



Rural Municipality of Gimli

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GRANT APPLICATION

***Organization:**

***Address:**

***Phone Number:**

Fax Number:

***Email:**

***Contact Person:**

***Required Information**

Amount Requested	
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Please provide detail on how the requested funding will be utilized. (Attach more pages if necessary)

<i>For Office Use Only</i>	
Amount Approved	
Date Approved	
Approved by	<hr style="width: 30%; margin: 0 auto;"/> Kelly Cosgrove Chief Administrative Officer

THE RURAL MUNICIPALITY OF GIMLI
POLICY & PROCEDURES MANUAL

<i>Reference</i>	Finance & Administration	<i>Classification</i>	Policy
<i>Subject</i>	Grants to Organizations	<i>Pages</i>	5
<i>Authority</i>	Council	<i>Effective Date</i>	April 11, 2007
<i>Approved</i>	Res. # 07-07-28 April 11, 2007	<i>Index</i>	F/A – 07 - 002

1) Purpose:

It is recognized that annually the Rural Municipality of Gimli receives requests for grants from organizations. The grants may be accessible, subject to Council approval and budget limitations, to non-profit groups to assist in offsetting their costs to provide a specific community service or attract public festivals, special events, conferences, sport, or capital projects of significant nature in the Rural Municipality of Gimli. All events must attract widespread community involvement and/or participation and thereby generate significant economic, recreational, social or quality of life benefits to the Rural Municipality of Gimli. This policy outlines the eligibility and the criteria for the receipt of grants from the Rural Municipality of Gimli.

2) Definitions:

- i. Special Event – an event held in the Rural Municipality of Gimli occurring with a frequency no greater than once every two years, which provides a high profile and significant economic benefit for the Rural Municipality of Gimli through a large number of estimated spectators and tourists, and through the expected extent of publicity generated.
- ii. Annual Event – An event occurring in the Rural Municipality of Gimli lasting for two days or less that is held for the fun and enjoyment of residents and visitors. Annual events may focus on a specific target audience but must also have appeal to the public at large.
- iii. Sporting Event – an event where the athletic skills of individuals or teams from the Rural Municipality of Gimli are competing at the provincial, regional, national or international level inside or outside of the Municipality or where individual or team sport championships are hosted in the Rural Municipality of Gimli. Sports event requests must be received at least two months in advance of the event.
- iv. Sponsorship – support to an organization, event, team or individual that is of a societal, educational, health, cultural, charitable, or any other non-profit purpose that will result in positive community promotion.
- v. Festival – an annual event held in the Rural Municipality of Gimli lasting a minimum of three consecutive days, that has been in operation for four or more

consecutive years. Festivals must appeal to all age groups and have the proven ability to draw a diverse audience from a large target market and significantly increase tourism and demonstrates measurable long term economic benefits to the community.

- vi. Non-profit / Community Service – an organization, whether or not incorporated, whose entire resources are devoted to societal, educational, health, cultural, charitable, or any other non-profit purpose and provides a service that directly benefits the residents of the community of Gimli . The members, contributors and other resource providers do not receive any financial return directly from the organization.
- vii. Municipal Service Groups – groups in the Rural Municipality of Gimli who request funds from the Municipality on an annual basis to assist in their annual operating expenditures. These groups include, but are not limited to, the, the New Icelandic Heritage Museum, Gimli Public Art Committee, the Fire Committee, the Cemetery Committee, Gimli Recreation Authority and the Tourism Committee.
- viii. Capital Projects – To purchase, preserve or restore buildings, grounds or equipment that will beautify the community or enhance the quality of life in the Rural Municipality of Gimli through environmental stewardship, recreation, arts, culture, heritage, tourism, or social programs.

3) Policy:

The Rural Municipality of Gimli *may* extend assistance to the community groups, individuals or organizations defined in this policy. The total level of assistance for grant requests is at the sole discretion of the Council of the Rural Municipality of Gimli within the limits of the Municipal Budget and the guidelines of the policy.

