



<b>Title: Grant Payment Policy</b>	<b>Date Approved: July 13<sup>th</sup>, 2021</b>
<b>Policy #: GG 1-2021</b>	<b>Council Resolution #: 166-21</b>
<b>Department: General Government</b>	<b>Revision:</b>
<b>Rescinds:</b>	<b>Procedure #:</b>

**Preamble:**

This policy lists protocol for effective guidance and management control of the grant funding. The Town of Carberry recognizes the value of community groups and the necessity of sustaining healthy, safe and vibrant communities through its grant payment policy.

**General Standards and Regulations:**

Events, sponsorship, in-kind donations, operating and capital grants to community organizations whose initiatives provide a recognizable benefit to the region shall be supported by the Town of Carberry.

**Grant, Sponsorships and In-Kind Donation Policy:**

1. To be eligible for grants from the Town of Carberry, all of the following conditions must be met:

- (a) All organizations must be non-profit organizations.
- (b) Organizations that exist primarily for political purposes, for profit, or for the purpose of providing funding to other groups (with the exception of the Carberry Recreation Board) are *not* eligible.
- (c) Grant applications *must be made in writing using the attached form* to the Council of the Town of Carberry and, in the case of special events and sports events, must be received at least two (2) months in advance of the event.
- (d) Each organization, if approved, may only receive one (1) grant per year.
- (e) Events *must* be held in the Town of Carberry and/or show a benefit to the citizens of Carberry.
- (f) The event, in the case of special events, sports events and festivals, must clearly demonstrate the potential to draw participants and spectators from outside the Town of Carberry.
- (g) The event, in the case of a fundraiser, must demonstrate the need for a fundraiser, and in the budget, it needs to show sufficient funding to cover budgeted expenses.
- (h) If possible, in the case of special events, sports events, and festivals, it must be officially sanctioned by the appropriate local, provincial, or federal organization that regulate the special event and should be accompanied by an official letter of support.

- (i) A proposed program of activities and a description of how the event will be promoted must be included in the application.
- (j) A proposed revenue and expense budget clearly identifying all sources of revenue *must* accompany any application.
- (k) In the case of special interest groups as defined above, any funding requests *must* include annual financial statements and reports, and should include any revenue sources from other organizations.

2. Level of Assistance and Allocation Process:

- (a) Funding levels for special events, festivals, and sports events will be up to a maximum of \$1,000.00. The amount provided will be determined based on the projected level of economic activity the event is expected to provide to the Town of Carberry.
- (b) Funding levels for fundraisers will be up to a maximum of \$500.00. The amount provided will be determined based on the projected level of need for the organization/person(s).
- (c) The total level of assistance is at the sole discretion of the Council of the Town of Carberry within the guidelines of the policy.
- (d) Applications will be reviewed on an ongoing basis and applicants will be advised in writing of their grant requests within thirty (30) days of receipt of the request for assistance.
- (e) applications will only be considered by the Town of Carberry Council if sufficient funding is available in the approved annual budget.

3. Payment & Acknowledgement:

- (a) A cheque for the approved amount of the grant or donation will be issued to the organization within thirty (30) days of Council's approval of the grant.
- (b) All organizations who the Town of Carberry provides funding to must acknowledge the Town as a donor either through advertising, in print, sponsorship list, etc. A Town logo will be provided to the organization for their use.
- (c) The Town of Carberry reserves the right to withhold grants, sponsorships and/or in-kind donations should a community group display improper practice or misuse of public funds.

4. Final Report must be received within thirty (30) days following the event. Failure to provide a final report may hinder future applications by the organization and can result in non-approval by Council. The successful applicant must provide the following documentation to the Town of Carberry:

- (a) A final program of activities for the event.
- (b) A detailed transaction record of total revenues and expenses for the event signed by an officer of the organization.

(c) To the best of your knowledge, include a report outlining the number of participants in the event, number of visitors to the Town of Carberry as a result of the event, the amount of time the participants and spectators spent in the Town of Carberry, an estimate of where the visitors came from, and any other economic benefits derived from holding this event in the Town of Carberry.

