



TOWN OF KENTVILLE POLICY STATEMENT G28 REQUEST FOR FUNDING FROM ORGANIZATIONS

1.0 PURPOSE

The purpose of this policy is to provide direction to organizations applying for a grant under The Town of Kentville Grant Program.

2.0 DEFINITIONS

- 2.1 Non-Profit Organization (NPO): is a club, society, or association that's organized and operated solely for: social welfare, civic improvement, pleasure or recreation and any other purpose except profit.
- 2.2 Registered Charities: are charitable organizations, public foundations, or private foundations that are created and resident in Canada. They must use their resources for charitable activities and have charitable purposes that fall into one or more of the following categories: the relief of poverty, the advancement of education, the advancement of religion and other purposes that benefit the community.

3.0 SCOPE

- 3.1 This policy applies to all organizations seeking funding up to \$2000 from the Town of Kentville, however larger applications may also be considered by council using this policy. The support of volunteer, community-based organizations is fundamental to maintaining our quality of life. The Town of Kentville Grant Program is designed to provide financial assistance to organizations that:
 - 3.1.1 Organize programs for the benefit of the residents of the Town of Kentville;
 - 3.1.2 Operate programs for the benefit of the residents of the Town of Kentville; or
 - 3.1.3 Coordinate and implement local events in the Town of Kentville.

4.0 PROCEDURES

- 4.1 Requests for Funding must be submitted through The Town of Kentville Grant Program. Applications will be accepted annually between February 15th and March 31st. Late applications will not be considered.
- 4.2 The Town of Kentville recognizes that at times, there is a requirement for non-profit and charitable organizations to require emergency funding to assist in the delivery of programs, outside of the normal application period using the Appendix A Funding Application form. The application will be received by the Chief Administrative Officer and considered by Council subject to paragraph 4.8 of criteria and availability of funds.
- 4.3 Applications may be submitted as follows:
- 4.3.1 Mailed to 354 Main Street, Kentville NS, B4N 1K6;
 - 4.3.2 Hand delivered to the Town Hall (354 Main Street);
 - 4.3.3 Emailed to cao@kentville.ca; or
 - 4.3.4 Complete an Online application and budget forms and submit through our website.
- 4.4 All applicants are required to use a Standard Application and Budget Forms. Application and Budget forms are available at Town Hall (354 Main Street), and online at www.kentville.ca
- 4.5 The applicant must meet the requirements outlined in section 3.0. The Town reserves the right to request additional information prior to distributing funding.
- 4.6 Only one application per organization, per fiscal year. The Town's fiscal year runs from April 1st to March 31st. Successful applicants will be notified upon completion of budget deliberations, usually between May and June.
- 4.7 Application: All applicants must complete the Standard Application and Budget Forms and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- 4.7.1 There may be a requirement to present to Council; and
 - 4.7.2 The maximum amount available through this program is \$2,000 per fiscal year.
- 4.8 Evaluation: The following minimum criteria will be used to consider all grants prior to completion of a Program Grant Evaluation Score Card:
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- 4.8.1 Application is received on time;
- 4.8.2 Applicant meets Section 3.0 Scope;
- 4.8.3 The Town's contribution does not exceed 50% of total revenue;
- 4.8.4 All documentation has been received, including:
 - 4.8.4.1 purpose of the project;
 - 4.8.4.2 description of the project;
 - 4.8.4.3 target demographic served;
 - 4.8.4.4 detailed budget;
 - 4.8.4.5 previous year's financial statements;
 - 4.8.4.6 proof of charitable status including a copy of last charitable tax return (T3010 Registered Charity Return) submitted;
 - 4.8.4.7 proof of non-profit status including a copy of last tax return (T1044 Non-Profit Organization (NPO) Information Return) submitted;
 - 4.8.4.8 list of other revenue sources, final report from previous year etc.); and
 - 4.8.4.9 confirmation of partner funding (if applicable).
- 4.8.5 Project takes place within the Town of Kentville or has a strong presence in the Town.

4.9 The Town of Kentville Grant Program applications shall be evaluated on the criteria listed in the Evaluation Form under the following categories:

- 4.9.1 **Financial Sustainability & Management:** Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. Groups must generate funds besides those provided by The Town of Kentville Grant Program. These revenues may include registration/membership fees, admission fees or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.
- 4.9.2 **Community Benefit:** Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.

