

# TOWN OF FLORENCEVILLE-BRISTOL

## COMMUNITY GRANT POLICY

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### POLICY NO. 17

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<b>Category:</b>	<b>Finance</b>
<b>Policy Number:</b>	<b>17</b>
<b>Effective Date:</b>	<b>July 12, 2022</b>
<b>Approval by Council:</b>	<b>July 12, 2022</b>
<b>Supersedes:</b>	<b>August 13, 2019</b>
<b>First Adopted by Council:</b>	<b>September 12, 2016</b>

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### 1. PURPOSE:

The purpose of this policy is to provide guidelines to the Town Council in approving financial grants given by the Town of Florenceville-Bristol to community groups and organizations. It is the intent of this policy to enable and encourage citizen involvement in community groups and civic events. This policy is adopted under authority of Section 102 of the *Local Governance Act*, RSNB 2017, c. 18.

### 2. BASIC STATEMENT:

The Council of the Town of Florenceville-Bristol recognizes the importance of groups and organizations that contribute to the overall well-being of the Town. The Town will consider grant applications from non-profit groups and organizations requiring funds under the following categories: developmental/operating, sponsorship, and in-kind grants.

In an effort to support local causes, the Town welcomes any organizations, individuals or businesses to make a donation to the Community Grant at the Town Office. The Town would disburse these funds by way of a Development or Operational Grant.

### 3. TYPES OF GRANTS:

- a) Developmental or Operational Grant – A discretionary budgeted financial grant as allocated by the Town Council annually within the Town’s budget and granted to a group or organization which:
  - is incorporated or working towards incorporation;
  - is registered as a non-profit group or organization (for income tax purposes) or able to provide sufficient documentation indicating the grant will be used for non-profit activities;
  - provides direct assistance to or complements a Town program or provides a service that if not provided by the group or organization, would have to be provided by the Town;

- a grant of this type does not guarantee renewal over several years and is not intended to support full-time staff, salaries or wages; and
  - the deadline to apply is October 31 each year.
- b) Sponsorship Grant – Sponsoring a grant application to another grant provider for an organization or group who functions as a non-profit but is not registered as a such, and who provides a service of benefit to the Town and can demonstrate the need for financial aid. The sponsorship would be granted upon the recommendation of a Committee of Council. There is no application deadline, but further to section 5, applicants should allow 2-3 months to approve the application.
- c) In-kind Grant – For the use of Town staff time, Town services, and/or Town equipment. There is no deadline to apply each year, but the request should be made at least one month prior to required date.

#### 4. ELIGIBILITY:

- a) Grants must be applied to a specific program or service, or used as capital funding for the construction of facilities or the purchase of equipment, which will be a benefit to the community. Grants for general administrative purposes will not be considered. Individuals are not eligible for funding.
- b) The organization or group applying for funding under this policy must:
- Operate as a non-profit group/organization or a membership based non-profit organization/group (i.e. sport clubs) that can provide sufficient proof they operate without profit to their operators, members or shareholders;
  - Be recognized as working within the municipality or provides a service of benefit to the municipality;
  - Demonstrate the need for financial assistance;
  - Not fall under the legislative authority of any other level of government for funding.

#### 5. GRANT REVIEW PROCESS:

##### 1. Developmental or Operational Grant: Application Procedure

- a) All grant applications must be submitted using the Community Grant Application provided by the Town of Florenceville-Bristol, see *Schedule A: Community Grant Application*.
- b) Applications must be received and date stamped prior to the annual deadline in order to be considered for a grant under this policy. It is the responsibility of the applicant to ensure that applications are complete. Applications for funding must be received no later than October 31<sup>st</sup> of the year preceding the year for which funding is sought. Incomplete or late applications shall not be considered.
- c) All grant applications must be accompanied by:

- a copy of the group's/organization's current operating budget;
  - a copy of the group's/organization's operating budget for the upcoming year;
  - a report of the group's/organization's activities during the previous year (Annual Reports will be accepted), accompanied by a copy of the financial statements for said year;
  - a report on the group's/organization's programs/activities proposed for the upcoming year; and
  - disclosure of all funding sources being pursued by the group/organization.
- d) The submission of an application does not guarantee that funding will be awarded for the initiative under this program.
- e) The application procedure must be repeated each year for which funding is sought as the Town shall not commit to funding any single initiative for more than one year at a time.