4) Criteria:

To be eligible for grants from the Rural Municipality of Gimli, all of the following conditions must be met:

- i. All organizations must be non-profit organizations.
- ii. Grant applications **must be made in writing** to Mayor and Council of the Rural Municipality of Gimli by February 15 of each year for the current calendar year.
- iii. In the case of sporting events, the application must be received at least 2 months in advance of the event.
- iv. In special circumstances the Council has the discretion to consider a grant application at anytime.
- v. Each organization, if approved, may only receive one (1) grant per year.
- vi. Each organization, in the case of sports events and sponsorships, may receive a maximum of up to \$500.00 per year, or as otherwise approved by Council of the Rural Municipality of Gimli for the sports event or sponsorship in question.
- vii. All events, with the exception of sporting events or sponsorships, **must** be held in the Rural Municipality of Gimli.

- viii. Special events, annual events, sponsorships, sporting events and festivals, must clearly demonstrate the potential to promote the community of Gimli and/or draw participants and spectators from outside the Rural Municipality of Gimli.
- ix. The event, in the case of special events, sporting events and festivals, must be officially sanctioned by the appropriate provincial, national or international organization that regulate the special event and should be accompanied by an official letter of support. A proposed program of events and where the event will be promoted must be included in the application. A proposed statement of revenues and expenses clearly identifying all sources of revenue **must** accompany any application. In addition adequate liability insurance coverage is the responsibility of the organization. Proof of insurance **must** be provided to the Rural Municipality of Gimli a minimum of one month in advance of the event.
- x. Organizations must have been in existence at least one year, have a plan of organization and operate on a firm financial basis with complete and accurate financial records. Organizations must complete an annual budget and issue an annual financial report that is available to the public. In addition they must demonstrate that the organization is capable of carrying out the community service, capital project, or event.
- xi. Organizations must be governed by a duly constituted volunteer Board of directors that assumes accountability to the community and meets at least semi annually. Citizen board members must serve without remuneration.
- xii. Any funding requests **must** include a complete budget and an annual financial statement. When funding of \$ 5000.00 or greater is requested, audited financial statements are required. Annual budgets must include any revenue sources from other organizations or levels of government.

Grants will not be available to:

- i Organizations that exist primarily to support political purposes, for-profit generally or undertake activities that provide any form of profit directly to the members of the organization.
- ii Fund the administrative costs of fund raising projects.
- iii Organizations, foundations or service clubs for the purpose of accumulating funds for future, unspecified community needs or for the purpose of providing funding to other groups. Council reserves the right to give consideration to local foundations.

5) Level of Assistance and Allocation Process

Festivals, Annual Events, Special Event, Capital Projects, Special Interest Groups, and Non Profit Community Service Organizations:

A Grant Review Committee will be established by Resolution of Council on or before February 15th of each year. The Committee will be comprised of two members of Council and the CAO. Using the eligibility criteria and guidelines outlined in this policy, the Grant Review Committee will meet and review, the financial grant applications submitted by the various organizations and groups. The Grant Review Committee will submit a recommendation on each request to the Council for consideration during the annual budget process. All applicants will be notified on or before March 15th if their grant application has been successful and will be included in the Municipal Budget.

Sporting Events and Sponsorships:

Funding levels for sporting events and sponsorships will be recommended for Council approval by the Chief Administrative Officer, up to the maximum \$500.00 level. The amount provided will be determined based on the projected level of economic activity the event is expected to provide to Gimli. Where the organization considers the amount recommended by the Chief Administrative Officer to be unreasonable, the organization may appeal the decision to the Council of the Rural Municipality of Gimli.

Applications will be reviewed by Council and applicants will be advised of the status of their grant request within 30 days of receipt of the request for assistance.

6) Evaluation of Grant Requests:

- i. The need for the funding and the reasonableness of the request.
- ii. The ability of the organization to effectively use the funds to benefit the community.
- iii. Administrative cost of operating the organization.
- iv. Availability of funding from the organizations own resources and other sources.
- v. The needs of the organization in relation to the need of other organizations applying for funding.

7) Acknowledgement of Municipal Funding

Recognition of the Municipality is subject to negotiation [i.e. advertising, signage] and must meet the following criteria:

- i. Be of an acceptable standard and in good taste;
- ii. Not contain anything which, in light of generally prevailing community standards, is likely to cause deep or widespread offence.