- 4.9.3 Active Living: Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.
- 4.9.4 Heritage and Art: Groups that explore our arts, culture and heritage to enrich the lives of community members through film and video, broadcasting, music, publishing, archives, performing arts, heritage institutions, festivals and celebrations.
- 4.10 The Program Grant Evaluation Score Card will be used by council to determine the best allocation of the annual budget for this grant.
- 4.11 The Town of Kentville shall publish annually the list of the organizations and grants or contributions made on-line and, in a newspaper, circulating in the municipality in accordance with the Municipal Governance Act paragraph 65C.
- 4.12 Successful applicants must submit a Final Report after the completion of the activity or project, or after 12 months of receiving this grant. Final report forms will be included with the awarding letters and available at the Town Hall, and online at kentville.ca. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received. Should the event, project or activity not occur the funding shall be returned to the Town of Kentville. Any funds expended prior to cancellation shall be documented with receipts where possible.

5.0 ASSOCIATED DOCUMENTS

- 5.1 Application Form
- 5.2 Budget Form
- 5.3 Evaluation Form
- 5.4 Final Report Form

Program Grant Evaluation Score Card

6.0 POLICY REVISION HISTORY

Date Created: April 9, 2003
Revisions: January 27, 2014
June 29, 2015
January 2017, Reformatted
January 29, 2018

Chief Administrative Officer, Dan Troke

APPENDIX A: FUNDING APPLICATION FORM

Name of Organization:		
Type of Organization:	Charitable <input type="checkbox"/>	CRA Charitable Status #:
	Non-Profit <input type="checkbox"/>	Business Number:
	Other <input type="checkbox"/>	
	Is your organization registered with Joint Stocks? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>
	Heritage and Art <input type="checkbox"/>	Emergency Funding <input type="checkbox"/>
	Amount of Grant Requested:	
	Did your group receive funding last year from Town of Kentville? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Contact Person:		
Mailing Address/PO Box:		
Town: (Postal Code)		
E-mail Address:		
Telephone:		
Website Address: Social Media Contact:		
Application	<p>The following documentation is required for the completed application form:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed budget for event or program <input type="checkbox"/> Previous year's financial statements if applicable <input type="checkbox"/> Letters of support from partners (if applicable) <input type="checkbox"/> Proof of charitable status (if applicable) <input type="checkbox"/> Copy of last T3010 Registered Charity Return submitted (if applicable) <input type="checkbox"/> Proof of non-profit status (if applicable) <input type="checkbox"/> Copy of last T1044 Non-Profit Organization (NPO) Information Tax Return submitted (if applicable) <input type="checkbox"/> Final report from the previous year (if applicable) 	
Location of Project		
Project Timelines		

Purpose of the Project	
Description of the Project	
Target Demographic Served	

Certification	I certify that, to the best of my knowledge, the information provided in this application is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

The Town of Kentville Grant Program

- The deadline for applications is March 31st. Late applications will not be considered.
- All applicants must complete the Standard Application Form and provide all required documentation for evaluation. Incomplete applications will be disqualified and returned to applicant without being evaluated or considered.
- Only one application per organization, per fiscal year
- Successful applicants will be notified by after budget deliberations conclude.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.
- The maximum amount available through emergency funding is \$500 per fiscal year.

APPENDIX B: BUDGET FORM

Name of Organization:				
Contact Person:				
Total Cost of Project/Activity:		Request from Kentville:		
Funding of Project	Applicant			
Contribution	Source	Amount	Approved	Not Approved
Fundraising		\$		
Cash on Hand		\$		
Bank Loans		\$		
Donated Material		\$		
Donated Labour		\$		
Donated Equipment		\$		
		\$		
		\$		
Federal		\$		
Provincial		\$		
Municipal		\$		
Municipal		\$		
Municipal		\$		
Other (Specify)		\$		
Other (Specify)		\$		
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.			
	Name		Title	
	Signature		Date	

