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| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C53                             |
| SECTION:<br>COUNCIL POLICY       | POLICY TITLE:<br>MUNICIPAL GRANTS AND SPONSORSHIP |

## 1. PROGRAM INTENT

- 1.1. The aim of the *Municipal Grants and Sponsorship program* is to provide modest levels of support and assistance to specific community non-profit organizations and charities. This support is in recognition of the value that these groups provide to the wellbeing and growth of the community and in helping the Municipality retain a strong community focus. Every year the Municipality receives more grant requests than it can fund.
- 1.2. The intent is also to focus the nature of these grants to specific initiatives, and to define Council's criteria to predetermined standards that are clear to the applicant. Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. The Municipality of Argyle provides initial support to these organizations with the approval of *Bylaw #28 - Respecting Tax Exemptions for Non-profit Organizations*.
- 1.3. This program does not govern the following, which are separately administered:
  - 1.3.1. Grants and contributions pursuant to inter-municipal, memorandum of understanding (MOU), or other regional agreements, such as the Yarmouth International Airport Corporation, Yarmouth Area Industrial Commission, Mariners Centre, Yarmouth Acadian Shores Tourism, Argyle Courthouse and Gaol, or any other organization this may apply to, but is not listed;
  - 1.3.2. Tax Exemption for Non-Profit Organizations (*refer to By-Law #28 – Respecting Tax Exemptions for Non-Profit Organizations*)
  - 1.3.3. Residential Property Tax Rebates (low-income homeowners – *refer to Article C16 – Low Income Property Tax Exemption*);

## 2. AUTHORITY

- 2.1. Section 65 au, *Municipal Government Act*.
- 2.2. The grants awarded will be published once per year. A list of recipients of grants and the amounts will be published in the local French and English newspaper, social media site, and web site. Other media outlets will be optional.



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### 3. GENERAL CONDITIONS – ALL MUNICIPAL GRANTS AND SPONSORSHIP

- 3.1. The conditions as listed below apply to all grant categories unless otherwise noted.
- 3.2. All grant applications under this policy shall be assessed using an evaluation criterion determined by the Municipality, and subject to Council approval.
- 3.3. Preference will be given to organizations that are located in our Municipality or demonstrate that the residents of Argyle will support their initiatives. Other factors will include (but not limited to) the organization's history in organizing other projects within the community, its reputation for sound business practice, and its efforts to generate revenue from other sources, such as the sale of products, or through other government units.
- 3.4. Applicants must be non-profit or charitable community groups and organizations, who have board members or have an annual general meeting.
- 3.5. Grants related to active living and recreation may be available to individuals and private sector groups, at the recommendation of the Argyle Recreation Commission.
- 3.6. Cemeteries and religious organizations are not eligible for General Grants but are eligible for a Council Community Grant.
- 3.7. The grant shall not normally be considered as the primary source of funding for the organization. Grants are intended to be supplementary to main sources of funding for organizations. The group should show exploration of other financial support i.e. fundraising and volunteer support.
- 3.8. The Municipality of Argyle, through its grants process, will not contribute to outstanding deficits, reserves, or to any contingency accounts for future activities or operations. If a recommendation is made to provide funding for an organization from which the Municipality is owed funds, the Municipality has the right to reduce the recommended grant amount by any amount owing to the municipality.
- 3.9. The granting of financial assistance in any year is not to be regarded as a commitment by the Municipality of Argyle to continue such assistance in future years, unless explicitly stated by the Municipality.



