



Hartland

POLICY P-015 MUNICIPAL GRANT PROGRAM

Date: February 2024





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Introduction

This policy explains Hartland's Municipal Grant Program in terms of its purpose, scope, and process.

This policy applies to all persons and groups that seek support (financial, in-kind, or both) from the town of Hartland.

Authority

The Council of the Municipality of Hartland, under the authority vested in it by Section 104 of the Local Governance Act, 2017, and amendments thereto, enacts Policy P-015 to address the administration and payment of municipal grants.

Effective Date

The effective date of this policy is **February 16, 2024**.

Communication

The town of Hartland will promote its Municipal Grant Policy and the application process through various communication channels, including the municipality's website, social media, print materials, and others as appropriate.



Description

Purpose

The Municipal Grant Program of Hartland shall provide financial and in-kind support to persons and groups for events, initiatives, activities, and projects that strengthen and enrich the municipality of Hartland. For clarity, the municipality shall only provide such support through this Municipal Grant Program.

Process Integrity

The Municipal Grant Program has been designed to ensure that all applications are considered by Council and administrators in a fair and accountable way. Starting in 2024, the municipality shall post a record of grants awarded on its website.

Forms of Support

As noted, the town of Hartland will provide two types of support: financial and in-kind. In-kind support refers to the use of municipal staff, supplies, equipment, assets, facilities, properties, or buildings. Applicants may request one form of support or the other, or both.

Note that this policy does not address municipal sponsorship or endorsement, wherein a person or organization seeks a declaration of support from the municipality such as a letter of support for a particular event, initiative, or project. Furthermore, this policy does not address the case of a person or organization that seeks the sponsorship of the municipality to apply for support from another organization, for example, to apply for a grant from the provincial or federal government.

To obtain municipal sponsorship or endorsement, or assistance from the municipality to apply for support from another organization, please contact the CAO or the Treasurer.

Eligibility

The town of Hartland provides grant funding through its general operating budget for the following:

- Students that graduate from a secondary or post-secondary school in Hartland.
- Groups or organizations that support the health and well-being of vulnerable or disadvantaged populations.
- Groups or organizations that operate community centers and halls in Hartland.



- Groups or organizations that contribute to the social and cultural life of Hartland.
- Groups or organizations that repair and maintain cemeteries in Hartland.
- Groups or organizations that improve Hartland's natural environment (trails, gardens, parks, rivers, etc.).
- Groups or organizations that beautify and rehabilitate lands, including the downtown core.
- Groups or organizations that support or promote local tourism.
- Groups or organizations that contribute to tree removal and planting.
- Groups or organizations that preserve, protect, or promote historic places in Hartland.

Rules and Conditions

Applicants and their applications shall be subject to the following rules and conditions:

1. Hartland shall award grants from a minimum of \$100 to a maximum of \$5000.
 - a. Grants up to \$250 shall be awarded at the discretion of the CAO.
 - b. Grants greater than \$250 shall be subject to Council approval.
2. An organization may only be awarded one grant per calendar year.
3. The applicant shall not profit financially from the related event, initiative, or project.
4. Council may approve less than the amount requested by the applicant.
5. The applicant shall spend grant funding on the purposes and uses for which it was approved.
6. Funding awarded in any one year is not to be interpreted as a commitment for future funding.
7. Grant funds are not transferable between initiatives or groups without the prior approval of Council.
8. Unspent grant funds shall be returned to the municipality within ninety (90) days of the grant period.
9. In the application, applicants shall disclose, without exception, all funding received and applied for from other municipal governments, the provincial government, and the federal government.
10. The municipality shall not provide grants to support the activities of religious organizations, political parties, or other special interest groups that primarily serve their own members.
11. During the application process, the applicant may be required to provide further information. If the applicant fails to do so, their application may be deemed ineligible for award.



12. If the municipality determines that an applicant has submitted false or misleading information in their application, the municipality shall reject the application. If a grant has been awarded, the applicant shall repay the grant in full within ninety (90) days from the date of notice from the CAO or Treasurer, which shall be delivered by the CAO or Treasurer in email. In addition, the applicant will be disqualified from applying for or receiving any grant from the town of Hartland in the future.

13. Where applicable, if the applicant fails to submit a final report (see page 10) within ninety (90) days of the request from the municipality, the applicant may be: (a) required to repay part of all of the award to the municipality, (b) ineligible to apply for or receive grants in the future, or (3) both (a) and (b).



