

**TOWN OF ANNAPOLIS ROYAL  
POLICY**

TITLE: <b>Projects to Improve Quality of Life (PIQL) Fund</b>	
POLICY NO.: <b>#2023-06</b>	SUPERSEDES: <b>#2021-03</b>
EFFECTIVE DATE: <b>March 16, 2023</b>	APPROVED BY COUNCIL MOTION NO.: <b>MOTION #C2023-03-15-05</b>

**Purpose:**

1. This policy has been developed to assist the Town 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 in supporting community development 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. **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.
  3. **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.
  4. **Project:** a broad category of engagements which promote active participation and are intended to improve the quality of life of those taking part. These may include but are not limited to activities (sporting or otherwise), lessons, or opportunities. Events are not included in this definition.

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 31<sup>st</sup> 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 project or number of projects relating to the same cause.
  4. All applications shall be reviewed by Staff.
  5. Final reports must be submitted to Staff within 60 days of completing the project. 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 Staff 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. Projects that promote, foster, or perpetuate discrimination on the basis of race, creed, color, age, religion, gender, marital status, status with regard to public assistance, national origin, physical or mental disability, or sexual orientation will not be permitted.
  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 application 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

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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.
4. Applicants can ask for up to a maximum of \$500 per application.

**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 15<sup>th</sup> day of March 2023.

**GIVEN** under the hand of the CAO and under the seal of the Town of Annapolis Royal the 16<sup>th</sup> day of March 2023.  
Chief Administrative Officer

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Sandi Millett-Campbell, CAO

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**Appendix A Application for Donation/Grant**

(Please complete and return to the Chief Administrative Officer, Town of Annapolis Royal)

**Applicant Information**

Name of Organization: \_\_\_\_\_

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

Point of Contact: \_\_\_\_\_

Phone: \_\_\_\_\_

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

<b>Self-Assessment Matrix</b>		
<b>Criteria</b>	<b>Points</b>	
Is this a new project? (defined as having occurred fewer than 3 times)	Yes (3 pts)	No (0 pts)
Is this an expansion of an existing project?	Yes (2 pts)	No (0 pts)
Is the organization based in Annapolis Royal?	Yes (2 pts)	No (0 pts)
Will the project take place in Annapolis Royal	Yes (3 pts)	No (0 pts)
Will the project serve Annapolis Royal residents? (among others)	Yes (3 pts)	No (0 pts)
Will this project be free? (to attend or take part)	Yes (3 pts)	No (0 pts)
Has this organization received a previous donation/grant?	Yes (0 pts)	No (3 pts)
	<b>TOTAL</b>	<b>/17</b>

**Details of Donation/Grant**

Amount Requested \$ \_\_\_\_\_ (\$500 Max)

Start Date of Project \_\_\_\_\_

Explain how this project will enhance the quality of life of those taking part:

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Details of how funds will be expended: (Attach additional pages if necessary)

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How will you organization acknowledge the Town’s donation/grant?

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Will your organization submit the final report (appendix B) to the Town within 60 days of the event or end of project?  
\_\_\_\_\_ **YES**                      \_\_\_\_\_ **NO**

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**Appendix B: Final Report (attach additional documentation as necessary)**

1. Confirmation the project was free to attend/participate
2. Sample of advertising which includes the Acknowledgement of Town funding (attach)
3. Breakdown of spending
4. Dates of the project
5. Estimated daily attendance
6. Will this event be recurring?