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- 3.10. Grants are not awarded for the salary/wages of staff positions or board honoraria, although grants may be considered to support employee benefits if other government funding was secured.
- 3.11. Applications not complying with corresponding deadlines below will be denied, and the applicant will be advised.
- 3.12. Grants may be awarded with certain terms and conditions. The letter of award will state if any restrictions apply to the grant. Funding may be revoked for failure to comply with terms and conditions.
- 3.13. In rare circumstances, an applicant's eligibility may be suspended for a specified time for misappropriation of funds, failure to report, or misrepresentation.
- 3.14. In a year where municipal elections will be held; no grants shall be disbursed between July 31st and the swearing in ceremony.
- 3.15. The Office of the CAO, during a pandemic or similar event, may extend or amend the deadline date to best accommodate activities and events that may be delayed due to extraordinary circumstances outside the control of the applicant.
- 3.16. The Office of the CAO may withhold pre-approved funding to events if, after a grant approval, that extraordinary circumstances (i.e. pandemic) force an event delay. It shall withdraw funding to events that were subsequently cancelled or delayed beyond the end of the municipal fiscal year, being March 31.
- 3.17. Grants will not be available to groups that have failed to comply with the reporting requirements from previous grants.
- 3.18. Retroactive funding for purchases already made by an organization will not be considered in this policy or in any funding policy or practice led by the Municipality.
- 3.19. The Municipality will not financially support travel expenses for an adult group or team but shall consider supporting travel expenses for youth groups or teams.
- 3.20. Each application determined to be ineligible for funding will be documented for council. The applicant will be notified if the application is not eligible.



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- 3.21. Applicants subject to the April 15<sup>th</sup> deadline shall be notified of Council's decision by May 31<sup>st</sup> of the same year.
- 3.22. Staff shall have discretion on all grant requests, less than \$500, except council community grants. The request must still meet the eligibility and application requirements.
- 3.23. Grants for seniors' groups and festivals held within the Municipality may pre-qualify for funding through the online application process. Amounts shall be recommended by staff each year.
- 3.24. There is no appeal process for the denial or deferral of funding under any funding program included in this policy.
- 3.25. Any unspent moneys from any grant outlined in this policy that is under budget goes to the operating reserve as part of the overall surplus. Money does not get added into future budgets.

#### **4. ACCOUNTABILITY**

- 4.1. Funds granted under this program are not transferable between projects or groups without prior council approval and must be used for the specific purposes outlined.
- 4.2. Funding for any grant in excess of \$5,000, shall be disbursed in two stages:
- 4.2.1. Initial funding – 70% of the grant shall be provided after approval by council, prior to June 30<sup>th</sup>.
- 4.2.2. Completion funding - The remaining 30% (holdback) of the funding shall be furnished upon completion of the project and the submission of the Accountability Statement. Council reserves the right to reject or accept the statement and may choose not to release the remaining grant portion.
- 4.3. The Accountability Statement must include: a financial statement for the event, signed by a representative of the organization.
- 4.4. Infrastructure grant requests exceeding \$10,000 will require detailed cost estimates, supported by quotes of at least two independent contractors to support the applicants' cost assessment.

#### **5. GRANTS REVIEW PROCESS**



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- 5.1. Compliance with grant deadlines for the applications shall first be verified by staff. Staff shall ensure that grants with no deadlines shall not exceed budgetary limits.
- 5.2. Presentations, if requested by the applicant, or by Council, shall be arranged by the Office of the CAO prior to final funding consideration.
- 5.3. A complete list of applications is presented and approved by Council.

#### 6. GRANT CATEGORIES

- 6.1. Fire Services Capital Grant – **No deadline** (See Section 7)
- 6.2. Community Hall Infrastructure Grant – **April 15<sup>th</sup> deadline** (See Section 8)
- 6.3. General Grants – **April 15<sup>th</sup> deadline** (See Section 9)
- 6.4. Council Community Grants – **No deadline** (See Section 10)
- 6.5. Sponsorship Grants – **No deadline** (See Section 11)
- 6.6. Special Events Grants – **No deadline** (See Section 12)
- 6.7. School Athletic Support Grants – **No deadline** (See Section 13)



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## 7. FIRE SERVICES CAPITAL GRANT

Please visit <https://grants.munargyle.com/login> or refer to Appendix "A" of this policy for application.

