

Town of Portugal Cove-St. Philip's

Special Initiatives Community Grant Policy and Procedure

Pursuant to the authority conferred in sections 7 and 8 of the Towns and Local Service Districts Act, 2025, the Town Council of Portugal Cove-St. Philip's has adopted the following policy on the 25th day of March, 2025 through motion number 2025-100.

1. TITLE

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. INTERPRETATION/DEFINITION

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.

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
- 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 improvements and/or 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 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:

Grant amounts awarded will be based on available funding, which may change from year to year.

Prior to the disbursement of any funds, the Recipients must sign a "Grant Agreement", which specifies the terms and conditions of the grant.

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 a final report, outlining expenditures, activities, outcomes, and the impact of the grant on the community as specified in the grant agreement.

5.8.3 Allow the municipality to conduct financial reviews as required.

6. REVIEW

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

7. PENALTIES

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. EFFECTIVE DATE

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