



Policy No:	CS 1200-07
Policy Title:	Community Grant Funding Policy
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Next Review Date:	February 22, 2024
Responsible Department:	Parks & Recreation

SECTION 1.0 – POLICY OBJECTIVE

1. The Town of St. Paul desires to establish a process for community halls, non-profit organizations, and societies that provide services to its residents to apply for grant funding and to ensure that grant requests are assessed and awarded in a consistent and equitable manner that maximizes the benefits for Town ratepayers.

SECTION 2.0 – OPERATING GRANTS

The distribution of annual operating grants over five hundred dollars (\$500.00), will be at the discretion of Council and will be determined as part of the Town's budget deliberations. There is no guarantee of annual operating grants from year to year.

- 2.1 Operating grants can be applied for annually.
- 2.2 Groups can apply for a percentage of their operating expenses to a maximum of two thousand dollars (\$2000.00). Council may approve some or all of the request. For the 2023 budget year the maximum that will be eligible for approval will be \$500.00.
- 2.3 For requests between five hundred dollars (\$500.00) and two thousand dollars (\$2000.00), the applicant must provide all documents and information, including financial statements, as outlined in the Annual Operating Grant application. Requests under \$500.00 require Council approval. Those requesting the maximum (\$500.00), are required to provide Financial Statements.
- 2.4 For applications less than five hundred (\$500.00) financial statements are not necessary, but still require Council approval.

SECTION 3.0 – CAPITAL GRANT

***Capital Grants for 2023 have been suspended**

~~The distribution of community capital grants will be at the discretion of Council and will be determined as part of the Town's budget deliberations. There is no guarantee of capital grants from year to year.~~

- ~~3.1 Applications for capital funding must be submitted to Town Administration for all capital funding requests. A maximum of \$5000.00 per request can be requested. An organization can only make a request for capital funding once every three (3) years.~~
- ~~3.2 All funding requests from organizations must demonstrate a defined need that will benefit the citizens of the Town.~~
- ~~3.3 All applicants must provide all documents and information, including financial statements, as outlined in the Annual Capital Grant application. These applications must be approved by Council.~~
- ~~3.4 New applicants meeting the criteria will be given precedence over organizations submitting repeat applications.~~
- ~~3.5 These applications must be deemed complete before being presented to Council.~~
- ~~3.6 The event, project, or phase of the project must be completed within twenty-four (24) months of the funds being distributed.~~
- ~~3.7 Through an application process, organizations must demonstrate the following:
 - a) Planning and management capabilities;
 - b) Other active fundraising efforts;
 - c) A need for the funds requested;
 - d) A level of financial stability;
 - e) Adequate insurance coverage;
 - f) A project plan, estimated cost, and timeline;
 - g) An attempt to access Provincial grant funding for the project; and
 - h) An explanation of how the project will benefit the community.~~
- ~~3.8 Applications must be project or event-based or hosting of an event, and will not be considered for the following:
 - a) Sustaining, operating, or administrative expenses not associated with a project;
 - b) Studies, plans, or strategies;~~

- ~~c) Conferences, workshops, seminars, educational programs, or professional development only allowed if being hosted locally and;~~
- ~~d) Travel expenses.~~

- 3.9 Applicants may be asked to provide a brief presentation to Council to explain the merits of their proposed project or event.
- 3.10 All applicants will be notified of their application status within thirty (30) days of the receipt of their application.
- 3.11 Successful grant recipients must:
 - ~~a) Enter into a "Letter of Agreement" with the Town of St. Paul;~~
 - ~~b) Agree that any project cost shortfalls will be the responsibility of the applicant; and~~
 - ~~c) Agree to recognize the Town's contribution to the project in public information, media coverage, signage, and printed material.~~

SECTION 4.0 – SPORTING ACTIVITIES

Funding may be available to any qualifying individual or team representing the Town and/or County with following criteria;

- 4.1 Participating in a sport at the Provincial or National Level where "SPORT" is defined as: an activity involving physical exertion and skill in which an individual or team competes against another or others for entertainment.
- 4.2 Funding will not be distributed to individuals who have been selected to play on regional teams outside of the Town of St. Paul. Funding will also not be distributed to any applicants that reside outside of the Town of St. Paul.
- 4.3 Age of participants will not be a determining factor for eligibility.

