

# THE RURAL MUNICIPALITY OF ST. CLEMENTS

## POLICY MANUAL

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

1. **Supercedes.** 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.