

Policy Number	75
Name of Policy	Grants to Non-Profit Organizations
Effective Date	June 20, 2011
Revision Date	
Originating Department	Finance
Policy Statement	The purpose of this policy is to outline the application process for grants to non-profit organizations
Scope – Who it affects	All non-profit organizations applying for a grant from the City of Miramichi

1. **PURPOSE**

- 1.1. To acknowledge the important contribution of non-profit organizations in our City in the fields of community, culture and heritage.
- 1.2. To identify groups or organizations targeted by our policy and to specify the services that the municipality can offer them financially, through subsidies or through in-kind services as allocated by City Council annually within the budget.
- 1.3. To promote activities and groups who build on volunteer work and partnerships, while taking into consideration the many requests and the difficulty in meeting all the needs for human resources, financial assistance and material. As a whole, the support program rests on the availability of resources; since these are limited, the City of Miramichi will grant support depending on its ability to do so.

2. **OBJECTIVES**

- 2.1 Promoting proper use of public funds towards the support of organizations that provide direct assistance to or complement a City Program or provide a service that would have to be provided by the City.
- 2.2 Fairly recognizing and encouraging the efforts of the various organizations in the City of Miramichi that do not fall under the legislative authority of any other level of government for funding and demonstrate a need for financial aid.
- 2.3. Identifying and differentiating various organizations and defining our contributions to their efforts, either directly or indirectly.

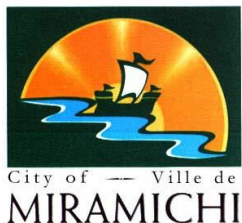


3. ELIGIBILITY CRITERIA AND CONSIDERATION

- 3.1 Only organizations who are not for profit entities or organizations that can provide sufficient proof that they operate without profit to their operators, members or shareholders, can submit a request for support.
- 3.2 The organization must be recognized as working within the municipality.

4. APPLICATION PROCEDURE

- 4.1 Organizations who wish to be considered for funding must fill out the required application and return it to the City Clerk, accompanied by:
 - a) a copy of the organization's current operating budget
 - b) a copy of the organization's operating budget for the upcoming year
 - c) a report of the organization's activities during the previous year, accompanied by a copy of the organization's financial statements for said year
 - d) a report on the organization's programs/activities proposed for the upcoming year
 - e) disclosure of all funding sources being pursued by the organization
 - f) a listing of all other in-kind services provided by the City of Miramichi (i.e. policing, mowing, maintenance, electricity, taxes, photocopying, set ups, etc.)
- 4.2 Applications for funding must be received by the City Clerk no later than **October 31st** of the year preceding the year for which funding is sought.
- 4.3 The application procedure must be repeated each year for which funding is sought.
- 4.4 The City shall not commit to funding any single initiative for more than one year at a time.
- 4.5 The submission of an application does not guarantee that funding will be awarded for the initiative under this program.
- 4.6 No new initiative shall receive funding in excess of **\$4,000.00** in any calendar year.
- 4.7 This policy does not apply to organizations whose mandate is to oversee or operate municipal property or facilities.



5. **AWARD OF SUPPORT**

5.1 City Council shall decide upon and award grants under this policy as part of the annual municipal budget adoption process. No grant under this policy shall be made after the adoption of the annual municipal budget.

6. **IMPLEMENTATION**

6.1 This policy shall come into effect for the **2012** budget year.

Approved by City Manager	Signature:
Approved by City Council	Signature:
Date	