APPENDIX C: FUNDING EVALUATION FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>	Proof of charitable status <input type="checkbox"/> CRA Charitable Status # <input type="checkbox"/> T3010 Registered Charity Return <input type="checkbox"/>	
	Non-Profit <input type="checkbox"/>	Proof of NPO status <input type="checkbox"/> Business Number <input type="checkbox"/> T1044 NPO Information Tax Return <input type="checkbox"/>	
	Other <input type="checkbox"/>	Business Number <input type="checkbox"/> Joint Stocks <input type="checkbox"/>	
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
	Date of last grant from Town of Kentville:		
	Final Report Submitted: Yes <input type="checkbox"/> No <input type="checkbox"/>		
Application	The following documentation is mandatory:		
	Application Date:		
	Completed application form <input type="checkbox"/>		
	Proposed budget <input type="checkbox"/>		
	Previous year's financial statements if applicable. <input type="checkbox"/>		
	Confirmation of partner funding and (if applicable). <input type="checkbox"/>		
	List of other revenue sources <input type="checkbox"/>		
	Amount requested		
	Percentage of Budget		< 50% <input type="checkbox"/> > 50% <input type="checkbox"/>
Evaluation Score Card			
1. Program/Service Obligation		3 <input type="checkbox"/>	
Core – service the Town would otherwise provide		2 <input type="checkbox"/>	
Important – service the Town might otherwise provide		1 <input type="checkbox"/>	
Discretionary – service the Town does not normally provide		0 <input type="checkbox"/>	
No Mandate – not enabled by legislation, should not do or not now			
2. Council Strategic Plan		3 <input type="checkbox"/>	
Vital – fundamental to Council's Strategic Plan		2 <input type="checkbox"/>	
Notable – solid fit within Council's Strategic Plan		1 <input type="checkbox"/>	
Non-Critical – some relevance to Council's Strategic Plan, not strategic			
3. Public Need		3 <input type="checkbox"/>	
Community at Large – general need, broad-based		2 <input type="checkbox"/>	
Multiple Interests – some need, a number of areas/communities		1 <input type="checkbox"/>	
Vested Interest –special interest group(s), localized			
4. Public Benefit		3 <input type="checkbox"/>	
Public Interest – all residents derive benefit		2 <input type="checkbox"/>	
Mixed Interest – some residents derive benefit		1 <input type="checkbox"/>	
Private Interest – specific residents benefit			
5. Recreational		3 <input type="checkbox"/>	
High – the core purpose is developing social, active, and healthy lifestyles		2 <input type="checkbox"/>	

Town of Kentville, Policy G28: Request for Funding From Organizations

Moderate – components improve social, active, and healthy lifestyles Low – limited opportunity to improve social, active, and healthy lifestyles	1 <input type="checkbox"/>
6. Human Development and Inclusion – Volunteer High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
7. Human Development and Inclusion – Participant High – equality of access and opportunity (demographic, geographic) Moderate – range of demographic groups and/or development potential Low – limited opportunity, access or development potential	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
8. Quality of Life Livable Community – important to livable/sustainable community Community Image – enhances image or public perception Community Pride – instills pride, sense of community	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
9. Alternate Service Providers Limited – no other potential providers Some – some potential alternate providers Many – many potential or existing alternate providers	3 <input type="checkbox"/> 2 <input type="checkbox"/> 1 <input type="checkbox"/>
10. Financial Need High – financial statements and/or budget demonstrate significant need Low – financial statements and/or budget demonstrate limited need	1 <input type="checkbox"/> 0 <input type="checkbox"/>
11. Participation Levels Under 100 100-200 200-500 500-1000 Over 1000	1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5 <input type="checkbox"/>
12. Accountability Yes – annual report and/or financial statements of previous year received No (or New Org.) – no annual report and/or financial statements received	1 <input type="checkbox"/> 0 <input type="checkbox"/>
Total Score	If score is above 24; applications should be considered for funding If score is below 23; applicant shall not receive funding 34

Date of Evaluation:		Based on Score: Funding Not Recommended <input type="checkbox"/> Funding Recommended <input type="checkbox"/>	Based on Budget: Funding Approved <input type="checkbox"/> Funding Not Approved <input type="checkbox"/>
Name and Signature of Evaluator:			

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- Only one application per organization, per fiscal year
- Successful applicants will be notified following completion of budget deliberations by council.
- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The maximum amount available through this program is \$2,000 per fiscal year.

APPENDIX D: FINAL REPORT FORM

Name of Organization:			
Type of Organization:	Charitable <input type="checkbox"/>		
	Non-Profit <input type="checkbox"/>		
	Other <input type="checkbox"/>		
Type of Grant:	Community Benefit <input type="checkbox"/>	Active Living <input type="checkbox"/>	Heritage and Art <input type="checkbox"/>
Contact Person:			
Mailing Address/PO Box:			
Town: (Postal Code)			
E-mail Address:			
Telephone:			
Website Address: Social Media Contact:			
Purpose of the Project			
Description of the Conduct of Project			

Project Participation			
Location of Project			
Project Timelines			
Project Budget and Financial Statements	Attached <input type="checkbox"/> Yes <input type="checkbox"/> No		
Uses of Grant			
Certification	I certify that, to the best of my knowledge, the information provided in this final report is accurate and complete and is endorsed by the organization which I represent.		
	Name		Title
	Signature		Date

The Town of Kentville Grant Program

- Successful applicants must submit a final report in the prescribed form. Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
- The Town of Kentville publishes an annual list of the organizations and grants or contributions made online and, in a newspaper, circulating in the municipality.
- Council reserves the right to ask for proof of spending for grant activities.
- If it is determined that the application activities did not take place, funding must be returned to the Town of Kentville.