



## #115 - COMMUNITY DEVELOPMENT GRANTS

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| Policy Number          | <b>115</b>  |
| Name of Policy         | <b>Community Development Grant</b>  |
| Effective Date         | <b>November 2021</b>  |
| Revision Date          | <b>November 2021</b>  |
| Originating Department | <b>Manager</b>  |
| Policy Statement       | Community Development Grants are based upon the premise that municipal funding for worthwhile projects is beneficial to the entire community. They are designed to provide City resources to help make our community stronger and more connected. |
| Scope - Who it affects | Organizations, associations and individuals applying for a grant from the City of Miramichi   |

### POLICY

To support projects proposed by organizations, associations and individuals which help make our neighborhoods and community stronger and more connected.

### PURPOSE OF GRANT

The community development grant is intended to:

Provide support to organizations, associations and individuals for community initiatives which are consistent with the City's Strategic Goals (as outlined from time to time in the City's Strategic Plan)

### APPLICANT CRITERIA

**a.** Applications will be accepted from organizations, associations or individuals, including, community members who form a committee/group for the purpose of a specific project or event. Applications will be accepted from individuals 16 years of age or older.

**b.** Applicants should be open to partnerships with other community groups or organizations to leverage additional funds/resources.

## POLICY

c) Applicants who are awarded a grant shall have a bank account with at least two people who are named as “signatories” and provide an accurate accounting of all funds, including proof of purchases.

d) Applicants who are awarded a grant and are not yet 19 years of age, will be required to have an adult assume all obligations related to the specific project and the requirement of this policy.

e) Applications received by the City prior to January 4th, 2022 will not be considered for this program.

## INITIATIVE CRITERIA

Successful projects may include events that occur within Miramichi City limits, operational funding for an organization or the purchase of specific assets

Applicants must match the requested funds with their own cash or in-kind contributions such as volunteer time.

## FUNDING REQUEST

- Events cannot be alcohol centered
- Priority will be given to new, unique initiatives
- Municipal financial support of up to a maximum of \$4,000, given resource availability, will be made available for projects that meet the criteria outlined within the policy and are approved by the City.
- Applicants must demonstrate their ability to carry out the initiative for which funding is requested.
- Applicants must demonstrate how their proposed initiative is consistent with the City of Miramichi’s Strategic Goals.
- The amount of municipal financial support must be appropriate to the needs of the proposed initiative (applicant must be prepared to justify that each element of the request, in the amount proposed, is required to complete the proposed initiative).
- Funds from other City of Miramichi sources cannot be counted as match (e.g. projects that received funds through the City’s budget process or any other of the City of Miramichi’s grant programs will not be eligible for a community development grants for the same project).
- Professional services are valued at the reasonable and customary retail value of the product/ service.
- Projects that bring additional external financing, material or human resources through partnerships are favored over projects that are only sponsored by the City of Miramichi.



## **APPLICATION PROCESS**

- Applicants must submit a completed grant application to the City which includes the following information:
- The Organizational structure of the applicant.
- Key contact names for the applicant, including a statement identifying the individual that will lead the initiative proposed, and ensure that the funds granted will be used solely for the purpose identified;
- Details of the initiative, including evidence showing that the initiative meets the criteria outlined herein;
- Implementation plan and schedule for the initiative;
- Any possible risks (e.g. risks could be related to finances, resources, timing, needs of stakeholders, social/community effects, physical, safety, social, etc.) that could be associated with the project as well as strategies to address these risks
- A statement on how the initiative is consistent with the City's Strategic Goals
- Such other information as may be requested by the City of Miramichi

## **EVALUATION AND AWARD OF GRANT**

- There is a cap on funding allocated for this program. Applications will be considered on a "first come first served" basis. Some applications may be declined due to a lack of program finances.
- All applications will be evaluated by the City of Miramichi to determine eligibility for a grant and the amount of the grant
- The City will endeavor to make a decision on the provision of a grant as soon as possible after receipt of a properly completed application.
- Applicants should not proceed on the assumption that they will be provided a grant. All applicants receiving a grant will be contacted in writing by the City.
- Grant money will be paid to the successful applicant upon provision of receipts or invoices related to the initiative. The City will consider the provision of grant funds prior to the event upon terms and conditions established by the municipality.
- Successful applicants must provide the City with a report on the initiative within fourteen (14) days of its completion

## **MISCELLANEOUS**

- This Policy shall come into effect on January 4, 2022
- The Neighborhood Matching Grant Policy Number 105 shall be repealed on January 4, 2022.



Approved by City Manager

Signature: \_\_\_\_\_

Approved by City Council

Signature: \_\_\_\_\_

Date: November 2021

