

TOWN OF ANNAPOLIS ROYAL POLICY

TITLE: Donations and Grants Policy	
POLICY NO.: #2021-03	SUPERSEDES: #2015-3
EFFECTIVE DATE: May 25, 2021	APPROVED BY COUNCIL MOTION NO.: #C2021-05-17-13

Purpose:

1. This policy has been developed to assist Town Council in administering its annual donations and grants budget as well as providing guidance on the allocation of funds to applicants. This program is discretionary and contingent upon available funds. Each year, during the budgetary process, Town Council will determine whether the program will be funded for the upcoming fiscal year.

Objectives:

2. The objectives of this policy are:
 1. To provide Town Council with a consistent response to appropriate requests for donations and grants.
 2. To provide clear procedures for staff when responding to requests for donations and grants
 3. To ensure donations and grants are administered in accordance with the Municipal Government Act (MGA)
 4. To align Town financial support of various activities with the Strategic Plan and streamline the budgetary process.

Definitions

3. In this policy all words shall have their meanings as described in Standard English dictionaries except for the following:
 1. **Council** refers to the Town Council of Annapolis Royal
 2. **Committee** refers to the Marketing and Economic Development Committee
 3. **Donation:** Any direct monetary contribution or provision of programs, services, facilities, or equipment that benefits the Town or stakeholders and requires some level of compliance reporting to Council.
 4. **Grant:** means Any direct monetary contribution to a registered non-profit organization, usually for a specific purpose, or special project, and requires some level of compliance reporting to Council.
 5. **Staff** refers to Town of Annapolis Royal staff responsible for administration of the grants and donations program.
 6. **Town:** shall refer to the Town of Annapolis Royal.

Interpretation

4. The following shall apply:
 1. Requests for donations or grants shall be filed using Appendix A of this policy.
 2. To be considered, all requests will be received by January 31st of each year or by the last business day of January.
 3. Town Council, at its discretion, may or may not agree to a request for a donation or grant for a single event or number of events relating to the same cause.
 4. All applications shall be reviewed by Staff. Staff will arrange for presentations by applicants as required by the Committee.

5. Final reports must be submitted to Staff within 60 days of completing the event. If the final report is not submitted, the applicant/organization may not be eligible for future grants and donations.

Criteria

5. To be considered eligible for a donations or grant, an individual, group, or organization must:
 1. Be based in and affiliated with the Town or be deemed by Council to be based in a location such that is appropriate for the Town to provide support.
 2. Agree to acknowledge the Town's contribution in all publicity relating to the events or activity to which the donations or grant applies.
 3. Council may, at its discretion, consider requests and/or the distribution of funds out of the Town for events relating to appeals of regional, provincial, or national significance.
 4. Applications for donations and grants should be for new projects or programs, or for the expansion of existing programs, and not simply for ongoing operational support. Applications will be evaluated, in part, by the Self-Assessment Matrix found in schedule A.

Other

6. The following shall apply:
 1. Donations and grants can only be given for purposes and/or organizations authorized under Section 65 of the MGA.
 2. Pursuant to Section 65 of the MGA, the Town shall annually publish a list of the organizations and any grants or donations received in a newspaper circulating in the municipality.
 3. In memoriam donations, which the Town provides from time-to-time, are excluded from requirements of this policy.

Repeal

1. All former policies with respect to Donations and Grants are hereby repealed and this policy is substituted therefore.

THIS IS TO CERTIFY that this policy was duly passed by a majority vote of the whole Council at a duly called Council meeting held on the 17 day of May 2021.

GIVEN under the hand of the CAO and under the seal of the Town of Annapolis Royal the 25 day of May 2021.


Sandi Millett-Campbell
Chief Administrative Officer