- iii. Recognition of Sponsorship will reflect the value of sponsorship as provided by the Municipality.

8) Payment of Grants

Payment of approved grants to Municipal Service Groups, Non Profit Community Service Organizations will be made upon approval of the Municipal Financial Plan.

In the case of special events, sporting events, annual events, capital projects and festivals, the organization must demonstrate financial need in order to receive 50% of the funding prior to the event or projects. The organization must indicate the impact on the activity or event that will take place if the advance funding is not received.

Release of the remainder of the funding, when approved, will be conditional on the successful completion of the event or project and will be made upon presentation of the post event or project information required as detailed below.

9) Final Report Guidelines

Within 30 days following the event, or completion of the project, the successful applicant(s) must provide the following documentation to the Rural Municipality of Gimli prior the final payment being issued:

- i. A program of activities for the event or project.
- ii. A detailed transaction record of total revenues and expenses for the event or project signed by two (2) officers of the organization.
- iii. In the case of an event, a report outlining the number of participants in the event, number of visitors to the Rural Municipality of Gimli as a result of the event, the amount of time the participants and spectators spent in the Rural Municipality of Gimli, an estimate of where the visitors came from, and any other economic benefits derived from holding this event in the Rural Municipality of Gimli.

A cheque for the approved amount of the grant will be issued to the organization within 30 days of the receipt, of the follow-up report as detailed above.

<i>REVIEW DATE:</i>	<i>REVIEWED BY:</i>	<i>OTHER RELATED POLICIES:</i>

THE RURAL MUNICIPALITY OF GIMLI
POLICY & PROCEDURES MANUAL

<i>Reference</i> Finance & Administration	<i>Classification</i> Policy
<i>Subject</i> Grants – In Kind Services/Sponsorship	<i>Pages</i> 2
<i>Authority</i> Council	<i>Effective Date</i> April 11, 2007
<i>Approved</i> Res. # 07-07-29 April 11, 2007	<i>Index</i> F/A – 07 - 003

PURPOSE

To provide policy guidelines which facilitate and support opportunities for sponsorship of municipal facilities, programs, equipment, public parks and open spaces as a means to supplement and/or replace cash donation support.

DEFINITION

Sponsorship – a mutually beneficial arrangement or partnership between the Rural Municipality of Gimli and an applicant [group, committee or organization] wherein the Rural Municipality of Gimli contributes goods, services, location or facility to an event or activity in return for recognition, acknowledgement or other promotional consideration.

POLICY STATEMENT

1) General Principles

- The Municipality may contribute, in whole or in part, goods, services, location or facility to an event or activity where such sponsorship is mutually beneficial to both parties and in a manner consistent with existing guidelines and policies.
- The sponsorship arrangement must support the goals, objectives, policies and bylaws of the Municipality and be compatible with, complementary to, and reflective of the Municipality's values and mandate.
- The Municipality will select the most appropriate level of sponsorship using the following criteria:
 - i. Value of goods, services, location or facility provided;
 - ii. Cost to the Municipality to deliver the services;
 - iii. Compatibility of products and services with Municipal policies and standards;
 - iv. Record of applicant's involvement in community projects and events.
- Recognition of the Municipality is subject to negotiation [i.e. advertising, signage] and must meet the following criteria:
 - i. Be of an acceptable standard and in good taste;

- ii. Not contain anything which, in light of generally prevailing community standards, is likely to cause deep or widespread offence.
- The Municipality reserves the right to decline any sponsorship arrangement.

2) The Sponsorship Arrangement

Requests for sponsorship arrangements shall be made in writing as a Grant Application.

[See Grants to Organizations Policy, Eligibility and Criteria for the Receipt of Grants and Requirements of Organizations Receiving Grants or Funding Policy.]

- Recognition of Sponsorship will include the value of sponsorship as provided by the Municipality.
- Evidence of adequate liability insurance coverage, licence/permits, safety and security will be provided to the Municipality prior to the event taking place.

<i>REVIEW DATE:</i>	<i>REVIEWED BY:</i>	<i>OTHER RELATED POLICIES:</i>