FUNDING LEVELS

- 4.4 Teams that host provincial, national, or international competitions may be eligible for funding to a maximum of \$1000.00. Applicants are required to submit their anticipated expenses for their competition and funds considered are based on the information provided.
- 4.5 That Sporting Activities will be brought forward to Council for consideration and/or approval.

- 4.6 Because Special Olympics Golf is the only golf competition that currently advances to the provincial level, requests for support for special Olympic golfers will be considered on a case by case basis by Council.
- 4.7 Applications for funding of sporting events must be into the Town no later than thirty (30) days after the event.

SECTION 5.0 – FACILITY BOOKINGS (IN KIND)

- 5.1 For facility bookings please reference the Fees, Cancellations and Refunds Policy. See Schedule “A” below.
- 5.2 Use of facilities cannot be booked as in “in kind” donation if the facility is previously booked. These booking require Council approval and must go through the Facility Coordinator.
- 5.3 Groups that are part of the Town of St. Paul organization do not require Council approval to book facilities, but must go through Facility Coordinator.
- 5.4 Applicants that are requesting to book any Town Facilities may be considered to receive a discount of 50% off their facility rental. Additional discounts may be granted by Council on a case by case basis.

Specialty and Administrative Items as per Schedule “A” below are not eligible for the discount.

SECTION 6.0 – IN KIND DONATIONS (FOR AUCTIONS ETC)

- 6.1 The following Promotional Packages are for the Parks & Recreation Director or designate to approve to donate upon request:

Promotional Packages:

- a. Town Apparel & Local Artisan Merchandise (up to max. of \$100)
- b. Pool Pass (10x Family Pass) & Town Apparel (up to max. of \$150)
- c. Golf Packages:
 - i. 4 Golf Passes (9 holes) 2 carts & Town Apparel (up to a max. of \$250)
 - ii. 4 Golf Passes (18 holes) 2 carts (up to a max. of \$250)

SECTION 7.0 – BANNERS

- 7.1 Groups requesting that their organizations banners be displayed along Main Street will be required to pay for the installation & take down as per the amount reflected on Schedule “A” below.
- 7.2 These requests are dependent on the season and approved on case by case basis.
- 7.3 Banners will need to displayed for a minimum of 30 days and up to a maximum of 90 days. Administration may use their discretion to extend the timeframe of banners on a case by case basis.

SECTION 8.0 – TRACKING

- 8.1 All grant applications, approvals, and in-kind donations shall be tracked on an ongoing basis for Council’s future reference.



Maureen Miller, Mayor



Steven Jeffery, Chief Administrative Officer



OPERATING GRANTS APPLICATION FORM
(Can only be applied for once a year)

SECTION 1: CONTACT INFORMATION

Name of Organization:

Contact Person:

E-mail:

Mailing Address:

Phone Number:

SECTION 2: APPLICANT INFORMATION

Describe the program/project/initiative:

Amount requested (*up to \$500*):

Brief background on your organization:

How does this program/project/initiative benefit the community?

Have you received previous financial support from the Town of St Paul?