- 7.1. Eligible organizations for this grant include non-profit fire departments that are registered with the Municipality in accordance with Part X, Section 294 of the Municipal Government Act.
- 7.2. The aim of the Fire Services Capital Grants is a program intended to provide modest level of support and assistance to fire departments within the Municipality of Argyle with the purchase of:
  - 7.2.1. A vehicle required by the department to deliver emergency services.
  - 7.2.2. Equipment required by the department to deliver emergency services.
- 7.3. The construction or purchase of a new fire department facility (building) **shall not** be considered under this policy.
- 7.4. The grant program is created to assist fire departments that cannot set a reasonable area rate to recover the cost of investment, due either to the high purchase cost or to the limited number of residents represented by that department.
- 7.5. The funds shall be used to partially offset the costs of borrowing for the applicable fire department and to reduce their requirement to charge an unusually high area rate to the residents.
- 7.6. The cost of borrowing may include either a formal loan from a financial institution, or the lending of internal funds towards the cost of the project., or another form of financing not listed in this policy.
- 7.7. The maximum level of funding for any one fire department will be capped at \$25,000 annually, with a maximum duration of 5 years.
- 7.8. The maximum annual cost of this program (to the Municipality) shall not exceed \$50,000 annually.
- 7.9. The grant shall not be considered as the primary source of funding for the specific project. The applicant shall detail other financial support for the project, including but not limited to local



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fundraising, application of an annual area rate, and/or utilization of accumulated surplus. Any application that relies solely on this grant shall be denied by the CAO or his/her designate.

- 7.10. Each application determined to be ineligible for funding will be documented for Council. The applicant will be notified, in writing and by email (if applicable) if the application is not eligible, and the reasons why.
- 7.11. All Fire Service Capital Grants shall be submitted using the form provided by the municipality and will be assessed based on a criterion as determined by the Municipality.
- 7.12. Funding shall be disbursed in equal parts annually. For example, an approved grant of \$100,000 may be disbursed as \$25,000 per year for four years.
- 7.13. Fire Departments that receive a grant must submit a financial summary of how the grant was spent in that year with their annual financial summary that they already submit to the municipality.
- 7.14. The Fire Department must supply the Municipality with a copy of the invoice(s) for the purchase at the request of the Municipality or provide pictures or proof of ownership to confirm the purchase.
- 7.15. Applications will be reviewed by the CAO or their designate and the applicant will be notified if there is any missing information, or any additional information required.
- 7.16. Staff shall evaluate the grant application when received and recommend to Council if and when an amount can be paid to the department.



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## 8. COMMUNITY HALL INFRASTRUCTURE GRANTS

Please visit <https://grants.munargyle.com/login> or refer to Appendix “B” of this policy for application.

- 8.1. The Community Hall Infrastructure Grants are intended to fund eligible non-for-profit community halls and projects in pursuit of the following goals:
  - 8.1.1. Provide financial assistance for non-for-profit organizations in their efforts to renovate or retrofit facilities, or to purchase major equipment.
- 8.2. The applicant must be a non-for-profit community hall legally registered (and in good standing), under the Societies Act of Nova Scotia.
- 8.3. Fire halls and museums are not eligible for this funding stream.
- 8.4. An organization cannot participate in this program a second time, unless and until the other eligible halls have had the opportunity to apply and receive funds. An exception may be made by Council if the funds are required for emergency purposes.
- 8.5. The Office of the CAO will review the organization’s status, verify project details, confirm completeness of an application, and evaluate each application against criteria, taking into consideration sections 8.6 and 8.7 and provide a recommendation to Council.
- 8.6. Projects that are eligible for funding may include:
  - 8.6.1. Facility expansion, or repair/retrofit to the existing building.
  - 8.6.2. Technology and equipment upgrades.
  - 8.6.3. Emergency preparedness improvements to ensure the building can provide comfort in times the community needs it.
  - 8.6.4. Accessibility Upgrades to existing facility.
- 8.7. Staff shall examine all applications, and rank them based at least on the following 4 criteria:
  - 8.7.1. *State of repair* – Community halls will get a higher score if the need to replace or repair is dire and is needed urgently.
  - 8.7.2. *Activity* – An active community hall will serve more of our residents, and therefore shall be ranked higher than those halls that are used sparingly.



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8.7.3. *Confirmed or potential other funding* – Community halls with confirmed funding from other sources will rank higher than those who rely heavily on our grant.

