



GRANT APPLICATION POLICY

General Government Policy #002

POLICY STATEMENT

The Municipality of Boissevain-Morton is committed to supporting various community organizations and initiatives in the Municipality that provide important programs, activities, services, and events for the residents of the Municipality of Boissevain-Morton. These programs and services often compliment and/or supplement the programs offered beyond the Municipality's capability, therefore offering residents more community opportunities and enhancing the quality of life in our community overall.

PURPOSE

To establish eligibility requirements, expectations, as well as the application process and review involved in providing grant assistance to community organizations – including financial assistance and in-kind support. Support provided through in-kind and/or financial means enables these community organizations to fundraise, leverage other funding sources, and support these volunteer-driven community initiatives. Providing municipal grants demonstrates the Municipality of Boissevain-Morton's commitment to working with the community organizations, and collectively providing further beneficial programs and services to the community.

SCOPE

This policy affects all municipal grant applicant groups and organizations.

QUALIFICATIONS AND CRITERIA

In order to qualify for a municipal grant from the Municipality of Boissevain-Morton, the community organization shall:

- a. Be a not-for-profit or charitable organization operating in the Municipality of Boissevain-Morton;
 - * Other community groups may be considered depending on the nature of the grant request and the demonstrated benefit to the community;
- b. Be hosting a program, activity, event, or service that primarily benefits the residents of the Municipality of Boissevain-Morton through the program, activity, event, or service;
- c. Be using the Municipal Grant for operating a program, activity, event, or service;
- d. Demonstrate that the program, activity, event, or service benefits the Municipality of Boissevain-Morton and supports its strategic goals;
- e. Demonstrate financial need;
- f. Demonstrate the use of volunteers;
- g. Demonstrate having explored additional potential sources of funding (i.e. grants/funding sources from other levels of government, the private sector, donations, fundraising efforts)

- etc. where applicable;
- h. Complete the Municipality of Boissevain-Morton’s grant application form, including all required documentation (balance sheet, income statement, and cash flow statement), and submit to the municipal office by the specified grant application deadline;
 - i. Provide all necessary reporting, as outlined in the Municipality of Boissevain-Morton’s grant application form, to the municipal office within the specified reporting timeframe

EVALUATION CRITERIA

All grant applications received by the Municipality of Boissevain-Morton, will be evaluated based on the following criteria;

- Demonstrated need of the community organization/program/initiative;
- Overall organizational contributions to the community;
- Demonstrates benefit of the program/activity/event/service to community residents;
- Demonstrates alignment with the Municipality of Boissevain-Morton’s vision, values, and strategic priorities, and contributing to the overall quality of life in the community;
- Responsible fiscal management of the community organization;
- Demonstrated volunteer support to successfully execute the initiative being applied for

APPLICATION PROCESS

Community organizations applying for a municipal grant must do so during the Municipality of Boissevain-Morton’s designated grant intake window. The grant application will be available on the Municipality’s website at www.boissevain.ca and will also be available for pick up in the Municipal Office. All applicants must have their application package (including completed application form and any all required supporting documentation noted) submitted prior to the specified deadline each year.

ADMINISTRATION PROCESS

All grant applications will be submitted to the Municipality of Boissevain-Morton’s CAO (or a designated staff representative). The CAO will review grant applications received for eligibility and will bring forward eligible applications for review and consideration. The Municipality reserves the right to request additional information if required to complete the application process.

COUNCIL APPROVAL PROCESS

The Municipality of Boissevain-Morton Council will review all eligible grant applications received and will make a decision to approve or deny each application. In the case of approved applications it will be determined whether the applicant will receive the full funding requested, partial funding, and/or any other applicable arrangement. Following council’s decision, each grant applicant will receive notification of their application status accordingly.

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