

Town of Portugal Cove-St. Philip's
Special Initiatives Community Grant Policy and Procedure

Pursuant to the authority vested in the Town Council of Portugal Cove-St. Philip's the following policy was adopted on the 22nd day of April 2026.

1. TITLE

- 1.1** This document will be known and cited as the *Town of Portugal Cove- St. Philip's Special Initiatives Community Grant Policy*.

2. PURPOSE

- 2.1** The Town of Portugal Cove-St. Philip's recognizes and appreciates the commitment of local volunteers, understanding that a variety of services are most effectively delivered through the voluntary efforts of community organizations. These efforts encompass social, cultural, recreational, sports, and economic aspects. The provision of community grants underscores Council's dedication to collaborating with community organizations, aiming to directly offer services, events or programs for the well-being of residents of Portugal Cove-St. Philip's.
- 2.2** The Council allocates an annual budget to support community groups and organizations. The objective of the annual Special Initiatives Grant Program is to ensure that community groups and organizations have an equitable and fair opportunity to apply for a grant and the distribution thereof is done so in the best interest of the community.

3. INTERPRETATIONS

- 3.1 "Community"** shall mean the Town of Portugal Cove-St. Philip's.
- 3.2 "Council"** shall mean the Town Council of Portugal Cove – St. Philip's.
- 3.3 "Employee" or "Employees"** shall mean any individual under an employment contract with the Town of Portugal Cove-St. Philip's including all members of staff, volunteers, contractors and members of Council.
- 3.4 "Employer"** shall mean the Town of Portugal Cove-St. Philip's as represented by the Chief Administrative Officer or his/her designate.
- 3.5 "Grant"** shall mean a financial award provided to an organization subject to pre-established eligibility and entitlement criteria.
- 3.6 "Organization"** shall mean a group of people or entities that are united to achieve a common goal and registered as a not-for-profit or charitable status entity.

3.7 “Town” shall mean the Town of Portugal Cove – St. Philip’s.

4. APPLICATION

This policy is applicable to community groups and organizations requesting a grant of \$2,000 and above from the Town. Requests below this amount will be processed utilizing the Town of Portugal Cove-St. Philip’s Donation Policy.

5. PROCEDURE

Grants are awarded in the fiscal year in which the application is received. Applications must be submitted annually and subject to availability and eligibility of applicant. Grant approvals are not considered as commitments by the Town for future years.

5.1 Eligibility Criteria:

To be considered for a Special Initiatives Community Grant, community groups must meet the following criteria:

- 5.1.1 Non-Profit Status:** The organization must be registered as a non-profit entity or hold charitable status.
- 5.1.2 Local Impact:** The organization's activities or services should primarily benefit residents and address the needs of the Portugal Cove-St. Philip’s community.
- 5.1.3 Supplementary Funding:** Grants are supplementary to an organization's main sources of funding and shall not be considered the primary source.
- 5.1.4 Financial Accountability:** Organizations must be able to demonstrate financial transparency and accountability through financial reporting.
- 5.1.5 Purpose of Grant:** All grants shall be for projects which will take place during the year in which the grant is awarded, and all grant funds must be fully expended by Dec 31st of that year.

5.2 Exclusions:

The following are not eligible to apply for a Special Initiatives Community Grant:

- 5.2.1** Individuals.
- 5.2.2** Businesses.
- 5.2.3** Publicly funded organizations.
- 5.2.4** For profit organizations.
- 5.2.5** Other levels of government, and/or crown corporations.

- 5.2.6** Organizations with political affiliations, political parties, and candidates in municipal, provincial or federal elections.

5.3 Ineligible Expenditures:

Without limiting the discretion of the Town, the following costs are ineligible expenditures and therefore cannot be paid from a Special Initiatives Grant:

- 5.3.1** Debt retirement.
- 5.3.2** Retroactive funding (projects already started).
- 5.3.3** Operating deficits.
- 5.3.4** Salaries.
- 5.3.5** Projects which primarily fund or award other groups or individuals.
- 5.3.6** Political activities.
- 5.3.7** Membership fees.
- 5.3.8** Projects that are restricted to membership.
- 5.3.9** Projects that, at the discretion of Council, are not in the best interest of the Town or its residents.
- 5.3.10** Payments that directly reduce or reimburse the taxes or fees paid or payable to the Town.
- 5.3.11** Expenses related to attendance at seminars, workshops, symposiums or conferences.
- 5.3.12** Expenses for land purchase.
- 5.3.13** Core operational costs.

