



RURAL MUNICIPALITY OF ST. CLEMENTS

MUNICIPAL GRANTS PROGRAM

Application Form

Please review the current Municipal Grant Policy prior to and while completing your application. Applications received without the appropriate information or attachments are the sole responsibility of the applicant, and may not be processed.

Name of Organization: _____

Mailing Address: _____

Organization Address: _____

Names of Organization's Primary Officers

Name: _____ Title: _____
Phone No. _____ Fax No. _____
E-Mail: _____

Name: _____ Title: _____
Phone No. _____ Fax No. _____
E-Mail: _____

Name: _____ Title: _____
Phone No. _____ Fax No. _____
E-Mail: _____

Project Information

Location / Legal description: _____

Name of Project: _____

Description of Project: _____

Reason for Project and Benefits:

Project Costs (please provide written estimates where applicable):

Project Revenue to Date (specify other grant or sponsorship amounts and sources):

Amount Requested from Municipality: _____

Please make cheque payable to: (include mailing address if different from application information)

Authorized Signature: _____ Date: _____

Please have your completed application package returned to the Rural Municipality of St. Clements by email to info@rmofstclements.com, or by fax to (204) 482-3098 or by delivery to: ATTN: Municipal Grants, Municipal Office, 1043 Kittson Road, Box 2 Grp 35 RR 1, East Selkirk, Manitoba, R0E 0M0.

THE RURAL MUNICIPALITY OF ST. CLEMENTS

POLICY MANUAL

Title: Grants and memberships to non-reporting entities	
Section: Finance	Index: 410
Date: April 2016	Authority: 2016-160

1. **Supercedes.** new

2. **Purpose.** This policy details guidelines for use in the distribution of operating grants and membership fees.

3. **Definition**

a. A non-reporting entity (NRE) is one where the municipality does not control the financial and operating policies of the organization but the organization has a narrow membership base and a mission to provide certain services to municipal residents. A council member may or may not be appointed to the governing board of the organization on a case by case basis.

Examples include;

- i. COPP
- ii. Operation Clean Up
- iii. Crime Stoppers
- iv. Red River North Tourism
- v. Selkirk Food Bank
- vi. Grand Beach Development Corp
- vii. Grand Marais Community Central
- viii. Lake Winnipeg Consortium

b. A membership is defined as an organization with a broad membership base and includes;

- i. AMM
- ii. FCM
- iii. Good Roads
- iv. ARM
- v. Interlake Tourism
- vi. Selkirk Biz
- vii. Red River Basin
- viii. Partnership of the Capital Region
- ix. South Basin Mayors and Reeves
- x. Assoc. of Regional Recyclers
- xi. Rivers West
- xii. Swana (in the name of the Municipality)

4. **Rationale.** Council recognizes the value of the services provided by these organizations and may be willing to provide support through memberships or grants.

5. **Application.**
 - a. NRE's requesting funding of \$3,000 or greater shall provide a full budget and set of financial statements. Council may waive the need for financial statements in the resolution. Application for funds should be received by January 31 each year. NRE requesting less than \$3,000 shall do so in writing.
 - b. Memberships – will be paid as invoiced and included within the monthly accounts for approval. Approved membership application include;
6. **Approval Process**
 - a. NREs shall be approved during the budget process. Funds will be distributed in June of each year via a resolution of Council.
 - b. Memberships shall be paid automatically and placed in the monthly accounts.
7. **Funding Source –**
 - a. **NRE** - The Municipality shall fund these grants from the Operating Fund and charged against the service line most appropriately linked with the service provided.
 - b. **Membership** –Funded by the General Operations Fund and coded to Other General Government

THE RURAL MUNICIPALITY OF ST. CLEMENTS

POLICY MANUAL

Title: Grants - Donations	
Section: Finance	Index: 411
Date: April 2016	Authority: 2016-161

1. **Supercedes.** none
2. **Purpose.** This policy details guidelines for use in the distribution of annual grants.
3. **Rationale.** Council recognizes the value of volunteers gathering together to raise funds for a worthy cause.
4. **Application Process.** Requests for grant funding must be received in writing. Approval of Council is required by resolution and will be considered on an as received basis.
5. **Criteria**
 - a. Total Donations per year shall not exceed \$2,000.
 - b. No individual donation shall exceed \$500
 - c. Donations shall not be utilized for political purposes.
 - d. Donations to political parties are not allowed.
6. **Funding Source** – The Municipality shall fund these grants from general operating funds and funded from VLT grant revenues

THE RURAL MUNICIPALITY OF ST. CLEMENTS

POLICY MANUAL

Title:	Community Activity Sponsorship Grants		
Section:	Finance	Index:	412
Date:	March 2016	Authority:	2016-163

1. **Supersedes.** 407
2. **Purpose.** This policy details guidelines for use in the distribution of annual grants.
3. **Rationale.** Council recognizes that special events and festivals offer social and economic benefits to the Municipality and that these events are generally organized by volunteers for non profit organizations.
4. **Application Process.** Grants of \$1,000 or less will require a letter of request to Council and Council shall address each letter as received and award the grant by resolution as per this policy.

Grants greater than \$1,000 shall require the organization to provide a budget showing all sources of revenues and projected expenses no later than January 31 each year. Council shall consider this information and award the grant by resolution.

5. **Criteria**
 - a. If the grant is greater than \$1,000 and the benefits of the activity serve multiple municipalities the organization must approach all benefiting municipalities for funding. Funding should be requested on a proportional basis or clear sponsorship level.
6. **Funding Source** – The Municipality shall fund these grants from the Provincial VLT Grant.
7. **Insurance.** Premiums for any facility currently named in the municipal insurance policy and covered for liability, building and contents, may be deducted by the Municipality from any grant awarded.
8. **Secondary Purposes.** Grants are awarded for the purposes of the original request. Failure to apply monies received to such purpose, passing of grant monies to other organizations, or other unapproved use of funds may be considered negligible. Recipients may forfeit further awards.

THE RURAL MUNICIPALITY OF ST. CLEMENTS

POLICY MANUAL

Title: Project Grants	
Section: Finance	Index: 414
Date: March 2016	Authority: 2016-167

1. **Supercedes.** 407
2. **Purpose.** This policy details guidelines for use in the distribution of project grants.
3. **Rationale.** Council recognizes the value of recreational and cultural infrastructure and may be willing to support new projects and infrastructure maintenance, if required.
4. **Application.** Requests for grant funding must be received in writing. There are two intake periods, June 30 and November 30. Only requests containing project budgets will be considered.
5. **Criteria**
 - a. Total annual project grants not to exceed \$20,000
 - b. No individual project shall receive more than \$8,000
 - c. No project/or organization shall receive grant funds in consecutive years.
 - d. Grant requests must contain total budget and revenue sources, detailed description of the planned project and identification of the benefits of the project.
 - e. The municipality shall not contribute more than 50% of total project costs
 - f. Projects that are perceived to benefit the greatest number of residents shall be considered more favorably than projects that benefit smaller populations
 - g. No grant funding shall be available for projects located on private land.
 - h. If the project is located outside the municipal boundaries the proponent must provide rational of proportional use.
6. **Funding Source** – The Municipality shall fund these grants from the Provincial VLT Grant.

