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| <b>MUNICIPAL DISTRICT OF SPIRIT RIVER NO. 133<br/>POLICY AND PROCEDURES MANUAL</b><br><br><b>Grant and Donation Policy</b> | <b>Function:<br/>Policy No.<br/>Effective Date:<br/>Supercedes:<br/><br/>Amends:</b> | <b>Administration<br/>ADM.63<br/>February 15,2017<br/>Cem.04 / Cem.05<br/><br/>Adm.40</b> |
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**PURPOSE:**

To provide financial assistance to community non-profit associations and groups.

**GUIDELINES:**

**1. GENERAL TERMS OF REFERENCE**

- a. Council shall budget funds for grant programs annually.
- b. Grant Programs shall be advertised annually.
- c. The Chief Administrative Officer shall:
  - i. review applications to insure sufficient information is provided; and
  - ii. present applications to Council for consideration.
- d. First consideration shall be given to Operating Funding Programs.

**2. OPERATING FUNDING PROGRAM**

- a. Applications shall:
  - i. be submitted by October 15 of the current grant program year;
  - ii. include the financial statement for the prior year clearly indicating the cost of electricity, telephone, internet, heating, water, sewer and insurance (audited financial statements preferred);
  - iii. include a brief outline of how previous funds received were expended;
  - iv. include the current years' budget; and
  - v. include a brief outline or business plan of anticipated activities and benefits for MD of Spirit River residents.
- b. Financial Assistance for Community Associations shall be:
  - i. an annual grant as determined by Council; and
  - ii. conditional on the facility being accessible to MD of Spirit River residents at a rate not to exceed the rate charged to residents of the municipality in which it is located.

**3. CAPITAL FUNDING PROGRAM**

- a. Applications shall:
  - i. be submitted by October 15 of the current grant program year;
  - ii. include the financial statement for the prior year clearly indicating the cost of electricity, telephone, internet, heating, water, sewer and insurance (audited financial statements preferred);
  - iii. include a brief outline of how previous funds received were expended;
  - iv. include the current years' budget; and
  - v. include a brief outline or business plan of anticipated activities and benefits for MD of Spirit River residents.
- b. Eligible Projects:
  - i. include new facilities or projects that provide recreational & cultural services for MD of Spirit River residents;

- ii. include renovations and repairs to upgrade existing facilities which offer services to MD of Spirit River residents;
  - iii. must be accessible to MD of Spirit River residents at a rate not to exceed the rate charged residents of the municipality in which it is located.
- c. Applications shall include but may not be limited to:
- i. a business plan which thoroughly justifies the need for the facility or project;
  - ii. a long range plan for operation of the new facility or project;
  - iii. firm cost estimates including:
    - 1. non refundable GST estimates
    - 2. refundable GST estimates;
  - iv. a plan to secure contributions from other sources;
  - v. an agreement to enter into a dissolution agreement with MD of Spirit River; and
  - vi. justification if the proposed services are currently provided within the area.
- d. The Applicant shall:
- i. utilize program funding grants, for the purposes outlined in the application, within two years;
  - ii. provide the MD of Spirit River (upon request) with documented records for evaluation or audit, in the form of:
    - 1. expense Invoices for the project, paid in full;
    - 2. statements of cash contributions;
    - 3. statements of grant funding from other sources;
  - iii. apply for Council to consider proposed options for program funding grants not utilized within two years; or
  - iv. return program funding grant drawings which have not been utilized within two years or otherwise authorized by Council.

#### 4. CEMETERY MAINTENANCE GRANT PROGRAM

##### a. Cemetery Operating Grants

- i. The Council of the Municipal District of Spirit River No. 133 will on an annual basis provide grants of \$500.00 to organizations for the maintenance of cemeteries located within the Municipal boundaries. The grants are to be annual grants for the operational purposes of the cemetery organization.
- ii. Volunteer Associations or Groups shall be considered for Cemetery Maintenance Grants, in an equal amount per cemetery, as determined in the MD of Spirit River's annual Operating Budget.

