



STE. ANNE MUNICIPALITY

POLICY #08-ADMIN

GRANT POLICY

Adoption Date: July 12th, 2023; Resolution #2023-350

Subject: Annual Grants

Department: Administration

Purpose:

This policy is intended to enable the Rural Municipality of Ste Anne to provide grants and to define the process for accepting applications from non-profit organizations and groups who operate within, and/or provide services to, the Municipality for any purpose that Council considers in the interest of the municipality. These services include but are not limited to the areas of Sports and Recreation, Culture and Heritage, Environmental, Health and Wellness, and other activities that support purposes beneficial to the community.

Scope:

This guideline applies to all organizations seeking funding through the Municipal Grants Policy Program.

Grants Application and Criteria:

Council shall include annual financial provisions in the budget for all grant requests.

1. Grants Categories include, but are not limited to:
 - a. Sports and Recreation,
 - b. Culture and Heritage,
 - c. Environmental,
 - d. Health and Wellness,
 - e. Other – one time grant request.
2. All grant applications shall be submitted on the RM of Ste Anne “Grant Application Form” as found on Schedule “A” hereto and directed to the Municipal Office.
3. All grant applications must include the documentation requested on the form.



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4. All Grants applications must be submitted by the following two intake dates:
 - a. February Grant – Large requests should be submitted for this intake date to be considered as part of the annual Financial Plan Preparation
 - b. October for fall grant requests.

Grants requests received after February will be considered in October. Grant requests received after October will be considered in March as part of the following year's Financial Plan.

5. Applicants may seek to present their funding request as a delegation to Council or Committee by contacting the CAO at the Municipal Office. Submission of the "Grant Application Form" is still required.
6. Applications received that include multi-year commitments are not automatically approved for future years unless approved through resolution of council. Without resolution, Applicants must submit a new application annual to be considered.
7. Submissions of a grant application in compliance with this policy does not guarantee automatic grant approval.
8. All funding request exceeding \$10,000.00 must be accompanied by Audited Financial Statements for the most recent completed fiscal year. Such requests may be subject to conditions of Council, including entering into an agreement with the RM of Ste. Anne.
9. Council decisions on grant applications are final.
10. In the event that the project or event fails to proceed as planned, the grant recipient shall return appropriate funds to the Municipality.
11. All Grant funding awarded will be released in November each year. Applications that are time sensitive should identify such as part of their application.
12. Grants are intended to be supplementary to main sources of funding for non-profit organizations.



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Eligibility:

1. Applicants requesting a grant should be a non-profit organization or be sponsored by a non-profit organization.
2. Applicants should be a regionally based community organization or provide services within the region.
3. Programs and services of the applicant must be available to the general public.
4. Requested grant funding must supplement other revenue sources of the application.
5. Applicants must be current with the required Activity Reports for all previously provided RM of Ste. Anne grant funding awards (if applicable).
6. Grants may only be awarded for current activities. Accumulated operating deficits are not eligible for funding.



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Schedule "A" - Grant Application

Applicant Information

Name of Organization: _____ Date: _____

Contact Person: _____

Address: _____
Street Address

_____ *City* _____ *Province* _____ *Postal Code*

Phone Number: _____ Email Address: _____

Name of project/program/event: _____

Under which Grant category does your project best fit?

Sports and Recreation Culture and Heritage Environmental Health and Wellness

Other Please explain: _____

In Kind Amount Requested: \$ _____ Cash Grant Amount Requested: \$ _____

Name of entity to receive grant (if different than above): _____

Have you previously applied for a grant from the RM of Ste. Anne? YES NO

Declaration

I DECLARE THAT

- ◆ I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- ◆ The information contained in this application and all supporting documents is true and accurate and endorsed by the above organization.
- ◆ The initiative will benefit the RM of Ste. Anne and/or its residents

Signature

Date

Name (Please Print)