SECTION 3: DOCUMENT CHECKLIST

- ☐ Application Form
- ☐ Project budget including revenue & expenditures for this project/activity
 - See attached Policy for all criteria

SECTION 4: DECLARATION

By signing and submitting this application form, I confirm that:

1. The information provided on this application is true, complete and correct.
2. I have read, understand and agree to abide by the terms and conditions governing this grant as outlines in the Community Grant Funding Policy

Applicant Name:

Applicant Signature: _____

Date:

CAPITAL GRANT APPLICATION FORM
(Can only be applied for once every 3 years)
****Suspended for the 2023 Budget Year****

SECTION 1: ORGANIZATION PROFILE

Name of Organization:

Contact Person:

E-mail:

Mailing Address:

Phone Number:

Provide a summary of your mandate (purpose or mission) of your organization:

Provide a summary of the programs/services/activities your organization currently offers to the community:

SECTION 2: PROJECT INFORMATION

Project Title:

Project Grant Request Amount:

Provide a brief description of the project:

What is your project focus? *(please select one)*:

- ☐ Education ☐ Arts ☐ Environmental ☐ Culture ☐ Health
☐ Community Services ☐ Social Services ☐ Sports and Physical Activity

Who is your targeted audience for this project?

What is the location of the project/initiative/event?

Estimated number of people who will benefit from this project?

☐ Up to 100 ☐ 101 - 500 ☐ 501 - 1,000 ☐ 1,001 - 5,000 ☐ 5,001 - 10,000 ☐ 10,000+

How did your organization identify the need for this project?

Describe any partnerships and/or collaborations for the project:

How will your Organization communicate and market your project to the community?

What has your Organization done in other active fundraising efforts?

SECTION 3: DOCUMENT CHECKLIST

- See attached policy for all criteria

- ☐ Application Form
- ☐ Detailed outline of a project plan, estimated cost and timeline
- ☐ Financial Statements (Revenues, Expenses, Assets, Liabilities)
- ☐ Project budget including revenue & expenditures for this project/activity
- ☐ Documentation providing an attempt to access Provincial Grant funding for this project

SECTION 4: DECLARATION

By signing and submitting this application form, I confirm that:

1. The information provided on this application is true, complete and correct.
2. I have read, understand and agree to abide by the terms and conditions governing this grant as outlines in the *Community Grant Funding Policy*

Applicant Name:

Applicant Signature: _____

Date:

SPORTING ACTIVITIES APPLICATION FORM

SECTION 1: CONTACT INFORMATION

Name of Organization:

Contact Person:

E-mail:

Mailing Address:

Phone Number:

SECTION 2: APPLICANT INFORMATION

Event Title:

Event Date (start to finish):

Event Location:

Brief Event Overview:

Indicate event number of participants:

Funding Request:

☐ \$1000 (*host provincial, national or international competition*). **Applicants are required to submit their anticipated expenses for their competition**

**** Applications for funding must be submitted to the Town no later than 30 days after the event.**

SECTION 3: DECLARATION

By signing and submitting this application form, I confirm that:

1. The information provided on this application is true, complete and correct.
2. I have read, understand and agree to abide by the terms and conditions governing this grant as outlined in the Community Grant Funding Policy.

Applicant Name:

Applicant Signature: _____

Date:



FACILITY BOOKINGS & IN KIND DONATIONS APPLICATION FORM

SECTION 1: CONTACT INFORMATION

Name of Organization:

Contact Person:

E-mail:

Mailing Address:

Phone Number:

SECTION 2: APPLICANT INFORMATION

Event Title:

Event Date (start to finish):

Brief Event Overview:

How does this event benefit your community:

Indicate event number of participants:

SECTION 3: REQUEST INFORMATION

Facility Request:

☐ Recreation Centre ☐ Reunion Station ☐ Curling Rink ☐ Clancy Arena ☐ CAP Arena

In Kind Funding Requests:

☐ Town Apparel & Local Artisan Merchandise (up to max. of \$100)

☐ Pool Pass (10x Family Pass) & Town Apparel (up to max. of \$150)

Golf Packages:

☐ 4 Golf Passes (9 holes) 2 carts & Town Apparel (up to a max. of \$250)

☐ 4 Golf Passes (18 holes) 2 carts (up to a max. of \$250)

SECTION 4: DECLARATION

By signing and submitting this application form, I confirm that:

1. The information provided on this application is true, complete and correct.
2. I have read, understand and agree to abide by the terms and conditions governing this grant as outlined in the Community Grant Funding Policy.