(d) In the case of a fundraiser, the final report must show that expenses were covered and also indicate the amount of money raised for the organization/person(s).

### **Operating/Capital Grant Policy:**

1. The Town of Carberry will support established local community organizations through annual operating grant funding. In order to be eligible, the community organization must be in good standing with the Town of Carberry.

2. The Town of Carberry reserves the right to request an external audit and any other documentation deemed necessary by the municipality from any community organization receiving operational funding.

3. Should a community organization display improper practice, through conflict of interest, charges of fraud, or other actions that may negate a society's status of good standing, the Town of Carberry Council reserves the right to withhold operational grant funding.

4. The community organization must apply for their operating grant yearly by January 31. Applications must include:

(a) A letter to the Town of Carberry council requesting:

(1) Amount of operating funding.

(2) A detailed list of projects expected to be completed for the current year.

(3) Current contact information for the community organization and its officers.

(b) Draft financial statements from the prior year's end.

(c) Current year's budget.

(d) Quotes and/or estimates for the equipment, materials, labour, etc. identified in the application letter.

(1) Wherever possible, quotes/estimates for equipment, materials and labour must be from local suppliers and contractors.

- When local estimates cannot be provided, this must be indicated in the application letter with sufficient explanation.

5. Applicants can only submit one operating funding application per fiscal year (January 1 to December 31).

6. Applications for capital grant funding must be submitted before a project or event begins.

7. Applications can be submitted to the CAO via email, mail, or in person.

8. The Town of Carberry will not take the responsibility of ensuring community organizations submit grant applications. Late applications will not be accepted. No retroactive payments will be made.

**Adopted by Resolution of Council #166-21 at Carberry, Manitoba, this 13<sup>th</sup> day of July, 2021.**

## Town of Carberry Grant, Sponsorships and In-Kind Donation Application

### Applicant Information:

Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

### Grant Request & Information:

Grant Request Amount: \$\_\_\_\_\_ (*Up to \$1,000.00 for events, \$500.00 for fundraisers*)

Type of Event Being Held: (*please check one*)

- ☐ Special Event or Project
- ☐ Sports Event
- ☐ Festival
- ☐ Fundraiser

Title of Event: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_

Describe the Event. Attach additional pages if necessary. Be sure to include the following information:

- Program of activities planned
- How you will promote your event
- Number of people you expect to attend
- Economic impact on the Town of Carberry
- Demonstrate financial need for the event

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**Attachments:**

Please attach any letters of support that you may have at a local, provincial, or federal level.

**Budget:**

Please use the provided template. Some notes about the budget:

- Totals of revenues and expenditures should balance, and if they do not, an explanation is needed.
- In the case of a fundraiser, the revenue and expenditures totals do not have to balance, but it needs to be demonstrated that revenues will cover expenses.
- In the revenues section, please list all sources of revenue, and if you have received the revenue (confirmed) or are waiting for it (pending).

*Examples of Revenues:* ticket sales, donations from individuals, local, provincial or federal organizations, other grants, organization membership fees, etc.

*Examples of Expenses:* insurance, facility rent, performer costs, decorations, equipment rentals, food, remuneration/honorariums, printing, advertising, project supplies, promotional products, etc.

**Signature:**

By signing this application, you are acknowledging that the information provided is accurate, complete, and endorsed by the organization that you represent.

Printed Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

*For Office Use Only*

Date Received: \_\_\_\_\_ Application #: \_\_\_\_\_

Amount Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_

## Town of Carberry

### Grant, Sponsorships and In-Kind Donation Follow-Up Report

Please indicate in the follow-up report the following:

- Final program of activities
- Final revenues and expenditures as per attached chart
- Number of event participants, estimated number of visitors to Town, amount of time spent in Town, estimate of where visitors came from
- Any other economic benefits
- If a fundraiser, indicate amount of money made for the organization/person(s)

[illegible]

Organization Signature: \_\_\_\_\_

Date\_\_\_\_\_