## 2. Sponsorship Grant: Application Procedure

- a) All grant applications must be submitted using the Sponsorship Grant Application provided by the Town of Florenceville-Bristol, see *Schedule B: Sponsorship Grant Application*.
- b) Applications need to be sent to the Finance Committee and to Council, so should be submitted 2-3 months prior to the money being required or before the application deadline of other organizations (i.e. Carleton North Community Foundation deadlines).
- c) The Town will review, approve and sign any applications for funding in the event the organization is not a registered charity.
- d) See below for sample timeline:
- 1) Community Grant Application is submitted to the Town Office
  - 2) Finance Committee meet to review the application
  - 3) Finance Committee will make a recommendation to Council
  - 4) Council meets the 2<sup>nd</sup> Tuesday of each month, therefore an application should be received 14 days prior to Council meeting to allow sufficient time for the Finance Committee to review.
  - 5) Council will decide whether to approve the application
  - 6) If approved by the grant organization, funds will be released to the applicant upon receipt from the grant organization
- Please note this process can take 2-3 months, so please plan accordingly.*
- e) All grant applications must be accompanied by:
- a copy of the group's/organization's current operating budget;
  - a copy of the group's/organization's operating budget for the upcoming year;

- a report of the group's/organization's activities during the previous year (Annual Reports will be accepted), accompanied by a copy of the financial statements for said year;
  - a report on the group's/organization's programs/activities proposed for the upcoming year; and
  - disclosure of all funding sources being pursued by the group/organization.
- f) All applications will be reviewed by the Finance Committee.
- g) The Finance Committee will make a recommendation to Council.
- h) If Council agree with the Finance Committee's recommendation, Council will pass a motion to support the cause by way of providing tax receipts for donations received for the cause or by sponsoring a grant application to a 3<sup>rd</sup> party organization's funding.
- i) The application procedure must be repeated each year for which sponsorship is sought as the Town shall not commit to sponsoring any single initiative for more than one year at a time.

### 3. In-kind grants: Application Procedure

- a) All grant applications must be submitted using the In-kind Grant Application provided by the Town of Florenceville-Bristol, see *Schedule C: In-kind Grant Application*.
- b) Applications need to be sent to the Town office and should be submitted one month in advance of in-kind requirement.
- c) Applications received shall be considered if it is possible for the Town staff, services or equipment to be used.
- d) All grant applications must be accompanied by:
- a report on the group's/organization's programs/activities proposed for the upcoming year; and
  - disclosure of all funding sources being pursued by the group/organization.
- e) All applications will be reviewed by the Chief Administrative Officer/Clerk.
- f) The application procedure must be repeated any time an In-kind Grant is sought.
- g) The submission of an application does not guarantee the In-kind Grant will be awarded for the initiative under this program.

4. Application Evaluation:

- a) Community Grant Applications shall be evaluated by the Town Council and/or the Town's Financial Committee.
- b) Applicants may be requested to make a presentation to Town Council and/or the Town's Financial Committee to explain the details of the funding request and/or may be required to provide additional documentation.
- c) Applicants shall be notified in writing of Town Council's decision on a grant application. There shall be no appeal process.

5. Post-grant Reporting:

- a) At the end of the project or by the end of the Town's fiscal year, December 31<sup>st</sup>, whichever comes first, grant recipients must submit a report and/or financial statements to the Town.
- b) Organizations who fail to report on a grant received from the Town of Florenceville-Bristol may be ineligible for further funding until the conditions of funding are satisfied.
- c) For In-kind grants, a brief summary of the event may be submitted to the Town within 30 days of the function.

