

0224 MAJOR and MULTI-YEAR GRANTS POLICY

Adopted by Council May 7, 2012

Modified by Council October 6, 2014

0224.01 Objectives

1. To provide guidance for Moncton City Council when making funding decisions regarding Major and Multi-year Grants.
2. To establish the rules and procedures for organizations requesting a Major and Multi-year Grant (operational and/or capital).

0224.02 Application

1. This policy applies to all organizations, which reside within the City of Moncton's municipal boundaries and provides a service(s) to Moncton's residents, requesting a Major and Multi-year Grant.
2. This Policy does not apply to Major and Multi-year Grant commitments already in place; however, those organizations would be subject to this Policy should they choose to request a new Major and Multi-year Grant once their current funding commitment expires.

0224.03 Definitions

1. **Applicant:** An eligible organization requesting a Major and Multi-year Grant under this Policy.
2. **Council:** Moncton City Council
3. **Major and Multi-year Grant:** Is a one time or multi-year monetary funding (operational and/or capital) provided to a successful Applicant who satisfies the criteria established under this Policy.

0224.04 Policy Statement

All Major and Multi-year Grant requests shall only be considered, and funding decisions made, in accordance with this Policy to ensure that funding is delivered in a consistent and equitable manner.

0224.05 Eligibility

Any of the following, which reside within the City of Moncton's municipal boundaries and provides a service(s) to Moncton's residents, are eligible to apply for a Major and Multi-year Grant:

1. A registered charitable or non-profit organization or corporation;
2. An athletic, cultural, environmental, social or educational organization; and
3. Any other organization or corporation if, in the opinion of Council, the Major and Multi-year grant will assist in the development of the municipality.

0224.06 Ineligibility

The following are not eligible to apply for a Major and Multi-year Grant:

1. Non-City of Moncton resident;
2. Government agencies;
3. For-profit groups;
4. Groups aligned with any political party, or to support programs or services thereof;
5. Groups aligned with any religious affiliation, or to support programs or services thereof;
6. Individuals;
7. Commercial ventures; and
8. Groups using the funds to operate the program, project or operation predominantly outside of the City.

0224.07 Request Process

1. Requests shall include all supporting documentation as required under the application process in identified in the Appendix of this Policy.
2. All completed applications, with a recommendation from staff, will be reviewed and assessed by Council and ratified in public. Following annual Council budget deliberations, successful Applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the Applicant in order to receive the full amount of funding offered.

3. Council shall have final authority over all funding decisions made under this Policy.

0224.08 Choosing Successful Applicants

As funding for Major and Multi-year Grants is limited, not all Applicants may be successful. Council will strive to provide Major and Multi-year Grants to Applicants whose services provide the greatest benefit to citizens of Moncton, and all Applicants must demonstrate how their programs provide such benefits. Council, as the final authority for Major and Multi-year Grant funding decisions, will take any of the factors listed in the Appendix into consideration.

0224.09 Funding Amounts and Limits

1. Major and Multi-year Grant funding is subject to availability of funds and approval by Council on an annual basis. Commitments beyond the current funding year shall be subject to the annual budget confirmation process.

2. Funding allocations shall be determined by Council on a case by case basis.

0224.10 Contribution Agreement

Prior to receiving any funds, successful Applicants will be required to sign a Contribution Agreement, specifying the terms and conditions associated with the Major and Multi-year Grant as identified in the Appendix.

0224.11 Reporting

Grant recipients must submit an annual report, as well as a final report within 45 days of completion of the term of the Grant, or as otherwise specified by Council. These Reports shall include the details as identified in the Appendix.

Appendix

Process to Request Funding under the Major and Multi-year Grants Policy

The application shall be sent to the attention of the City Clerk at Moncton City Hall, 655 Main Street, Moncton, NB, E1C 1E8 who will forward the application to the appropriate staff person.

In order to be considered by Moncton City Council, Applicants must complete an application located on the City's Website or can obtain a copy at the Service Moncton desk at Moncton's City Hall located in the lobby.

Applicants must clearly demonstrate the benefits to our community and shall include, but not limited to, the following:

1. Applicant Information a. Proof of residency in Moncton and provide a service(s) to Moncton's residents;
- b. History in the community;
- c. Be incorporated as a registered charitable or non-profit organization or corporation; and
- d. Describe the qualifications, experience, and stability of the Applicant.

2. Services Provided

- a. Does the Applicant's service fall under provincial or federal responsibility (education, health care, social development, etc.);
- b. What services does the Applicant currently provide to the citizen of Moncton, including how those services would be enhanced through a Grant;
- c. What type of collaboration / partnership does the Applicant have with other organizations / agencies / groups in the community;
- d. How will the funding (operational and / or capital) provide a benefit to the community and / or assist in the development of the community;
- e. If the Applicant was not providing their service(s), would the City of Moncton need to provide this service in order to fulfill a basic community need for Moncton's residents;
- f. Whether the Applicant provides a service identified by Council as a current priority - list available in Moncton's Corporate Strategic Plan on Moncton's Website; and
- g. Whether the Applicant's service supports any of the objectives identified in the City's Corporate Strategic Plan:

- i. Environment: To be a green community;
- ii. Social: To be a healthy community;
- iii. Culture: To be a vibrant community;
- iv. Economy: To be a prosperous community; and
- v. Governance: To be an engaged community

3. Funding

- a. Type of funding being requested - operational and / or capital;
- b. The amount and duration of funding being requested;
- c. How the funding will be used;
- d. What other funding or in-kind support does the Applicant received from the City of Moncton, including past financial contribution amounts;
- e. Availability of funding and / or in-kind support from other sources;
- f. Previous financial statement for the past three years; and
- g. Applicants seeking funding in support of a specific project must include the project budget for the year as well as the total project budget.

4. Contribution Agreement

Prior to funds being release to the Applicant, a contribution agreement shall be signed by both parties. It will include the following:

- a. Amount of funding, and schedule for distribution of funds, including any holdback conditions;
- b. Acknowledgement that funding commitments beyond the current funding year shall be subject to the annual budget confirmation process;
- c. Annual and final reporting requirements;
- d. Consequences for misuse of funds or failing to meet other conditions;
- e. Requirements for recognition of funding from the City of Moncton;
- f. Confirmation of cost-sharing agreements, or funding/in-kind support from other sources; and
- g. Any other terms and conditions as required by Council.

5. Reporting

The Applicant will be required to report periodically on the progress of their worked being carried out to either a designated staff person and / or Moncton City Council. The reports will include but not limited to:

- a. A progress report on the project or services supported by the Major and Multi-year Grant, including details on how the funding was spent;
- b. Audited financial statements if available, or the anticipated date when such financial statements will be available;
- c. Any significant changes in scope or delivery of the project or services supported by the Major and Multi-year Grant; and
- d. Any other information requested by Council.