8.7.4. *History of successful capital projects in the past* – Previous successful capital projects shall result in more favorable consideration of the application.

#### 8.8. FUNDING

8.8.1. The maximum level of funding for any one facility or organization will be established by Council on an annual basis, along with the total amount allocated for the Community Hall Infrastructure Program.

8.8.2. Council makes the final decision on the funding allocations, while considering staff recommendations.

8.8.3. 80% of the funding shall be issued at the time of approval, with the remaining 20% to be released upon receipt of a final report confirming the project has been completed. This report shall include actual financial revenues and expenses related to the project.



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## 9. GENERAL GRANT APPLICATIONS

Please visit <https://grants.munargyle.com/login> or refer to Appendix "C" of this policy for application.

- 9.1. All non-profit/charitable organizations, except Fire Department and Community Halls are eligible for moderate capital and operating grants under this section.
- 9.2. Capital requests from these organizations shall only be considered if the operation is located within the boundaries of the Municipality.
- 9.3. General Grant applications eligible project categories are as follows:
  - 9.3.1. Festivals, Community Events, or Celebrations
  - 9.3.2. Seniors Group Funding Support
  - 9.3.3. Recreation, active living, or trail improvement
  - 9.3.4. Tourism, arts, and culture
- 9.4. Council shall set the budget for General Grants annually via budget deliberations.



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## 10. COUNCIL COMMUNITY GRANTS

- 10.1. Council Community Grants are made available to all non-profit organizations (including cemeteries) that conduct their affairs within the Municipality of Argyle. Each Councillor shall be allotted an equal amount of funding to support and promote efforts from non-profit organizations that are within their own district or that have a significant benefit to the residents of their district.
- 10.2. The organization shall fill out the Council Community Grant application form and submit it to their Councillor or the Councillor of the district in which their organization has a significant benefit to the residents.
- 10.3. Each request is capped at \$700 per organization, per year.
- 10.4. Each councillor is allotted \$4,200 per year in support of their community needs.
- 10.5. Council Community Grant applications must be given to the Office of the CAO within 2 days of a meeting date to ensure the application meets the criteria. If a request is not made within that timeframe, the Office of the CAO shall defer the item until the next meeting.
- 10.6. Each councillor has a set amount of funds available for their Community Grants. Once the maximum amount of funds has been allocated by a Councillor, no additional funds shall be available for that councillor until the following fiscal year.
- 10.7. Final approval of the Council Community Grant remains with the majority of Council.



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## 11. SPONSORSHIP GRANTS

- 11.1. Sponsorships can be provided to organizations hosting events within the municipality or for organizations outside who benefit the municipality.
- 11.2. Sponsorships can be provided once per organization per year.
- 11.3. Sponsorships must come in the form of writing to the Office of the CAO or to the Warden. Mass mailouts not specific to Argyle shall be automatically denied.
- 11.4. Sponsorships in the amount of \$500 or less can be approved by staff, and Council will be advised of the decision.
- 11.5. Sponsorships over \$500 shall go to Council for approval.
- 11.6. Budget shall be set annually by Council through budget deliberations.



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## 12. SPECIAL EVENTS GRANTS

12.1. Council shall consider a grant request outside the imposed deadline if the request meets all of the following conditions:

12.1.1. The request is for a special event or activity, that does not occur annually.

12.1.2. The event or activity is held in the Municipality of Argyle or clearly benefits businesses located in the Municipality.

12.1.3. The Municipality is a funding partner in the event, not the sole funder.



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### 13. SCHOOL ATHLETIC SUPPORT GRANTS

- 13.1. Moderate funding shall be made available to school sponsored athletic teams to encourage active living in our municipality.
- 13.2. School teams shall be eligible for funding every three years to ensure each school is provided an opportunity to be funded.
- 13.3. An application form must be completed along with a detailed budget. Forms shall be provided upon request from the Recreation Department.
- 13.4. Maximum allotted grant in any given year is \$500.
- 13.5. Funding shall be available to schools and/or school teams that require funding in the following categories:
  - 13.5.1. Equipment and new uniform purchases.
  - 13.5.2. Tournament registration fees.
  - 13.5.3. Reimbursement of costs of officials for special events.
  - 13.5.4. Travel and accommodation are ineligible expenses. Clubs that are not sponsored directly by a school are also not eligible.



