

STAFF REPORT

TO: Shelburne Municipal Council
FROM: Val Kean, Community Development Coordinator
APPROVED BY: Trudy Payne, Chief Administrative Officer
DATE: May 10, 2021
SUBJECT: 2021/2022 Grants to Organizations Recommendations

ORIGIN

Each year the Municipality receives funding requests from organizations for the Grants to Organizations program.

RECOMMENDATION

It is recommended to Council:

THAT the Municipality of the District of Shelburne approve the recommended grant amounts highlighted in the attached, totaling \$5,000, to come from the 2021/2022 Grants to Organization, GL# 00-21950-791

BACKGROUND

The Grants to Organizations application deadline was January 31st and all applications had to include a recent financial statement and budget. Applicants were required to be incorporated and in good standing with the Registry of Joint Stocks Companies or be affiliated with an organization that meets those requirements. Grant categories include an Operating Grant (programs/services/events) 50% of costs (excluding salary and wages) up to a maximum of \$5000 and a Capital Grant (facility repairs/equipment) 70% of costs up to a maximum of \$2,500. Applications are accepted in paper form and through the online application on the Municipal website.

Applications are reviewed by the Grants Committee for eligibility based on criteria that includes financial need, ability to contribute funds, additional funding sources, community need, sound business practices, efficient use of resources and inclusion of required documents (financial statement/budget).

DISCUSSION

A total of \$67,250 was approved in the Municipality's 2021/2022 Operating Budget for Grants to Organizations. A total of 40 applications have been received, requesting a total of \$94,864.35. At the April 26, 2021, Council Meeting \$58,094 was approved in support of 35 organizations. This staff report and attached highlighted spreadsheet represents two of five pending applications.

BUDGET IMPLICATIONS

The amount of \$5,000 will be taken from the Grants to Organization GL# 00-21950-791, leaving \$4,156 for consideration of further requests throughout the 2021/2022 fiscal year.

ATTACHMENTS

1. Grants to Organizations 2021/202 Applications Spreadsheet
2. Grants to Organizations Policy

Organization	Requested Amount	2021/2022 Recommendation	Approved	Notes
Barrington Soccer Association	\$ 2,000.00		\$ 1,000.00	
Black Loyalist Heritage Society	\$ 1,000.00		\$ 1,000.00	
Camp Jordan	\$ 500.00		\$ 500.00	
Guild Hall Working Group (Town of Shelburne)	\$ 1,500.00		\$ 1,000.00	
Harmony Bazaar Festival of Women & Song	\$ 2,500.00		\$ 2,500.00	
Kids Fair Play Fund	\$ 1,000.00		\$ 1,000.00	
Lockeport & Area July 1st Celebrations	\$ 5,000.00		\$ 5,000.00	
Lockeport Regional High School	\$ 1,000.00		\$ 1,000.00	
Lockeport Sea Derby	\$ 500.00		\$ 500.00	
Lower Ohio Church	\$ 2,283.00		\$ 2,283.00	
Osprey Arts Centre	\$ 5,000.00		\$ 2,500.00	
Sable River Community Hall	\$ 2,500.00		\$ 1,500.00	
Shelburne Association Supporting Inclusion	\$ 3,000.00		\$ 3,000.00	
Shelburne Chamber of Commerce	\$ 5,000.00		\$ 1,000.00	
Shelburne County Archives & Genealogical Society	\$ 1,000.00		\$ 500.00	
Shelburne County Agricultural Exhibition	\$ 5,000.00	\$ 3,000.00		
Shelburne County Arts Council	\$ 1,500.00		\$ 1,500.00	
Shelburne County Giant Pumpkin Festival	\$ 500.00		\$ 500.00	
Shelburne County Lobster Festival	\$ 500.00		\$ 500.00	
Shelburne County Mental Health and Wellness	\$ 2,000.00	\$ 2,000.00		
Shelburne County Society for the Rescue of Cats and Kittens	\$ 2,000.00		\$ 1,500.00	
Shelburne County Youth Health and Wellness	\$ 2,500.00		\$ 1,000.00	
Shelburne Historical Society	\$ 5,000.00		\$ 5,000.00	
Shelburne Longboat Society	\$ 750.00		\$ 750.00	
Shelburne Re Enactment Association	\$ 2,500.00		\$ 1,000.00	
Shelburne Regional High School	\$ 1,000.00		\$ 1,000.00	
SHYFT	\$ 3,360.00		\$ 1,000.00	
South Shore Tourism Cooperative	\$ 1,060.75		\$ 1,060.75	
Sou West Nova Biosphere	\$ 1,000.00		\$ 500.00	
St. Peter's by the Sea Community Church	\$ 2,500.00		\$ 2,500.00	
Town of Shelburne - Founder's Day	\$ 5,000.00		\$ 5,000.00	
Town of Shelburne - Graham's Park & VIC	\$ 8,500.00		\$ 5,000.00	
Town of Lockeport VIC	\$ 3,500.00		\$ 3,500.00	
Tri-county Women's Centre	\$ 1,000.00		\$ 1,000.00	
West Green Harbour	\$ 2,500.00		\$ 2,500.00	
Total	\$ 94,953.75	\$ 5,000.00	\$ 58,093.75	\$ 63,093.75
				\$ 67,250.00
				\$ 4,156.25