##### b. Cemetery Capital Grants

The Council of the Municipal District of Spirit River No. 133 will on an annual basis consider providing grants to organizations for the enhancement or upgrade of cemeteries located within the Municipal boundaries. The grants are to be conditional grants for the specified purposes stated within the application for a grant made by a cemetery organization. The organization shall provide a full accounting for the grant funds advanced.

Ordinary costs for maintenance of cemeteries are not eligible for these grants.

##### c. The Application Shall:

- i. provide a yearly financial and pictorial (picture) report to the Council for filing on a yearly basis.
- ii. provide a yearly update to the plot map with buried and reserves identified for filing on a yearly basis.
- iii. No grant will be issued unless the requirements stated below are met fully:

- Yearly financial statement (Beginning and closing bank statement are sufficient)
- Pictures ( updated Yearly, picture of the site by electronic copy is sufficient, pictures of every grave would be preferred)
- Updated List Cemetery graves- Lot, Block, Plan of ( Buried & Reserved )
- Cemetery map (up dated with new internments from the previous year)

- iv. utilize program funding grants, for the purposes outlined in the application, within two years;
- v. provide the MD of Spirit River (upon request) with documented records for evaluation or audit, in the form of:
  - 1. expense invoices for the project, paid in full;
  - 2. statements of cash contributions;
  - 3. statements of grant funding from other sources;
- vi. apply for Council to consider proposed options for program funding grants not utilized within two years; or
- vii. return program funding grant drawings which have not been utilized within two years or otherwise authorized by Council.

#### 5. PROGRAM & ACTIVITY GRANT PROGRAM

- a. Applications for program and activity grants shall:
  - i. be submitted by January 31<sup>st</sup>, May 31<sup>st</sup>, and September 30<sup>th</sup> of the current grant program year;
  - ii. include a brief outline of how previous funds received were expended (if applicable);
  - iii. include the current years' budget; and
  - iv. include a brief outline or business plan of anticipated activities and benefits for MD of Spirit River residents.
- b. Financial assistance for small community groups, clubs and organizations (including schools) involved in activities related to athletics, culture, arts, crafts or health and well-being; serving children, youth or seniors; located within MD of Spirit River shall be:
  - i. an annual grant as determined by Council.
- c. Financial assistance for small community groups, clubs and organizations (including schools) involved in activities related to athletics, culture, arts, crafts or health and well-being; serving children, youth or seniors located outside the MD of Spirit River shall be:
  - i. an annual grant as determined by Council; and
  - ii. conditional on the group's activities being accessible to MD of Spirit River residents.
- d. Organizations will be eligible for one grant per calendar year.

#### 6. SMALL DONATIONS

- a. Donation requests under \$250.00 can be approved by the CAO within the budget established by Council if it is for the purpose of providing a gift, silent auction item or money for a specific fundraising opportunity, celebrating an event of a group, public organization or charity.

## Municipal District of Spirit River No. 133 APPLICATION FOR OPERATING GRANT

|  |  |          |         |
|--|--|----------|---------|
| Name of Organization   |  |          |         |
| Association Name   |  |          |         |
| Mailing Address  |  |          |         |
| Contact Person   | Name   | Tel. No. | Fax No. |
| Project Name   |  |          |         |
| Project particulars<br>(Please be specific, explaining the need for the project, and providing a brief work plan.) If applicable, attach drawings.   |  |          |         |
| <p><b>Planned Expenditures (Itemize &amp; List)</b></p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Labour, materials, equipment donated \$ _____</p> <p><b>Total Planned Expenditures (A) \$ _____</b></p> | <p><b>Anticipated Revenue &amp; Contributions</b></p> <p>Financial Support \$ _____</p> <p>Donations in Kind - labour \$ _____</p> <p style="padding-left: 40px;">- materials \$ _____</p> <p style="padding-left: 40px;">- equipment \$ _____</p> <p>Funding from own organization \$ _____</p> <p><b>Total Revenue (B) \$ _____</b></p> <p><b>Funding Requested (A minus B) \$ _____</b></p>   |          |         |
|  |  |          |         |
|  |  |          |         |
| <b>Affirmation</b>   | <p>I, _____ of _____</p> <p><b>affirm that</b> the information in this application is accurate and complete, and that the project proposal, including plans and budgets is fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Municipality. I agree to submit a final report, and financial accounting for evaluation of the project funded by the Municipal District.</p> <p style="text-align: right;">Date: _____</p> |          |         |