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## APPENDIX "A" – FIRE SERVICES CAPITAL GRANT APPLICATION

Please note: you can also apply for this grant through our website at: <https://grants.munargyle.com/login>

### Contact Information

Fire Department: \_\_\_\_\_ Reg. of Joint Stock Number: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City/Town: \_\_\_\_\_

Postal Code: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Business Phone: \_\_\_\_\_

### Funding Application

Project Description:

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Estimated Date of Purchase: \_\_\_\_\_

Annual request for funding under the capital program \_\_\_\_\_ per year for \_\_\_\_\_ years.

(Grant cannot exceed \$25,000 per year for 5 years)



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#### APPENDIX "A" – FIRE SERVICES CAPITAL GRANT APPLICATION CONT...

Why Municipal Funds are required for this project:

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| Project Funding Revenues and Expenses                                |        |
|----------------------------------------------------------------------|--------|
| Source                                                               | Amount |
| a. Municipality of Argyle – Capital Grant Program (Amount Requested) |        |
| b. Fire Area Rate (At ____ cents per \$100 of assessment)            |        |
| c. Other Government Grant – Please Specify                           |        |
| d. Prior Surplus/Transfer from Capital Fund                          |        |
| e. Fundraising/Ladies Auxiliary                                      |        |
| f. Other                                                             |        |
| Total Revenues (Add A through f)                                     |        |
| Total Cost, including total HST                                      |        |
| Minus HST Refundable (71.42% of total HST)                           |        |

Total cost should include net revenues. Please attach quote if applicable.



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**APPENDIX "A" – FIRE SERVICES CAPITAL GRANT APPLICATION CONT...**

|                                                                                       |
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| <b><u>Source of Planned Financing/Borrowing</u></b>                                   |
| <i>Financial Institution (please state "capital fund" if funds are internal:</i>      |
| <i>Total Amount Borrowing:</i>                                                        |
| <i>Interest Rate:</i>                                                                 |
| <i>Term of Borrowing (number of years):</i>                                           |
| <i>Other Information that is considered important to share with the Municipality:</i> |
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## APPENDIX "A" – FIRE SERVICES CAPITAL GRANT APPLICATION CONT...

### Financial Statement Requirement:

We the \_\_\_\_\_ Fire Department, have attached with this application, the most recent income statement and balance sheet for the year ended \_\_\_\_\_, and it includes all funds and accounts, including both operating and capital activities.

Signed: \_\_\_\_\_

### Consent:

Please include any quotes or any other supporting documentation for the project with your application. Please ensure you read Section 7 of this policy in its entirety to ensure your eligibility.

I hereby certify that all statements made herein are, to the best of my knowledge, accurate, true, and complete. I also consent to be reached via information included in this application in case additional questions, information, or clarification is required by the Municipality. I understand that any information later determined to be false, or misleading may disqualify the fire department from this funding application.

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

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



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## APPENDIX "B" – COMMUNITY HALLS INFRASTRUCTURE GRANT APPLICATION

Please note: you can also apply for this grant through our website at: <https://grants.munargyle.com/login>

### Contact Information

Community Hall Name: \_\_\_\_\_ Registry #: \_\_\_\_\_

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

Facility Location (if different from above): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

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

### Project Information

#### Project Type:

- ☐ Facility expansion or repair/retrofit to existing building.
- ☐ Technology and equipment upgrades
- ☐ Emergency preparedness improvements to ensure the building can provide comfort in times the community needs it.
- ☐ Accessibility upgrades to existing facility

Please describe what your project entails and what the funds will be used for:

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Total funds requested from the Municipality: \$ \_\_\_\_\_

Funding revenue from other sources (confirmed, or applied):

Provincial Government: \$ \_\_\_\_\_

Federal Government: \$ \_\_\_\_\_

Fundraising: \$ \_\_\_\_\_

Amount from Bank: \$ \_\_\_\_\_



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## APPENDIX "B" – COMMUNITY HALLS INFRASTRUCTURE GRANT APPLICATION CONT...

