

# ***CITY OF CHARLOTTETOWN POLICY***

## **GRANTS**

***Policy Number: P-Fin-6***

***Originating Department: Finance***

***Approved By: City Council***

***Date of Approval: May 11, 2009***

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### **1.0 Policy Statement**

The City recognizes the value created by small organizations and the issue of carrying out important functions with limited resources.

### **2.0 Scope**

This policy applies to all not-for-profit organizations which carry out activities of benefit to the City of Charlottetown. This policy applies to those organizations seeking a “grant” (direct financial support and/or in-kind services/support). This policy does not preclude other City departments from providing grants that are within their mandate.

### **3.0 Guiding Principles and Processes**

- 3.1 To be considered in the budget, organizations must submit a written request by November 30<sup>th</sup> of each year for the following fiscal year.
- 3.2 Grant requests should outline the purpose and benefit.
- 3.3 Grants are intended to provide financial assistance for registered non-profit organizations and charities that assist in creating or in maintaining healthy, safe, and cultural communities for the benefit of City residents.
- 3.4 Grants will assist in adding value to the community or the City Corporation.
- 3.5 Grants are intended to be for projects or organizations for one year at a time, and not intended to be annual grants.
- 3.6 Recipients will be ineligible for a grant for 2 years after their last grant. Where requests are provided for more than one year, they may be provided for up to a maximum of five (5) years with the amount of funding provided in subsequent years shall be on a declining scale on the basis of up to 80%, 70%, 60%, and 50% in years 2, 3, 4 and 5 respectively.
- 3.7 Financial statements or operation budgets for the previous/current year must

accompany the written request for grant consideration. City support is not for the purpose of adding to the profit margin and/or assist profit making organizations/persons.

- 3.8 City grants are not to be utilized to fund staffing needs.
- 3.9 The City should be considered as a last resort source of funds.
- 3.10 The City shall establish a maximum dollar amount within the grants budget line each year.
- 3.11 If approved, prior to the receipt of grant, organizations will be required to indemnify the City of any liability from their actions.
- 3.12 Recipients shall provide the City with statements showing how the grant was used by the end of March the year following receipt of any grant funds.

#### **4.0 Responsibility**

Finance Committee is responsible for ensuring applicants meet the terms of this policy prior to forwarding the request to Council for consideration.

Council shall maintain responsibility for final approval or rejection of grant requests and may approve grants that do not meet all the Guiding Principle and Processes when it is deemed in the best interest of the City to do so.

#### **5.0 Policy**

To be eligible for budget consideration for a cash or in-kind grant, organizations must meet the Guiding Principles and Processes as outlined within this Policy.