5.4 Application Process

5.4.1 Call for Proposals:

The Town will announce a call for grant proposals annually. The application window and submission guidelines, including a deadline for submissions, will be provided on the municipality's website and through public notices.

5.4.2 Application Evaluation:

All applications shall be approved through Council by a 2/3 vote.

5.4.3 Scoring Criteria:

Applications will be assessed based on predefined criteria, which may include the organization's alignment with municipal priorities, demonstrated need, past performance, and sustainability. In addition, approval will be based on funds available/remaining as set in the current years budget.

5.5 Application Assessment Criteria:

In reviewing grant applications and preparing recommendations, the following factors are considered:

- 5.5.1** Clear demonstration how the purpose of the grant aligns with the Town's Strategic Plan and priorities through activities that support, sustain, promote, educate, celebrate, preserve, and/or provide access to the arts, culture, environment, heritage, recreation, business, economic development and/or health. Grant requests for events and activities of municipal significance are expected to bring about economic and/or public relations benefits for the Town.
- 5.5.2** Quality and credibility of the organization and program (e.g., accreditation, licenses), including demonstrated organizational efficiency, effectiveness and stability.
- 5.5.3** Sufficient organizational capacity to deliver the proposed service.
- 5.5.4** Financial need to implement the proposal.
- 5.5.5** Number of PCSP residents to be served.
- 5.5.6** Clear demonstration of how the application aligns with the best interests of the Town and its residents.
- 5.5.7** Role and number of volunteers.
- 5.5.8** Uniqueness of service.
- 5.5.9** Additional external funding source(s) sought.
- 5.5.10** Partnership roles, collaborative relationships and community interaction.
- 5.5.11** Value of other Town programs, services and financial assistance provided.
- 5.5.12** Evaluation results.
- 5.5.13** Completeness of application - all questions answered.
- 5.5.14** Quality of application - thorough, clear and convincing presentation of information and rationale.

5.6 Funding Allocation:

- 5.6.1** Grant amounts awarded will be based on available funding, which may change from year to year.
- 5.6.2** Prior to the disbursement of any funds, the Recipients must sign a "Grant Agreement", which specifies the terms and conditions of the grant.
- 5.6.3** Organizations awarded a grant shall be held accountable for the expenditure of the funds in accordance with the stated objectives/plans.

5.7 Recognition of Grant:

Recognition of the grant received shall be done on any promotional materials or advertising related to the event. Organizations shall acknowledge the support of the Town by using the Portugal Cove-St-Philip's logo on any materials printed or distributed electronically.

5.8 Reporting and Accountability:

Recipients of a grant shall be expected to:

5.8.1 Submit financial reports as specified in the grant agreement.

5.8.2 Submit the final report, appendix A, outlining expenditures, activities, outcomes, and the impact of the grant on the community as specified in the grant agreement. Final Report must be submitted within 30 days of project completion.

5.8.3 Allow the municipality to conduct financial reviews as required.

6. REVIEW

6.1 The Town shall, every 2 years, conduct a review of this policy and consider the areas which may be improved.

7. PENALTIES

7.1 Failure to comply with the requirements as outlined in this policy, shall disqualify the organization from approval for a Special Initiative Grant in future years.

8. AMENDMENTS

8.1 April 22, 2026. Motion #: 2026-117.

9. EFFECTIVE DATE

9.1 This policy first came into effect on March 25, 2025, as adopted through a resolution of Council, #2025-100.



Dave Bartlett, Mayor



Claudine Murray, Town Clerk

SPECIAL INITIATIVE GRANT APPLICATION FORM

ORGANIZATION INFORMATION

Name of organization: _____

Name of contact person: _____

Mailing address : _____ P.O. Box No.: _____

Phone number: _____ Email address: _____

Valid Canada Revenue Agency (CRA) number or Business number for non-profit organizations or add documents attesting to the charitable nature of the organization:

Check payable to: _____

Submit a VOID cheque with the application as payments are issued via EFT.

