

# MUNICIPALITY OF THE DISTRICT OF YARMOUTH

## GRANTS POLICY G-068-09

Effective Date:

July 22, 2009

### OBJECTIVE:

To develop a process to provide financial assistance for not-for-profit organizations, groups and associations that are providing meaningful support services to the communities within Municipality of Yarmouth. The financial assistance is intended to recognize the value of these services and offset some of the financial burden borne by the community organizations.

### PRINCIPLES:

There are three types of financial assistance which may be granted:

1. **Operating** – intended to cover expenses associated with starting and operating a program and or service;
2. **Capital** – enable the group, association or organization to acquire capital equipment and/or capital improvements;
3. **Tourism**- Assist with tourism related projects designed to protect, enhance community identity, values and tourism products.

Council is committed to treating organizations, groups and associations in a fair and consistent manner and as such the following principles will be applied:

1. Grants shall be restricted to organizations, groups and associations who are providing a service to the Municipality of the District of Yarmouth and area residents;
2. All applications previous to review, are required to be complete with all supporting documentation provided and verified, if deemed necessary. Council, at its discretion may choose not review applications which are incomplete or do not contain all necessary financial information. Sample of Financial information required.
3. Applications must be received by the office of the Chief Administrative Officer no later than 4:30 pm on April 15<sup>th</sup> of each year to qualify for consideration at the next Annual General Meeting, or at any other such time as deemed by Council; Applications which are received after this date may not be considered for funding.

MUNICIPALITY OF THE DISTRICT OF YARMOUTH

**GRANTS POLICY**  
**G-068-09**

Effective Date:  
July 22, 2009

**EFFECTIVE DATE:** This policy shall take effect on the date that the policy is approved by council. All organizations submitting applications for funding assistance will be evaluated on the basis of this statement of policy form that day forward.

Clerks Annotation for Official Policy Book

Date of Notice to Council members of Intent to Consider  
(7 days minimum) July 6, 2009

Date of passage of current policy: July 22, 2009  
I certify that this Policy was adopted by Council as indicated above.

  
Clerk

July 22, 2009  
Date

**Date last reviewed:**  
**Date of last amendment:**



Please return completed application to:

The Municipality of Yarmouth, 932 Hwy 1  
 PO Box 21, Hebron NS, B0W 1X0  
 email: [admin@district.yarmouth.ns.ca](mailto:admin@district.yarmouth.ns.ca)  
 website: [www.district.yarmouth.ns.ca](http://www.district.yarmouth.ns.ca)

Tele: (902) 742-7159

Fax (902) 742-3164

**APPLICATION DEADLINE IS April 15<sup>th</sup> of each year.**

Specify which category for which funds are being requested: <input type="checkbox"/> Operating <input type="checkbox"/> Capital <input type="checkbox"/> Tourism	
Organization: _____	Name of Contact: _____
Physical and Mailing Address: _____ _____ _____	Phone: (    ) Fax:    (    ) Email: _____ Website: _____
Nature of Organization: <i>(i.e. Registered/Not For Profit, etc.)</i>	
Years in Operation: _____	
Has your organization received a grant received from the Municipality of Yarmouth in the past? _____ Yes _____ No	If yes, Amount previously granted: \$ _____
Will you be making a request to make a presentation to Council? _____ Yes _____ No <i>Note: Presentations to Council will be restricted to 10 minutes. Please also note that Council reserves the option to request that your organization make a presentation.</i>	Total Project Budget, if applicable: \$ _____
	Amount of This Request: \$ _____
Please briefly describe your organization and what you would consider your mandate:   	
Describe why you believe this grant is necessary and what it would be contributing to our residents and surrounding areas and any necessary project information if applicable:     	
Please attach a copy of the current full listing of your organization's officers and directors (Available from the Registry of Joint Stock Companies, if applicable).	

**IMPORTANT: please include a copy of your most recent financial statement, a budget for your upcoming fiscal year, details of anticipated costs of any specific project/program/expenditure that this request relates to, if applicable; as well as any other such information your organization feels pertinent. Please refer to Municipal Grant Policy #G-068-09 which is available on our website at [www.district.yarmouth.ns.ca](http://www.district.yarmouth.ns.ca)**

**If your organization does not have a financial statement or budget process, you will find attached a template to help you provide the financial information that we require. Please make sure in your financial information, other funding sources/ partners are clearly shown.**

SIGNATURE OF SIGNING OFFICERS: We certify that the information included in this application is accurate.

President/Chair: \_\_\_\_\_

Second Officer: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**FINANCIAL STATEMENT**  
 Or if **PROJECT SPECIFIC**

Period \_\_\_\_\_ to \_\_\_\_\_  
 Project name \_\_\_\_\_

<b>OPERATING REVENUES/ FUNDING SOURCES</b>	<b>Annual or Project Budget</b>	<b>Remarks</b>
Bank balance from previous year		
Operating revenues		
FundRaising		
Grants, sources		
Other funding sources		
Other		
Other		
<b>TOTAL</b>	\$	

<b>OPERATING EXPENDITURES</b>	<b>Annual or Project Budget</b>	<b>Remarks</b>
Loan Payments		
Telephone/internet		
Heat/Lights/utilities		
Repairs/maintenance		
Interest & service charges		
Insurance		
Office and admin		
Equipment and supplies		
Payroll & benefits		
Miscellaneous		
Project specific		
Project specific		
Project specific		
<b>Total Expenses</b>	\$	