Applicant Name:

Applicant Signature: _____

Date:



BANNER REQUEST APPLICATION

SECTION 1: CONTACT INFORMATION

Name of Organization:

Contact Person:

Email:

Mailing Address:

Phone Number:

SECTION 2: APPLICANT INFORMATION:

How many banners will need to be installed?

What is the duration that the banners will be displayed?

SECTION 3: BANNER INFORMATION:

Provide a brief background on the banners:

SECTION 4: DECLARATION:

By signing and submitting this application form, I confirm that:

1. The information provided on this application is true, complete and correct.
2. I have read, understand and agree to abide by the terms and conditions governing this grant as outlined in the Community Grant Funding Policy.

Applicant Name:

Applicant Signature: _____

2023 SCHEDULE “A”

RECREATION CENTRE	
Lobby Only	
Adult Hourly Rate	\$10.00
Adult Daily Rate	\$65.00
Youth Hourly Rate	\$6.00
Youth Daily Rate	\$37.00
Multi-Purpose Room	
Adult Hourly Rate	\$24.00
Adult Daily Rate	\$158.00
Youth Hourly Rate	\$14.00
Youth Daily Rate	\$96.00
Hall	
Adult Hourly Rate	\$58.00
Adult Daily Rate	\$385.00
Youth Hourly Rate	\$35.00
Youth Daily Rate	\$235.00
Kitchen	
Adult Hourly Rate	\$14.00
Adult Daily Rate	\$86.00
Youth Hourly Rate	\$9.00
Youth Daily Rate	\$53.00
REUNION STATION	
Meeting Room	
Adult Hourly Rate	\$30.00
Adult Daily Rate	\$197.00
Youth Hourly Rate	\$20.00
Youth Daily Rate	\$116.00
Kitchen	
Adult Hourly Rate	\$14.00
Adult Daily Rate	\$86.00
Youth Hourly Rate	\$9.00
Youth Daily Rate	\$53.00
SPORTS FIELDS	
Ball Diamonds	
Adult Game/Practice	\$39.00
Adult Daily Rate	\$136.00
Youth Game/Practice	\$24.00
Youth Daily Rate	\$81.00
MAIN STREET BANNERS	
Set-up/Take Down Cost	\$30.00/pole

CURLING RINK	
Lounge & Lobby Area	
Adult Hourly Rate	\$34.00
Adult Daily Rate	\$233.00
Youth Hourly Rate	\$21.00
Youth Daily Rate	\$144.00
Curling Rink w/out Ice	
Adult Hourly Rate	\$55.00
Adult Daily Rate	\$381.00
Youth Hourly Rate	\$33.00
Youth Daily Rate	\$228.00
ARENAS	
Clancy Arena w/ice	
Adult Hourly Rate	\$169.00
Junior “B” Rate	\$152.00
Youth Hourly Rate	\$101.00
Clancy Arena w/out Ice	
Adult Hourly Rate	\$62.00
Adult Daily Rate	\$445.00
Youth Hourly Rate	\$40.00
Youth Daily Rate	\$270.00
CAP Arena w/ice	
Adult Hourly Rate	\$159.00
Junior “B” Rate	\$144.00
Youth Hourly Rate	\$95.00
CAP Arena w/out ice	
Adult Hourly Rate	\$55.00
Adult Daily Rate	\$382.00
Youth Hourly Rate	\$33.00
Youth Daily Rate	\$227.00
SPECIALTY ITEMS/ADMINISTRATIVE ITEMS	
Tables (those not included with facility)	\$6.00
Chairs (those not included with facility)	\$3.00
Key Replacement	\$10.00
Tablecloths	\$8.00
Chair Covers	\$2.00
Set-up Cost	\$100.00
Take Down Cost	\$200.00
Damage Deposit (whichever is greater)	50% of rental or \$500.00