**6. GENERAL CONDITIONS:**

- a) Grants may be awarded with certain terms and conditions. The letter of award shall state if any particular restrictions apply to the grant. Funding may be revoked for failure to comply with the terms and conditions stipulated in the letter.
- b) Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.
- c) The group or organization receiving a grant under this policy must recognize the Town of Florenceville-Bristol as a sponsor when applicable.
- d) Approvals for financial assistance under this policy shall be at the discretion of the Florenceville-Bristol Town Council.
- e) Prior to the budgeting process the Town will advertise Operational and Developmental Grants in the local newspaper that applications for the Community Grant are available from the Town Office. Applying for a grant at this time of year allows organizations the best opportunity for their request to be approved.

**Certification for Town of Florenceville-Bristol Policy Manual:**

I certify that this *Community Grant Policy*, as indicated above was adopted by Council.

\_\_\_\_\_  
**Mayor**

July 12, 2022  
**Date of Council Resolution**

\_\_\_\_\_  
**Clerk**

July 12, 2022  
**Date Policy in Effect**

## Schedule A: COMMUNITY GRANT APPLICATION

### Instructions:

- Use this cover sheet as the first page of your application.
- Please submit all documents from the application checklist prior to the annual submission deadline for Developmental or Operational Grants.  
Incomplete submissions may delay consideration of your request for funding.
- If you do not have enough space to answer a question, please attach a separate sheet.
- The policy governing the Town of Florenceville-Bristol grants program is available on the Town's website at [www.florencevillebristol.ca.ca](http://www.florencevillebristol.ca.ca) or by contacting the Town at (506) 392-6013.
- Please forward complete application to the Administrative Services Manager at the Town of Florenceville-Bristol.
- Deadline to apply: October 31

### APPLICATION CHECKLIST

- A signed original of your **Town of Florenceville-Bristol Community Grant Application**.
- Proof of current registration as a non-profit or charitable organization, if applicable.** Include a copy of current Charitable Registration Number from Canada Revenue Agency. If your organization is in the process of applying for registration, please include a copy of your application.
- A **cover letter**, if you would like to provide additional information about your organization and its goals/objectives. Please do not include bound materials, promotional materials or reports. If additional information is required, you will be contacted during the review process.
- Two letters of support** or testimonials are recommended but not required.
- The most recent **financial statement** for your group/organization.
- The **current operating budget** for your group/organization.
- The **operating budget for the upcoming year** for your group/organization.
- A **report of the activities during the previous year** (Annual Report) for your group/organization.
- A copy of the **financial statements for the previous year** for your group/organization.
- A **report on the programs/activities proposed for the upcoming year** for your group/organization.

### PART A-APPLICANT INFORMATION

Community group/organization (applicant):

Title of project:

Contact name:

Title:

Mailing address:

Telephone:

Fax:

Email:

Federal Charitable Status Number (if applicable):

**PART B-APPLICANT ORGANIZATION MANDATE**

**1. Please briefly describe your organization's mandate/objectives.**

**2. Please describe the community, area and/or group(s) your organization serves.**



**PART C-ORGANIZATION/PROJECT/SERVICE INFORMATION**

**3. Please describe your organization’s specific project, program or service requiring support from the Town of Florenceville-Bristol.**

**4. Please describe the benefits your project, program or service will provide to the Town of Florenceville-Bristol and the community.**

**5. List in-kind contributions that your organization will provide to this project, program or service. Also describe the role of volunteers in the proposed project/program/service. Please include the number of participating volunteers.**

**6. Please describe other grants or support your organization currently receives from the Town of Florenceville-Bristol AND the Province of NB and include amounts received (e.g. property tax exemption).**

**PART D-ORGANIZATION/PROJECT/SERVICE BUDGET**

*Please ATTACH the financial statement or Treasurer’s report for the most recent fiscal year in addition to completing this section.*

<p style="text-align: center;"><b>PLANNED EXPENDITURES</b></p> <p style="text-align: center;"><i>(Itemize and list all costs related to your project, program or service)</i></p>	<p style="text-align: center;"><b>AMOUNT</b></p>
<p><b>TOTAL PLANNED EXPENDITURES</b></p>	

