



STE. ANNE MUNICIPALITY

POLICY #08-ADMIN GRANT POLICY

Adoption Date: June 12, 2023

Resolution #2023-350

Revision Date: May 14, 2025

Resolution #2025-171

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. Submissions made in alternate formats may be rejected if sufficient details to confirm eligibility are not included.

3. All grant applications must include the information and documentation requested on the form. Failure to do so may result in the submission being rejected.
4. There will be two intake periods each year:

Spring – when the majority of the grant funding will be awarded.

Fall – when the remainder of the grant funding, if any remain, will be awarded.

Grants requests received after the Spring intake deadline will be automatically considered in the Fall intake.

Grant requests received after the Fall intake deadline will be considered in Spring as part of the following year's Financial Plan.

These timelines are subject to change. A notice will be posted to the municipal website, newsletter, and Facebook page advertising deadline dates.

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 annually to be considered.
7. Submissions of a grant application in compliance with this policy does not guarantee funding approval.
8. All funding request exceeding \$15,000.00 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. This threshold is for the sum of all amounts granted to an organization within one calendar year.
9. Council decisions on grant applications are final.



STE. ANNE MUNICIPALITY

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.

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.



STE. ANNE MUNICIPALITY

Schedule "A" - Grant Application Form

Applicant Information

Name of Organization: _____ Date: _____

Contact Person: _____

Address: _____

Box Number and/or Street Address

City

Province

Postal Code

Phone Number: _____ Email Address: _____

Name to appear on cheque (if different than above): _____

Is the organization a registered not-for-profit? NO ☐ Yes ☐ Registration # _____

Name of project/program/event: _____

Cash Grant Amount Requested: \$ _____

Under which Grant category does your project best fit?

Sports and Recreation ☐ Culture and Heritage ☐ Environmental ☐ Health and Wellness ☐

Other ☐ Please explain: _____

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

Please list other funding opportunities and whether funding has been secured or not

Name of Funding/Granting Organization	Secured/Pending



I DECLARE THAT

- ◆ I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- ◆ The information contained n all pages of 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)

Grant Summary

Name of project/program/event: _____

Cash Grant Amount Requested: \$ _____

Grant Request General Description (If necessary)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.