



<b>Policy Name:</b> Grants to Groups	Effective Date: April 22, 2025
<b>Policy Number:</b> FA - 05	Approval Date: April 22, 2025
Policy Area: Finance and Administration	Council Resolution No.: 120/2025
Policy Section: Finance	Replaces Policy: NEW
No. of Pages: 6	

## POLICY STATEMENT

This guideline applies to all organizations seeking funding through grants as provided by the Municipal Grants Policy.

This policy is intended to enable the Municipality of Brenda Waskada to provide grants and to define the process for accepting applications from non-profit organizations and groups who operate within, and/or provide services to, the Municipality for any purpose that the Council considers in the interest of the Municipality. These services include but and shall not be limited to: Sports & Recreation, Culture & Heritage, Environmental, Health & Wellness and other activities that support purposes beneficial to the community.

## PURPOSE

The purpose of this policy is to maintain consistency and fairness with accountability to the ratepayers.

## POLICY

### Grants Application and Criteria:

Council shall include annual financial provisions in the budget for all grant requests as listed above and other one-time requests.

1. All grant applications shall be submitted on the Municipality of Brenda Waskada "Grant Application Form" as found on Schedule "A" hereto and directed to the Municipal Office.
2. All grant applications must include the documentation requested on the form.
3. All Grants applications must be submitted by the following two intake dates:
  - a. February Grant – Large requests should be submitted for this intake date to be considered as part of the annual Financial Plan Preparation
  - b. October for fall grant requests.

Grants requests received after February will be considered in October. Grant requests received after October will be considered in February as part of the following year's Financial Plan.



4. Applicants may seek to present their funding request as a delegation to Council or by Committee by contacting the CAO at the Municipal Office. Submission of the "Grant Application Form" is still required.
5. Applications received that include multi-year commitments are not automatically approved for future years unless approved through resolution of council. Without resolution, Applicants must submit a new application annually to be considered.
6. Submissions of a grant application to this policy do not guarantee automatic grant approval.
7. All funding requests exceeding \$10,000.00 must be accompanied by Audited Financial Statements of the most recent, completed fiscal year. Such requests may be subject to conditions of Council, including entering into an agreement with the Municipality of Brenda Waskada.
8. Council decisions on grant applications are final.
9. In the event that the project or event fails to proceed as planned, the grant recipient shall return appropriate funds to the Municipality in full.
10. All Grant funding will be awarded in November of each fiscal year. Applications that are time sensitive should identify this as part of their application.
11. Grants are intended to be supplementary to main sources of funding for non-profit organizations.

**Eligibility:**

1. Applicants requesting a grant should be a non-profit organization or be sponsored by a non-profit organization, via charitable number. Charitable number where applicable.
2. Applicants should be a regionally based community organization or provide services within the region.
3. Programs and services of the applicant must be available to the general public.
4. Requested grant funding must supplement other revenue sources of the application.
5. Applicants must be current with the required Activity Reports for all previously provided Municipality of Brenda-Waskada grant funding awards (if applicable).



6. Grants may only be awarded for current activities. Accumulated operating deficits are not eligible for funding.
  
7. Applicants must provide proof that there is no conflict with Council and their initiatives.



## Schedule "A" - Grant Application

### Applicant Information

Name of

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

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

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

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

Street Address

\_\_\_\_\_

City	Province	Postal Code
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Phone Number: \_\_\_\_\_

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

Name of project/program/event: \_\_\_\_\_

Under which Grant category does your project best fit?

Sports and Recreation  Culture and Heritage  Environmental

Health and Wellness

Other  Please explain:

\_\_\_\_\_



In Kind Amount Requested: \$ \_\_\_\_\_

Cash Grant Amount Requested: \$ \_\_\_\_\_

Name of entity to receive grant (if different than above):  
\_\_\_\_\_

Have you previously applied for a grant from the Municipality of Brenda Waskada?

YES

NO

### Declaration

#### **I DECLARE THAT**

- ◆ I am a duly authorized representative having legal and/or financial signing authority for the above organization.
- ◆ The information contained in this application and all supporting documents is true and accurate and endorsed by the above organization.
- ◆ The initiative will benefit the Municipality of Brenda Waskada and/or its residents

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Signature

Date

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Name (Please Print)

Grant Request General Description (If necessary)

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