# Municipal District of Spirit River No. 133

## APPLICATION FOR CAPITAL GRANT

|  |  |          |         |
|--|--|----------|---------|
| Name of Organization   |  |          |         |
| Association Name   |  |          |         |
| Mailing Address  |  |          |         |
| Contact Person   | Name   | Tel. No. | Fax No. |
| Project Name   |  |          |         |
| Project particulars<br>(Please be specific, explaining the need for the project, and providing a brief work plan.) If applicable, attach drawings.   |  |          |         |
| <p><b>Planned Expenditures (Itemize &amp; List)</b></p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Labour, materials, equipment donated \$ _____</p> <p><b>Total Planned Expenditures (A) \$ _____</b></p> | <p><b>Anticipated Revenue &amp; Contributions</b></p> <p>Financial Support \$ _____</p> <p>Donations in Kind - labour \$ _____</p> <p style="padding-left: 40px;">- materials \$ _____</p> <p style="padding-left: 40px;">- equipment \$ _____</p> <p>Funding from own organization \$ _____</p> <p><b>Total Revenue (B) \$ _____</b></p> <p><b>Funding Requested (A minus B) \$ _____</b></p>   |          |         |
|  |  |          |         |
|  |  |          |         |
| <b>Affirmation</b>   | <p>I, _____ of _____</p> <p><b>affirm that</b> the information in this application is accurate and complete, and that the project proposal, including plans and budgets is fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Municipality. I agree to submit a final report, and financial accounting for evaluation of the project funded by the Municipal District.</p> <p style="text-align: right;">_____ Date: _____</p> |          |         |

# Municipal District of Spirit River No. 133

## APPLICATION FOR CEMETERY GRANT

|  |  |          |         |
|--|--|----------|---------|
| Name of Organization   |  |          |         |
| Cemetery Name  |  |          |         |
| Mailing Address  |  |          |         |
| Contact Person   | Name   | Tel. No. | Fax No. |
| Project Name   |  |          |         |
| Project particulars<br>(Please be specific, explaining the need for the project, and providing a brief work plan.) If applicable, attach drawings.   |  |          |         |
| <p><b>Planned Expenditures (Itemize &amp; List)</b></p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>_____ \$ _____</p> <p>Labour, materials, equipment donated \$ _____</p> <p><b>Total Planned Expenditures (A) \$ _____</b></p> | <p><b>Anticipated Revenue &amp; Contributions</b></p> <p>Financial Support \$ _____</p> <p>Donations in Kind - labour \$ _____</p> <p style="padding-left: 40px;">- materials \$ _____</p> <p style="padding-left: 40px;">- equipment \$ _____</p> <p>Funding from own organization \$ _____</p> <p><b>Total Revenue (B) \$ _____</b></p> <p><b>Funding Requested (A minus B) \$ _____</b></p>   |          |         |
|  |  |          |         |
|  |  |          |         |
| <b>Affirmation</b>   | <p>I, _____ of _____</p> <p><b>affirm that</b> the information in this application is accurate and complete, and that the project proposal, including plans and budgets is fairly presented. I agree that once funding is provided, any change to the project proposal will require prior approval of the Municipality. I agree to submit a final report, and financial accounting for evaluation of the project funded by the Municipal District.</p> <p style="text-align: right;">_____ Date: _____</p> |          |         |