

Policy Number:	Social and Environmental Grant Policy # GP 2019-02
Coverage:	Village of Belledune
Council Approval:	<u>2019 03 04</u> Y M D
Effective Date:	<u>2019 03 04</u> Y M D

SOCIAL AND ENVIRONMENTAL GRANTS POLICY

Policy

It is the policy of the Municipality of Belledune to establish and maintain an orderly system for the administration and control of various forms of grant contributions from the municipality.

Definitions:

Grants:

Grants are grants of money or in-kind for municipal purposes for charitable or non-profit organizations, corporations, recreational, cultural, environmental, social or educational organizations and any other organization or corporation if, in the opinion of Council, will benefit the residents and assist in the social or environmental development of Belledune.

- i. Unbudgeted - Is a discretionary un-forecasted financial gift, granted upon the recommendation of the CAO to Council for an organization or group which provides a service or benefit to the municipality of Belledune and can demonstrate a need for financial aid.
- ii. Budgeted - Is a discretionary gift, either financial or of service in kind as allocated by Council annually within the municipality of Belledune's budget, and granted to a group or organization which meet at least two (2) of the following:
 - a) provides direct assistance to or complements a Village program or provides a service that, if not provided by the group or organization, would have to be provided by the Village;
 - b) provides a service or benefit to the community;
 - c) demonstrates a need for financial aid.

1.0 Specific Objectives

1.1 The objectives of this policy are to:

- i. ensure that the municipality of Belledune treat all grant requests and contributions fairly and responsibly;

- ii. ensure uniform standards and procedures respecting the provision and administration of grant contributions by the municipality;
- iii. provide Council and administration with guidelines and standards for grant contributions from the municipality.

2.0 Responsibilities

2.1 Every month, the CAO must:

- i. review and make recommendations to Council on this policy (if required).
- ii. review, evaluate and make recommendations on all grant requests for Council's decisions, including any not provided for below.
- iii. provide in his recommendation whether an organization or group has already received funding from Council.
- iv. report to Council whether it should consider an in-kind amount that is different from the grant amounts below.
- v. provide recommendations to Council on the grant requests and budgetary considerations for the following types of grants:

Total annual grants are not to exceed the indicated amounts. Total maximum allowance for individual requests not to exceed \$500.

 - a) for village, town or community festivals or fairs in Belledune - up to \$1,500
 - b) for village, town or community festivals or fairs not in Belledune – up to \$1,500
 - c) for hospital or healthcare organizations - up to \$1,500
 - d) for resource or support centers – up to \$1,000
 - e) for humanitarian and veteran organizations - up to \$1,000
 - f) for childcare and wellbeing organizations - up to \$500
 - g) for fundraising, benefit or recognition banquets or dinners – up to \$500
 - h) for foodbanks – up to \$500
 - i) for athletic competitions, sporting events or clubs – up to \$500
- vi. time/date Stamp all written request to prioritize them as they are received.

3.0 Procedures

3.1 All grant requests must be submitted to the Village of Belledune in writing complete with organization or group name, contact person, name, address, telephone number and whom the grant is payable to.

- i. All grant requests must be submitted in writing on our standardized **Request Form** stating all the associated cost, the purpose, the benefits and the amount requested. It can be provided in person or sent by regular mail.

- ii. **Request Forms** are available at the municipal office (2471 Main Street, Belledune, N.B. E8G 2X9) or on line at: www.belledune.com
- iii. All grant requests should be submitted at least one (1) month prior to the event in order to allow for the processing of the request by the CAO and Council to make a decision. Organizations or groups holding yearly activities must provide their grand requests before October 1 of each year so the item can be discussed during budget deliberations.

3.2 Grants approved for the purchase of an item or piece of equipment will be examined in the following manner:

- i. The Council will approve and the CAO will authorize the purchase of the approved item and notify the recipients to arrange pick up.
- ii. The CAO will coordinate the issuance of a cheque upon the receipt of a paid invoice, in the amount not exceeding the approved amount.

3.4 Upon receipt and approval of grant request the CAO will follow the following procedures:

- i. For the Regular Meeting the CAO must:
 - a) prepare and submit to Council a list of all grant requests for that period.
 - b) make available at that meeting all time/dated, associated original submission request letters and forms
- ii. Following a decision of Council, proceed with carrying out the directive of Council as soon as possible
- iii. Coordinate the keeping of a detail-computerized record (spreadsheet) of all grants made for the fiscal year and submit to Council on a regular basis.