Organization Overview: *(Describe your organization's history, mission, vision, and values; include previous achievements and their impact on the community.)*

Project Description: *(Clearly outline the project or program for which you are seeking funding; specify goals, objectives and expected outcomes; explain how the project will demonstrate a positive impact on the community.)*

Town of Portugal Cove-St. Philip's

SPECIAL INITIATIVE GRANT APPLICATION FORM



PROGRAM INFORMATION

Collaborations and Partnerships: *(Highlight any collaborations or partnerships with local businesses, and / or government agencies.*

Evaluation Plan: *(Outline how you will measure the success and impact of the project; specify the metrics and evaluation methods you will use and the report you will provide.)*

Sustainability Plan: *(Explain how your organization plans to sustain the project after the grant period ends; detail any additional sources of funding or in-kind support.*

Budget		
Please note, quotes must be provided for all infrastructure and equipment requests. (Vendor quotes or website screen shots are acceptable, webpage links will not be accepted)		
Expense List (unit price required)	Total Cost	Requested Amount
Subtotal:		
Project Revenue Source(s) (In-kind, fundraising, donations, registration fees, etc.)	Revenue Amount	
Revenue Subtotal:		
Total Amount Requested:		
For requested funding in excess of \$10,000, please provide a brief description for each of the following:		
Is available to large number individuals across all ages, abilities, and regions.		
Funding sources beyond the total amount request amount and/or leveraged funding is available.		
Offers economic and/or community benefits.		

SPECIAL INITIATIVE GRANT APPLICATION FORM

PROGRAM INFORMATION

Documentation: *(Include any supporting documents, such as letters of support, organizational chart, and any other relevant materials.)*

Contact Information: *(Accurate contact information for key personnel in case there is a need for further information.)*

Name: _____ **Title:** _____

Phone: _____ **Email:** _____

Alternate phone: _____

Reporting Requirements: *(Outline how you will communicate semi-annual financials, progress and outcomes, as well as the final report.)*

Total amount of funding requested:

Please indicate the percentage of the total organizational budget this funding would represent: _____ %

**Have you applied for a grant from the
Town in the past?** Y ☐ N ☐

**If yes, what was the
funding amount requested:** _____

Signature of person who can legally bind the organization:

Date of application: / /
mm / dd / yyyy

Special Initiatives Grant Final Report

Please email completed final report, including up to five (5) photos and all associated project receipts, to julie.pomeroy@pcsp.ca

Applicant Information					
Full legal name of organization:					
Address:					
Contact Name:			Title/Position:		
Telephone:			Email:		
Project Information					
Name of Project (<i>as per funding letter</i>):					
Amount Received:					
Date Project Started:			Date Project Ended:		
Describe how the project directly benefited the well-being of the residents of Portugal Cove-St. Philip's.					
How many people attended and/or have benefited from this project to date?					
How many people will benefit from this project in the future?					
What age group(s) will benefit from the project?					
0-4	5-17	18-35	36-49	50-75	75+

Describe the most significant success of this project, including any anticipated long-term benefits.

Financial Report		
Expenses	Budgeted Amount (as per application)	Actual Amount (as per expenses)
Subtotal:		
Revenue	Budgeted Amount (as per application)	Actual Amount (as per expenses)
Subtotal:		
Total:		

Privacy Notice

The personal information in this form is being collected under the authority of section 61(c) of the Access to Information and Protection of Privacy Act, 2015, for the purpose of program administration and assessing the merits of each funding application. Please note that the information you provide can be subject to an Access to Information request. If you have any questions about the collection, use and disclosure of your personal information, please contact the Town Office at 709-895-8000.

Authorization

The Town of Portugal Cove-St. Philip's may require that an audit be undertaken to verify the purposes for which Government funds have been utilized. Any funding not used for these purposes must be returned to the Town or becomes a debt due to the Town.

I hereby certify that the information contained in this Final Report and any attachments are complete and accurate, and that funds were used only for the purpose of the project described above and as approved.

Name of Signing Authority:

Title:

Email:

Telephone:

If the report is emailed, typing the name below will satisfy the signature requirement.

Signature of Signing Authority

Date

Office Use Only

- ☐ Final report reviewed
- ☐ Receipts reviewed/verified
- ☐ Photos received/reviewed

Reviewed by (signature): _____ **Date:** _____