<b>ANTICIPATED REVENUE</b> <i>(Itemize and list all revenue sources for your project, program or service)</i>	<b>AMOUNT</b>	
	<b>Requested</b>	<b>Confirmed</b>
<b>Federal government support</b>		
<b>Provincial government support</b>		
<b>Municipal government support</b>		
Town of Florenceville-Bristol <i>(include amount requested in this application)</i>		
Other municipal governments		
<b>Donations/Fundraising</b>		
<b>Other (please specify)</b>		
<b>TOTAL ANTICIPATED REVENUE</b>		

<b>FUNDING/SUPPORT REQUESTED FROM THE TOWN OF FLORENCEVILLE-BRISTOL</b> <i>(Please check the type of grant you are applying for and indicate the amount requested)</i>	<b>AMOUNT REQUESTED</b>
<input type="checkbox"/> Developmental or operational grant	\$

**DECLARATION**

**The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the Town of Florenceville-Bristol authority to verify any and all information pertaining to this application.**

**Application prepared by:**

_____	_____	_____
<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

**Board authorization (if applicable):**

_____	_____	_____
<i>Signature</i>	<i>Print Name</i>	<i>Date</i>

**Town of Florenceville-Bristol approval:**

_____	_____
<i>Sarah Pacey, Chief Administrative Officer</i>	<i>Date</i>

## Schedule B: SPONSORSHIP GRANT APPLICATION

### Instructions:

- Use this cover sheet as the first page of your application.
- The policy governing the Town of Florenceville-Bristol grants program is available on the Town's website at [www.florencevillebristol.ca.ca](http://www.florencevillebristol.ca.ca) or by contacting the Town at (506) 392-6013.
- Please forward complete application to the Administrative Services Manager at the Town of Florenceville-Bristol.
- Please apply 2-3 months prior to grant organization's deadline

### APPLICATION CHECKLIST

- A signed original of your **Town of Florenceville-Bristol Sponsorship Grant Application**.
- A signed copy of your application to the funding grant organization.
- A **report of the activities during the previous year** (Annual Report) for your group/organization.
- A **report on the programs/activities proposed for the upcoming year** for your group/organization.

### PART A-APPLICANT INFORMATION

Community group/organization (applicant):

Title of project:

Contact name:

Title:

Mailing address:

Telephone:

Fax:

Email:

Federal Charitable Status Number (if applicable):

**FUNDING/SUPPORT REQUESTED FROM THE TOWN OF  
FLORENCEVILLE-BRISTOL**

**AMOUNT REQUESTED**

Sponsorship grant (amount requested from the grant organization)

\$

**PROJECT DESCRIPTION**

Provide a brief description of the project:

**DECLARATION**

**The information provided on this application form and accompanying documentation is accurate to the best of my knowledge. I hereby give the Town of Florenceville-Bristol authority to verify any and all information pertaining to this application.**

**Application prepared by:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**Board authorization (if applicable):**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Date*

**Town of Florenceville-Bristol approval:**

\_\_\_\_\_  
*Sarah Pacey, Chief Administrative Officer*

\_\_\_\_\_  
*Date*

## Schedule C: IN-KIND GRANT APPLICATION

### Instructions:

- Use this cover sheet as the first page of your application.
- The policy governing the Town of Florenceville-Bristol grants program is available on the Town's website at [www.florencevillebristol.ca.ca](http://www.florencevillebristol.ca.ca) or by contacting the Town at (506) 392-6013.
- Please forward complete application to the Administrative Services Manager at the Town of Florenceville-Bristol.
- Please apply at least one week prior to required date.

### APPLICATION CHECKLIST

- A signed original of your **Town of Florenceville-Bristol In-Kind Grant Application**.
- A **report of the activities during the previous year** (Annual Report) for your group/organization.
- A **report on the programs/activities proposed for the upcoming year** for your group/organization.

### PART A-APPLICANT INFORMATION

Community group/organization (applicant):

Title of project:

Contact name:

Title:

Mailing address:

Telephone:

Fax:

Email:

Federal Charitable Status Number (if applicable):

### IN-KIND SUPPORT REQUESTED FROM THE TOWN OF FLORENCEVILLE-BRISTOL

Please check all that apply and briefly describe your requirements.

- Staff time:
- Services:
- Equipment:



