Grants to Organizations Policy

Purpose

The purpose of this policy is to outline how community groups can apply for municipal grants, how applications are reviewed, and how funding is awarded.

The Town of Mahone Bay recognizes the important contribution of volunteer organizations and community groups. This policy ensures that the Town will financially support non-profit organizations and societies that provide programs, services, or activities that enhance the quality of life for Mahone Bay residents.

Scope

1. This policy does not cover:
    a. Grants to Volunteer Fire Services
    b. Recreation Grants for services provided on Town owned infrastructure
    c. Budgeted Funding to Community Organizations (Subsidies)
    d. Tax or Fee Exemptions
    e. Tax or Fee Rebates
2. Grant funding is not guaranteed and is subject to Council approval through the review process. Council reserves the right to deny any application.

Grant Types

Program and Event Grants

3. A Program and Event Grant funds singular events, programs, project or activities that enhance, support, promote, inform/educate, celebrate, preserve, and/or provide access to:
    a. Arts/Culture/Community Heritage
    b. Community Beautification/Environmental Sustainability
    c. Community/Social Health and Wellness
    d. Youth/Seniors Supports
    e. Tourism/Economic Development
4. Program and Events Grants are funded once per year up to $2,500 per project or at Council's discretion.
5. Organizations may stack Program and Events Grants with In-Kind Grants from the Town.

In-Kind Grants

6. An In-Kind service Grant provides Town services at no cost, or a reduced cost to the organization(s) that are coordinating programs or events within the Town.

Operating Grants

7. Operating Grants helps groups deliver ongoing programs or services that support or complement the Town's services, or that provide a municipal-type services benefiting Mahone Bay residents.
8. Operating Grants may be funded over a one (1) to three (3) year period up to $5,000 per year.
9. Organizations may stack Operational Grants and In-Kind Grants from the Town.

Budget and Fund Allocation

10. Council will allocate funds for grants to organizations in their annual budget.
11. A contingency budget will be set aside in case of late applications.
12. When the budgeted items referred to in sections 10 and 11 are expended, not more applications will be accepted until the next budget year.
13. Approved grants must be used within one fiscal year.

Eligibility

14. Be in good standing with the Nova Scotia Registry of Joint Stocks, a registered charity under the Income Tax Act, or provide other proof of organizational status. For groups unable to provide proof of organizational status, see Section 15.
15. Groups that do not meet the criteria outlined in Section 14 may apply through an eligible hose organization, which will receive the funding on their behalf. These funds will not count toward the eligible hosts maximum grant thresholds outlined in **Grant Types** section.
16. Applications from the following are ineligible
    a. individuals
    b. for-profit businesses
    c. political organizations or affiliates
    d. faith based organizations
    e. hospitals, clinic-based services or medical treatment programs
    f. provincial, national, or international organizations unless a local chapter exists and provides service to Mahone Bay residents
    g. organizations seeking assistance with funding deficits
    h. applicants for activities that have taken place prior to the grant deadline
    i. applicants for the support of staff salaries and wages

Application and Review Procedure

17. The application process will open on January 1st and close on March 31st of each year. Applications received after the deadline will only be considered if:
    a. the applicant can show that the need is urgent and
    b. the applicant could not reasonably have anticipated prior to the beginning of the fiscal year the need for the application
    c. no other sources of funding are available.

18. Applications will typically be reviewed during the annual budget meetings. Prior to deliberation, staff will review the applications and provide Council with a recommendation on disbursements based on alignment with Council's present priorities and the terms of this policy. Staff will review applications and base their recommending on considerations including:
    a. Community need and purpose
    b. Considerations for accessibility and inclusion of program or organization
    c. Alignment with Council priorities
19. Applications must be submitted as prescribed on the application form on the Town's website. All applications are required to be submitted in completeness.
20. Once decisions are made on grant applications, all applicants shall receive a letter of acknowledgement.
21. Council reserves the right to place conditions on funding which will be outlined in the letter to successful applicants.
22. There is no appeal process.

Acknowledgement of Town Contribution

23. Organizations that received grants should acknowledge the Town's contribution in all public publications.

Reporting Requirements

24. All grant recipients are required to submit a final report with financial information confirming that the funds were used as described in the original application in the form on the Town's website.
25. Other reporting requirements may be outlined in the letters to successful applicants.
26. Organizations that fail to complete requested/required reporting shall be ineligible for future grant funding until the reporting is complete.
27. The Town will publish a list of approved grants per requirements in the *Municipal Government Act*.

Repeal

28. On the effective date of this policy, the *Grants to Organisations Policy* dated June 28, 2018 is hereby repealed.

Clerk's Annotation for Official Policy Book

Date of notice to Council Members of Intent to Consider
[minimum 7 days notice] April 20, 2026

Date of Passage of Policy April 27, 2026

_____ _____

Town Clerk Date

Clerk's Annotation for Official Policy Book

Clerk's Annotation for Official Policy Book

Date of Notice to Council Members of Intent to
Consider {7 days minimum notice}: February 11, 2020

Date of Passage of Policy: February 27, 2020