3.5 When a request for “In Kind” use of any facility owned by the Village of Belledune is received and approved by Council for use at no charge the following may apply:

- i. The approval may be granted conditional on:
 - a) the organization or group making a contribution to a local charity or organization in an amount to be determined by that organization or group.
- ii. If conditional approval is given, the CAO will contact the organization or group and request:

- a) that the recipient and amount of the contribution being made be issued, in writing, to the municipality of Belledune

3.6 Consideration may be given for a grant, to a **Belledune region non-profit charitable organization** or community member, doing special fundraising, in efforts to assist a resident of the municipality in need due to hardship.

4.0 Undue Hardship Clause

4.1 Purpose:

For Belledune citizens who, through no fault of their own, are experiencing a hardship. The purpose is to provide assistance, through municipal facilities or other local organizations, and to support community interest for such citizens.

4.2 Objective:

To receive applications from organizations or community groups.

4.3 Process:

Grants by Belledune may be in the form of an in-kind offering. Belledune will supply the Belledune Recreation & Cultural Centre or another municipal owned facility, free of charge, to any individual, group or organization who wishes to do a fundraising function on behalf of a Belledune citizen who is experiencing undue hardship. The Village of Belledune may also assist by mailing a flyer within Belledune boundaries to advertise the details of the fundraising event.

4.4 Specifics:

- i. All requests will be on a first come first serve basis and, where possible, in conformity with 3.1 iii.
- ii. All grant requests from a group or organization on behalf of a person deemed to need assistance must be submitted in writing on the Belledune Undue Hardship Application Form. Request from minors needs to be submitted by an adult guardian.
- iii. Within a reasonable time, the applicant will submit a report of the amount of money (proceeds) realized by the fundraiser to the municipal CAO.
- iv. All requests for grants in this category must be considered and authorized by Council, pending all conditions have been met by the applicant.

Donation Request & Contribution Policy #DRC 03-2007 and all amendments thereof are hereby rescinded upon adoption of the Social and Environmental Grant Policy # GP 2019-02

Adopted this 4th day March, 2019


Clerk


Mayor

Village of Belledune
GRANT REQUEST FORM

Organization or Team Name: _____

Mailing Address: _____
Including Postal Code _____

Telephone #: _____ Fax #: _____ E-Mail Address: _____

***Name Cheque is to be made payable to:** _____

Contact Name: _____ Signature _____

Telephone #: _____ Cell #: _____ Fax #: _____

E-Mail Address: _____

Appropriate Fiscal Year (1 Jan to 31 Dec)

Amount of Funds/Grants Required: \$ _____

***The following must accompany Request Form:**

Written documentation - List of Expenditure, List of Revenues, Purpose and Benefits of the event, function, etc. and any other information you feel is relevant to the request. The documentation must also explain how the grant will help with a social or environmental cause in Belledune.

1. Approximate Cost Involved \$ _____

2. Dollars raised by your organization through other fundraisers \$ _____
(Note: raffles, bake sale, other donations)

Funds Required (#1 - #2) \$ _____

Does your organization have any funds? Yes _____ No _____

(Please check one)

If yes, explain why additional funds are required and how they will be spent.

Grants approved for the purchase of equipment will require a copy of proof of purchase.

Village of Belledune
GRANT REQUEST FORM
Undue Hardship Application

Group or Organization or Team Name _____

Mailing Address: _____
Including Postal Code _____

Telephone #: _____ Fax #: _____ E-Mail Address: _____

Contact Name: _____ Signature _____

Telephone #: _____ Cell #: _____ Fax #: _____

E-Mail Address: _____

***Name of Individual the Fundraiser is for:**

Type of Hardship – Please check one (1) box:

Medical _____

Property _____

Other (with Explanation) _____

Type of Fundraising Event: _____

(If the event is to include alcohol, all NB Liquor licensing laws will need to be followed and copy of license submitted to the municipal office prior to the event)

Liquor _____ No Liquor _____

Proposed Date and Time of Event _____

(Subject to Availability of Facility)

Event Information to be put on Flyer:

(It is the responsibility of the Applicant to provide the information in a timely manner for preparation and mailing)

(If possible, please e-mail this information to municipal office at bell002@nb.aibn.com)
