

June 2014	Corporation of the City of Pembroke	
Revision #: R1	Grants to Organizations Policies and Procedures	
Date: April 2015	Policy: T2014-01 – Grants	Treasury
Coverage: Grant applicants		

**Policy Statement:**

Council awards grants to organizations for the purpose of improving the quality of life for those living in the community.

For the purpose of this policy an “*organization*” must be a registered charity as defined in the Income Tax Act or have a not for profit or non-profit status to be eligible for a grant.

Grant requests for “recreation” purposes will be considered with the annual recreation budget (see 1.1).

For the purpose of this policy “*recreation*” includes activities, programs and/or improvements that serve the public’s recreational needs, as determined by Council.

All organizations must meet the eligibility criteria and follow the procedures outlined below.

This policy will not apply to groups that have a “strategic partnership” with the city as this type of funding will be given individual consideration.

For the purpose of this policy a “*strategic partnership*” exists when a group provides a direct service to the city at a cost lower than would be the case if the city completed the work itself.

**Procedure:**

1. Finance Committee will determine the total amount of funding that will be available for grants to organizations during the annual budget meeting;
  - 1.1 The Finance Committee will identify the portion of the total funding that is to be allocated to “recreation” related requests;
2. Finance Committee may establish an annual maximum amount that an organization may be considered for;
3. Staff will determine the deadline for submissions of grant requests based on the scheduled dates of the annual budget process;
  - 3.1 An organization that applied for a grant in the previous budget year will be informed of the deadline and provided with the necessary forms (Schedule “A”);

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4. An Applicant must include the following with the request for funding:
  - 4.1. Proof of charitable, not for profit or non-profit status;
  - 4.2. Financial statement for the previous year;  
Statements should be “Audited” or include a “Notice to Reader” from a qualified accountant where possible. Council may choose to accept statements that have not been reviewed by a professional accountant however supporting information may be required.
  - 4.3. Full disclosure of funds that are invested or held in reserve;
  - 4.4. A breakdown of all revenue from other municipal, provincial and/or federal governments;
  - 4.5. Schedule “A” must be completed in its entirety.
5. An organization may be required to attend a meeting with the Finance Committee;
6. The onus is on the organization to ensure all requirements are met and an application may be denied by the Finance Committee for being incomplete;
7. The Finance Committee is not obligated to approve any grant request nor to provide the applicant with reasoning or justification for the decision;
8. All organizations that submit a grant request will be notified of the decision of the Finance Committee in writing, after formal adoption of the annual budget.
9. Payment of approved grants to organizations shall be issued in August each year;
10. Recipients will be required to submit information/verification as to how the grant was used and the benefits achieved per Schedule “B”.