Process

How to Apply

To apply for a grant from the town of Hartland, an applicant shall complete Form 1 or Form 2 (see details below).

Applicants shall submit their applications, along with any additional documents, by:

1. emailing electronic files to the municipality (office@townofhartland.com), or
2. placing a print copy of the form in a sealed envelope and mailing or dropping off the envelope to the town of Hartland main office at: 31 Orser Street, Hartland, NB, E7P 1R4. ATTN: Treasurer.

Applying for an Education Grant

1. Applicants shall complete and submit their application by May 31 using **Form 1**.
2. Applicants shall include at least two (2) letters of reference from someone who is at least nineteen (19) years old and who is not:
 - a. a current member of Hartland Council,
 - b. an employee of Hartland,
 - c. a past, current, or future classmate of the applicant, or
 - d. an immediate relative of the applicant.
3. Applicants shall confirm their plan to enroll in a post-secondary school or an institution of professional training and development (college, university, trade school, police academy, military, etc.).

Applying for Other Grants (Non-Education)

Applicants for all other grants may apply at any time by using **Form 2**. However, applicants should be aware that the budget for grants is limited, and for that reason, funding may be unavailable at the time of application. In addition, the town will only review applications and award grants once per quarter (see details below).



Attachments

Applicants may submit one or more attachments of their choosing with their application, for example, letters of reference, financial statements, etc. The municipality encourages applicants to submit any information that serves to explain how funds will be used and how Hartland and its residents will be impacted. Appendix 3 shows an example of a basic revenue and expense report that could be included with an application.

Award Process

A four-step process will be used to award all grants.

Step 1: Qualification.

Municipal staff shall accept and review applications to confirm eligibility. Where appropriate, the CAO or Treasurer may contact applicants to resolve errors or omissions in the application.

Step 2: Review & Approval.

Once per quarter (see details below), the CAO shall review grant applications for requests up to \$250 and Council shall review grant applications for requests over \$250. For requests approved by the CAO, the CAO will determine the award amount and any additional terms and conditions. For requests approved by Council, Council shall specify the award amount and any additional terms and conditions through a motion of Council.

Step 3: Administration.

After a grant application is approved, the Treasurer shall send a letter of confirmation to the applicant that includes the award amount and any applicable terms and conditions. After the applicant acknowledges receipt of the letter and agrees to the terms and conditions, the Treasurer shall arrange payment of the award, while also providing the applicant with a unique grant ID for future reference. At the municipality's discretion, the applicant may be required to provide further information or additional records prior to payment.

Step 4: Verification.

After the applicant receives payment, if the grant award is \$1000 or more, the applicant shall provide a final report (see details below) to the Treasurer that details the applicant's use of the grant funding. Where practical, the applicant shall include copies of receipts or invoices that correspond to related expense items. (At Council's discretion, applicants who receive an award of less than \$1000 may be asked to submit a final report.)



Quarterly Review and Award

To simplify administration of the program, the municipality will review applications and award grants four (4) times a year or once per quarter. The table below shows the date by which applicants must submit their applications each quarter. Applications received after the deadline will be assessed the following quarter.¹

QUARTER	APPLICATION DUE BY	DECISION ANNOUNCED BY
1	January 15	March 15
2	April 15	June 15
3	July 15	Sept 15
4	October 15	December 15

Public Notice of Awards

Award details will be posted to the municipal website for the public. The information posted will include:

1. grant category (education, culture, etc.),
2. grant recipient,
3. award date,
4. award amount, and
5. purpose (a description of how the grant funds will be used as provided by the applicant).

¹ In special cases, the municipality may allow exceptions to the quarterly grant application submission and award dates.



Final Report

If asked or required to provide a final report, the applicant shall provide one file in print or PDF format that contains the following:

1. A cover sheet that shows: (a) the applicant's unique grant ID, (b) the organization's name and address, (c) the contact person's name, title or role, phone, and email, (d) the total dollar amount of the grant, and (e) the name and signature of the contact person with date.
2. An explanation of how municipal support enabled the success of your event, initiative, or project.
3. A statement confirming that the event, initiative, or project occurred as planned and described in the application. If there were major changes from the description submitted in the application, those changes must be described in clear and meaningful detail.
4. A summary of all actual expenses incurred through the event, initiative, or project, presented in dollar amounts with a subtotal (see Appendix 3).²
5. A summary of all actual revenues raised through the event, initiative, or project, presented in dollar amounts with a subtotal (see Appendix 3).³
6. A complete list of all other funding sources and amounts received in support of the event, initiative, or project, showing the total amount received from each source.
7. A brief description that represents your plan to continue the event, initiative, or project in the future.
8. A brief statement that indicates your intent to request municipal funding again in the future.