|                                                                             |                  |
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| Bank account balance at the end of the most recent calendar year (Dec. 31): | \$0-\$2,000      |
|                                                                             | \$2,000-\$4,000  |
|                                                                             | \$4,000-\$6,000  |
|                                                                             | \$6,000-\$8,000  |
|                                                                             | \$8,000-\$10,000 |
|                                                                             | \$10,000+        |

### Certification

Please include any quotes or any other supporting documentation for the project with your application. Please ensure you read Section 8 of this policy in its entirety to ensure your eligibility.

I hereby certify that all statements made herein are, to the best of my knowledge, accurate, true, and complete. I also consent to be reached via information included in this application in case additional questions, information, or clarification is required by the Municipality. I understand that any information later determined to be false, or misleading may disqualify the organization from this funding application.

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date



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### APPENDIX "C" – GENERAL GRANT APPLICATION

Please note: you can also apply for this grant through our website at: <https://grants.munargyle.com/login>

#### Contact Information

Name of Non-Profit/Charitable Organization: \_\_\_\_\_ Registry #: \_\_\_\_\_

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

Facility Address (if different): \_\_\_\_\_

Contact Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

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

#### Application Details

Which of the following are you applying for: ☐ Operating Grant

☐ Capital Grant

Which of the following categories best describes your request:

☐ Festival, Community Event, or celebration

☐ Seniors Group Funding

☐ Recreation, Active Living, or trail improvement

☐ Tourism, Arts, and Culture

Please describe what the funds are intended to be used for:

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Funding revenue from other sources (confirmed, or applied, if applicable):

Provincial Government: \$ \_\_\_\_\_

Federal Government: \$ \_\_\_\_\_

Fundraising: \$ \_\_\_\_\_

Amount from Bank: \$ \_\_\_\_\_



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| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C53                             |
| SECTION:<br>COUNCIL POLICY       | POLICY TITLE:<br>MUNICIPAL GRANTS AND SPONSORSHIP |

#### APPENDIX "C" – GENERAL GRANT APPLICATION CONT...

|                                                                             |                  |
|-----------------------------------------------------------------------------|------------------|
| Bank account balance at the end of the most recent calendar year (Dec. 31): | \$0-\$2,000      |
|                                                                             | \$2,000-\$4,000  |
|                                                                             | \$4,000-\$6,000  |
|                                                                             | \$6,000-\$8,000  |
|                                                                             | \$8,000-\$10,000 |
|                                                                             | \$10,000+        |

#### Certification

Please include any quotes or any other supporting documentation for the project with your application. Please ensure you read Section 9 of this policy in its entirety to ensure your eligibility.

I hereby certify that all statements made herein are, to the best of my knowledge, accurate, true, and complete. I also consent to be reached via information included in this application in case additional questions, information, or clarification is required by the Municipality. I understand that any information later determined to be false, or misleading may disqualify the organization from this funding application.

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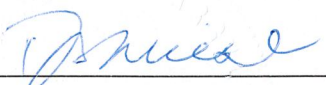
Authorized Signature

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Date



|                                  |                                                   |
|----------------------------------|---------------------------------------------------|
| POLICY AND ADMINISTRATION MANUAL | REFERENCE NUMBER: C53                             |
| SECTION:<br>COUNCIL POLICY       | POLICY TITLE:<br>MUNICIPAL GRANTS AND SPONSORSHIP |

|                                                                                                                             |                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|
| Chief Administrative Officers' Annotation for Official Policy Record                                                        |                                                                                                       |
| Date of Notice to Council Members of Intent to Consider (7-days minimum)                                                    | March 14, 2024                                                                                        |
| Date of Passage of Current Policy                                                                                           | March 28, 2024                                                                                        |
| I certify that this policy was adopted by Council as indicated above.                                                       |                                                                                                       |
| <br>_____<br>Warden                        | <br>_____<br>Date  |
| <br>_____<br>Chief Administrative Officer | <br>_____<br>Date |