



RURAL MUNICIPALITY OF ST. ANDREWS POLICY AND PROCEDURES MANUAL

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GRANTS TO COMMUNITY ORGANIZATIONS POLICY

A. PURPOSE

Council of the R.M. of St. Andrews recognizes that valuable recreational and cultural services are provided by community associations to the residents of the municipality through the operation of community recreation and cultural facilities and/or services. In recognition of the value of these services, financial assistance may be provided to those associations.

B. POLICY

Community Organizational Funding

The Community Organization should be able to demonstrate the following: membership, commitment, management ability and competence, planning capabilities, self generating matching resources, good level of financial stability and commitment to groups self reliance.

On an annual basis, funding will be distributed according to the current year budget. Funding will be disbursed upon receipt of financial statements of the operating grant recipients for grants under \$50,000 and upon receipt of the audited statements for operating grant recipients of \$50,000 or over, providing that the Tax Levy By-Law has been approved. The requirement for audited statements is effective for year ends occurring for 2019 and subsequent years. The Municipality retains the right to defer funding if the group does not evidence proper operations and maintenance.

All organizations that are active and listed under reoccurring operation grants and discretionary capital grants are currently named in the municipal insurance policy and the Insurance Premiums are covered for building and contents, and/or liability and are hereby absorbed by Council and thereby considered as a direct grant to the respective community organization.

Discretionary Capital Grants

Requests for discretionary grants for Capital Improvement Projects, for the following year, should be submitted by October 31st and must be complete with all required information submitted as per the grant application. Organizations seeking a capital grant from the municipality must apply to the Selkirk & District Community Foundation (SDCF) and any Federal or Provincial grant programs available prior to submitting a request to the municipality. When applying to SDCF the applicant must know that to be eligible for funding the organization must be a Canada Revenue Agency (CRA) Registered Charity. If the organization is not a CRA Registered Charity then the R.M. may work, in partnership, with the organization in applying to SDCF.

Each submission for a discretionary grant will be considered on their individual merit and in accordance with funds available in the budget. Submissions must be made in writing and include the latest financial statement. Discretionary grants may vary in amount depending on the request but will not exceed 50% of net capital costs to a maximum of \$50,000. Only capital construction projects that exceed the annual maximum will be considered on an individual basis.

In all cases of funding provided to community organizations for facility and organizational projects, the municipality will require supporting paid invoices and an inspection of the completed project before funds shall be disbursed. Grants provided by Council cannot exceed 50% of the total amount of the project costs; less any funds obtained through other grant applications. Therefore, the final grant payment will be adjusted to reflect the total amount of other grants received by the organization. The following community organizations can apply for a discretionary capital grant:

1. Clandeboye & District Recreation Association
2. Clandeboye Community Club
3. Croatian Community Club
4. Dunhartwood Community Center
5. Little Britain Community Club
6. Matlock Recreational Club
7. Netley Community Centre
8. Petersfield Community Club
9. Petersfield Curling Club
10. St. Andrews Age-Friendly (operated from the Riverview Building)
11. St. Andrews Community Club
12. St. Andrews Heritage Center (operated from the St. Andrews Rectory)

Reoccurring Operational Grants to Other Organizations

Reoccurring grants may be issued to other organizations, which are a benefit to the residents of the municipality through the operations of community services, recreation and cultural opportunities and/or services.

These types of grants will be issued in the current year, providing the municipal budget has been approved. Administration may request the latest financial statement from the organization before disbursement of the grants will be issued. The Municipality retains the right to defer funding if the group does not evidence proper operations and maintenance. Reoccurring operational grants to other organizations will be distributed as follows:

1. Clandeboye & District Recreation Association (summer and winter sports)
2. Petersfield Curling Club
3. St. Andrews Community Club
4. St. Andrews Heritage Centre (operated from the St. Andrews Rectory)
5. The Gaynor Family Regional Library

Discretionary Operational Grants to Other Organizations and Special Events

At the discretion of Council, funds may be granted to other organizations and special events. The submission must be received in writing (at least 30 days prior to the event) and include the latest financial statement and/or budget. The organization or special event must provide valuable recreational and/or cultural services to the residents of the municipality through the operations of community recreation and cultural opportunities and/or services.