Appeals

Hartland's Municipal Grant Program does not have or include an appeals process.

Council members and municipal staff are under no obligation to explain any decision regarding an application. The vote taken and explanation provided by Council will comprise the full and final explanation of the decision.

If an application is not approved by Council, the applicant may resubmit their application to the municipality. Before an applicant does so, the municipality advises the applicant to consult with the CAO or the Treasurer.

² Applicants may group revenue items under categories such as advertising, rent, or insurance.

³ Applicants may group expense items under categories such as ticket sales or donations.



Signatures

COUNCIL

NAME Tracey DeMerchant

POSITION MAYOR

SIGNATURE _____

DATE _____

MUNICIPALITY

NAME Rob Webber

TITLE CAO

SIGNATURE _____

DATE _____



Appendix 1 – Grant Application Form 1 (Education)

Applicant Name ⁴		
Applicant Contact	Phone:	Email:
School ⁵		
Degree / Diploma ⁶		
Academic Excellence	Explain how you excelled at obtaining your degree or diploma.	
Future Plans	Describe your plans for the future: your academic, career, and life goals.	
Community Involvement	How have you supported the community of Hartland?	
Date		
Signature		

⁴ Must attend a secondary or post-secondary institution located in Hartland and show proof of graduation.

⁵ The school from which you are graduating.

⁶ The degree or diploma you are graduating with (you may specify a major or program if applicable).



Appendix 2 – Grant Application Form 2 (General)

Primary Contact	Name:	Role/Title:
	Email:	Phone:
Organization Name		
Organization Address		
Organization Type	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Charity <input type="checkbox"/> Company <input type="checkbox"/> Other (describe below)	
Organization Description	Briefly describe your organization.	
Tax ID or Registered Charity #	Your organization's tax ID or registered charity number (If applicable).	
Support (Financial)	What is the <u>total</u> amount of funding that you request? \$	
Support (In-Kind)	What are the types of in-kind support that you request?	
Date	What is the date by which you require the funds?	
Period	Date range within which you will <u>use</u> the grant funds.	
	Start Date:	End Date:



Purpose	Briefly tell us about your event, initiative, or project, and why you are requesting funding from the municipality.
Expenses	What is the <u>total</u> cost of planned expenses? How do you intend to use the municipal grant funds to cover these expenses (in whole or part)?
Revenues	What is the <u>total</u> amount of revenue you expect to raise and how you will use that revenue? For example, to pay for services, supplies, wages, equipment, etc.
Other Funding	Have you applied for or received funding from other governments (municipal, provincial, or federal) or non-profit organizations? If yes, please explain.



Benefit to Residents	How will Hartland residents benefit from your event, initiative, or project? For example, how many residents are expected to participate?
Benefit to Community	How will the town of Hartland benefit from your event, initiative, or project? For example, will Hartland see an increase in retail activity, tourism, etc.?
Impact on Services	Will your event, initiative, or project increase the quality and/or availability of services for Hartland residents? For example, will residents receive a new service or a better service, or more services?
Time Period	Will your event, initiative, or project take place one time and for a limited period or will it take place again in the future, for example, several times or on an ongoing basis?
Date	
Signature	



Appendix 3: Sample Revenue and Expense Report

The table below shows a revenue and expense report that could be submitted with an application or included in a final report.

REVENUES	ESTIMATED	ACTUAL	BALANCE
Ticket Sales	\$1500	\$1350	(\$150)
Donations	\$500	\$600	\$100
50/50 Draw	\$1000	\$800	(\$200)
Concessions	\$1200	\$1675	\$475
Subtotal	\$4200	\$4425	\$225

EXPENSES	ESTIMATED	ACTUAL	BALANCE
Venue Rental	\$500	\$500	\$0
Advertising & Promotion	\$1000	\$1050	\$50
Band	\$1000	\$1000	\$0
PA & Sound Rentals	\$500	\$500	\$0
Staff Wages	\$500	\$400	(\$100)
Food & Beverages	\$1000	\$900	(\$100)
Cleaning	\$250	\$250	\$0
Insurance	\$300	\$300	\$0
Subtotal	\$5050	\$4900	(\$150)