GRANTS TO ORGANIZATIONS

POLICY PURPOSE

21.1 Intent:

It shall be the policy of the Municipality of the District of Shelburne to have a standard process for providing grants to community non-profit organizations and charities. The aim is to share available resources throughout the Municipality by supporting volunteer, community-based organizations at modest levels. The Municipal Grants Program will balance on-going need with a rotation of new applicants annually.

POLICY DETAILS

21.2 Categories:

- a. Operating Grant – an organization may apply for an operating grant to provide programs and/or services (excluding salaries and wages) and is eligible to apply for up to 50% of the total project costs to a maximum of \$5,000 annually (most operating grants fall within the \$500 - \$1,000 range).
- b. Capital Grant – an organization may apply for a capital grant to make a capital purchase or undertake a capital project and is eligible to apply for up to 70% of the total project costs to a maximum of \$2,500 annually.

21.3 Eligibility Criteria:

- a. Applicants must be incorporated under the Societies Act or similar Act and must be in good standing with the Registry of Joint Stock Companies or be affiliated with an organization that meets those requirements.
- b. Applications must be received by January 31st or the last working day in January of each year for funding consideration in the next fiscal year.
- c. Written applications must be submitted on the attached Application Form. Electronic applications must be submitted through our website.
- d. Applicants must be in good standing with the Municipality (no outstanding reports or payments).
- e. Only one application can be submitted per organization per funding year.
- f. Applicants must own the property/facility for which the application is submitted or alternatively have a minimum 10 year lease (if applicable).
- g. Applicants must show that they have the ability to contribute the remaining funds to complete the proposed program, project or service (50% for operating, 30% for capital).

- h. Grant applications should demonstrate active fundraising efforts and/or additional funding sources to support the continuation of the program, project or service.
- i. Upon completion of the project or by March 31st of the grant year, whichever comes first, a report including a financial statement and receipts must be submitted to the Municipality.

21.4 Evaluation:

- a. Preference will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and develop volunteer knowledge, skills and self-reliance.
- b. Types of grants approved may include:
 - i. Community based organizations
 - ii. Recreation, arts & culture and/or heritage programming
 - iii. Property and facilities development, upgrades and maintenance
 - iv. Leadership development
 - v. Historic conservation projects
 - vi. Community festivals and events
 - vii. Lighthouses and museums

21.5 Process:

- a. Applications are reviewed by the Grants Committee for eligibility and evaluation, then a preliminary list of recommended grants is developed.
- b. Grants Committee submits the list of recommended grants to Council for discussion and final approval.
- c. Council determines a budget for the Municipal Grants Program during municipal budget deliberations.
- d. All applicants are notified of Council's decision after the municipal budget is passed.

21.6 Funding:

- a. Grant funds will be released upon notification from the applicant that the funds are ready to be received.
- b. Grants \$500 or less will be provided in full to the applicant upon notification.
- c. Grants over \$500 will be provided in two separate installments: 80% will be provided upon notification that funds are ready to be received and the remaining 20% will be provided upon notification that the project, program or service is complete and the Final Report has been submitted.

REPEAL

- 21.7 "Grants Policy" adopted by Council of the Municipality of the District of Shelburne on the 19th day of June, 2012, is hereby repealed.