



## MUNICIPALITY OF ROBLIN

### POLICIES AND PROCEDURES MANUAL

<b>Section:</b> Finance & Administration	<b>Policy No.:</b> F/A-005
<b>Subject:</b> Grants to Organizations	<b>Date Issued:</b> March 10, 2020
<b>Resolution No.:</b> 2020-095	<b>Revision Date:</b>

#### Background:

The Municipality receives a number of requests for donations, contributions or other types of monetary support from numerous organizations within the community. All the requests and projects are worthwhile and all the organizations are important and their work is very much appreciated. These organizations and their projects have greatly enhanced the Municipality of Roblin. Council does not want to discourage volunteerism by limiting the amount of funding to each organization or to fund some requests and not others; however, it is becoming more difficult each year to grant all the requests and keep the annual budget in line.

#### Purpose of the Policy:

Council has created this policy to better administer the granting of money to various organizations with the intent that the guidelines will make the granting of money to organizations fair and consistent, and keep the funding within budget limits.

#### Procedure:

1. Organizations are asked to submit funding requests and projects for the upcoming year by November 30<sup>th</sup>.
2. Organizations requesting financial support are required to provide the following information:
  - A report on the organization's activities for that year including:
    - any projects they started and/or completed.
    - any change in the executive or the mandate of the organization, any significant change in the membership (i.e. reduction in numbers, etc.).
    - a financial summary of their operations for the current year (specifically, other sources of revenue that they have accessed or tried to access).
    - a report on the amount of work done by volunteers and by hired staff.

- For new projects that are being planned to be built on municipal-owned property, the organization must first submit construction plans for pre-approval to the Municipality. Pre-approval requests will require:
  - a full description and an explanation of the project.
  - the proposed location, including a site plan that indicates drainage, servicing, and maintenance considerations.
  - a design of the project including measurements and any other details available.
  - total estimated costs of the project and proposed method of financing the project to completion.
  - a proposed long-term maintenance and care plan for the project, detailing who would be responsible for the maintenance of the project, for the next five to ten years.
- Prior to receiving the actual funding in the next fiscal year, organizations requesting funding in excess of \$300.00 will be required to submit a financial statement to the Municipality. For organizations requesting a grant of \$5,000.00 or more that have a municipal representative on their board, an audited financial statement will be required as per Section 261 of *The Municipal Act*.
- Special consideration for emergent or new events may be given.