



MUNICIPALITY OF GRASSLAND – FINANCIAL

POLICY No. FIN - 01: GRANT POLICY

EFFECTIVE DATE: August 24, 2022

RESOLUTION# 2022-224

POLICY STATEMENT

The Municipality of Grassland is committed to supporting community organizations and initiatives in the Municipality that provide important activities, programs, services, and events to the citizens of the Municipality of Grassland. These programs and services often complement and/or supplement the programs offered beyond the Municipality's capability, therefore offering citizens more community opportunities and enhancing the quality of life in our municipality overall.

PURPOSE

The purpose of this policy is to provide a consistent procedure for issuing grant assistance to community organizations and groups. This may include financial assistance and in-kind support. Support provided through in-kind and/or financial means enables these community organizations and groups to fundraise, leverage other funding sources, and support these volunteer-driven community initiatives.

SCOPE

This policy applies to all municipal grant applicant organizations and groups requesting any direct monetary contribution or contribution of municipal services, facilities, or equipment.

QUALIFICATIONS & CRITERIA

To qualify for a municipal grant from the Municipality of Grassland, the community organization shall:

- 1) Be a not-for-profit or charitable organization operating in the Municipality of Grassland;
- 2) Be hosting a program, event, activity or service that primarily benefits the citizens of the Municipality of Grassland through the program, activity, event or service;
- 3) Demonstrates that the program, activity, event or service benefits the Municipality of Grassland and supports its strategic goals;
- 4) Demonstrate financial need;
- 5) Demonstrate the use of volunteers;
- 6) Demonstrate having explored additional potential sources of funding (ex. grants, funding sources from other levels of government, private sector, donations, fundraising efforts, etc. where applicable);
- 7) Complete the Municipality of Grassland grant application form, including all required documentation and submit to the municipal office by the specified grant application deadline;
- 8) Provide all necessary reporting, as outlined in the Municipality of Grassland's application form, to the municipal office within the specified reporting time frame

EVALUATION CRITERIA

All grant applications received by the Municipality of Grassland, will be evaluated based on the following criteria;

- 1) Demonstrated need of the community organization/program/initiative;
- 2) Overall organization contributions to the community;
- 3) Demonstrate benefit of the program/activity/event/service to the community citizen's;
- 4) Demonstrates alignment with the Municipality of Grassland's vision, values, and strategic priorities, and contributes to the overall quality of life in the community;
- 5) Responsible fiscal management of the community organizations;
- 6) Demonstrated volunteer support to successfully execute the initiative being applied for.

APPLICATION PROCESS

Community organizations and groups applying for grant funding must do so during the designated grant intake window. (November-January) Applications will be available at the Municipal Offices in Hartney and Minto, as well on the Municipality's website www.grasslandmunicipality.ca All applicants must have their application package (including completed application form and all required supporting documentation noted). The deadline for grant applications will be January 31st, of each calendar year (or the last working day in January).

ADMINISTRATION PROCESS

All grant applications should be submitted to the Chief Administrative Officer's attention (or designated staff member). The Chief Administrative Officer will review the grant applications received for eligibility and will bring forward eligible applications for review and consideration. The Municipality reserves the right to request additional information if required to complete the application process.

COUNCIL APPROVAL PROCESS

The Municipality of Grassland will have one intake period a year, held prior to the completion of the financial budget. Council may consider applications outside the annual application process, if they are able to demonstrate that the purposes for which they are seeking was not foreseen at the time of the annual process. Council will review all eligible grant applications received and will make a decision to approve or deny each application. In the case of approved applications it will be determined whether the applicant will receive the full funding requested, partial funding, and/or any other applicable arrangement. All approved grant applications will be done so by resolution and will be public information. Following council's decision, each grant applicant will receive notification of their application status accordingly. Council's decisions regarding grants are final, there is no appeal process. Payment of funding will be determined by Council

FINAL REPORTING

Any funding awarded for \$1000.00 or more will be required to submit a final report to the Municipality of Grassland within 60 days of the event. Applicants will be required to submit the following information:

1. Written review of the event
2. Revenue and Expense Statement

Failure to comply with above requirements may result in future ineligibility. The Municipality reserves the right to ask for surplus funds to be returned to the Municipality, however they will take into consideration the intent noted on the application.

OTHER NOTES

In the case that an activity, event, or service is cancelled for any reason, the Municipality of Grassland may ask for reimbursement of funds.

The granting of financial assistance in any year, is not to be regarded as a commitment by the Municipality to continue such assistance in future years.

MUNICIPALITY OF GRASSLAND GRANT APPLICATION



MUNICIPALITY OF GRASSLAND

Box 399 Hartney, MB. R0M 0X0

Fax: 204-858-2681 Email: cao@mglgov.ca

APPLICATION DEADLINE: JANUARY 31

Please ensure that you provide full, complete and clear answers to the questions on this form. Failure to provide the required information may result in your group being ineligible.

COMMUNITY ORGANIZATION INFORMATION

Name of Community Organization or Group _____

Contact Person: _____

Contact Number: _____

Mailing Address _____

Email Address: _____

Town: _____

Postal Code: _____

Number of Members _____

Best method to contact _____
(telephone, text, email, mail,)

GENERAL INFORMATION

Number of Members _____

Type of Organization (Ex. Registered Charity, Non-Profit Organization, no status, etc.)

Incorporated as Non-Profit Organization: ____ Yes ____ NO Business/Charity # _____

What is the mission and primary objectives of your organization and/or events? (Provide separate pages if necessary)

GRANT REQUEST

_____ Financial Assistance

Amount of Grant Request \$ _____

_____ Municipal Resources:

Date & Time: _____

_____ Use of municipally owned facility (rental fee waived/reduced)

Must provide last year's financial statements (for request amounts of \$1000.00 or more)

Details of request (provide separate pages if necessary):

In order to ensure that your organization/event received all of the resources that they are require please ensure to be detailed and include absolutely all resource requests required from the Municipality.

PURPOSE OF THE GRANT

Project/ Event Name: _____

Provide an overview of the service your organization provides to the community. Please include the benefits the community would receive as a result of this grant:

Specify intended use of any surplus fund generated by the event (ex. Organization projects, programs donated to another non-profit organization):

Will you be receiving any other grants? Please list:

When would you require funding if approved? _____
(Council reserves the right to determine the date- some grants may not be issued until the fall)

Please include the following information with your application form:

- Detailed project summary must be provided with quotes
- Current Financial Statement of the organization
- Documentation- meeting minutes that includes a resolution/ motion to apply for funding from the Municipality

Grant funding will be based on a point system, funding will be authorized on criteria met in this application. Council has the right to determine if the full value, partial or none of the requested amount will be issued.

How will your organization acknowledge the Municipality of Grassland's grant? (Provide separate pages if necessary)

The Municipality of Grassland assumes no liability for the activities of the organization and takes no responsibility for dealing directly with vendors on behalf of the organization

Name of Organization: _____

Contact Person: _____

Signature: _____

Name of another member of organization: _____

Signature: _____

Date: _____

Please submit completed forms with required information to:

MUNICIPALITY OF GRASSLAND

Email: cao@mglgov.ca

ATTENTION C.A.O

PO BOX 399

Applications may be dropped off at
either Municipal Office

HARTNEY, MB R0M 0X0