - \$ \_\_\_\_\_

RESERVE BALANCES - \$ \_\_\_\_\_

PURPOSE OF RESERVES - \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**CAPITAL FUND REQUIREMENTS**

UPCOMING PROJECTS - \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**PAST 5 YEARS CAPITAL ACTIVITIES** (Include both purchase and capital repairs)

<u>PROJECT DESCRIPTION</u>	<u>TOTAL COST</u>
2016 _____	\$ _____
2015 _____	\$ _____
2014 _____	\$ _____
2013 _____	\$ _____
2012 _____	\$ _____

**TYPE OF FUNDING REQUIRED**

1)

ANNUAL OPERATING GRANT       CAPITAL REQUEST

2)

**AMOUNT OF GRANT REQUESTED**

\$ \_\_\_\_\_

**(If greater than \$750.00, a copy of your most recent Financial Statement MUST be attached)**