

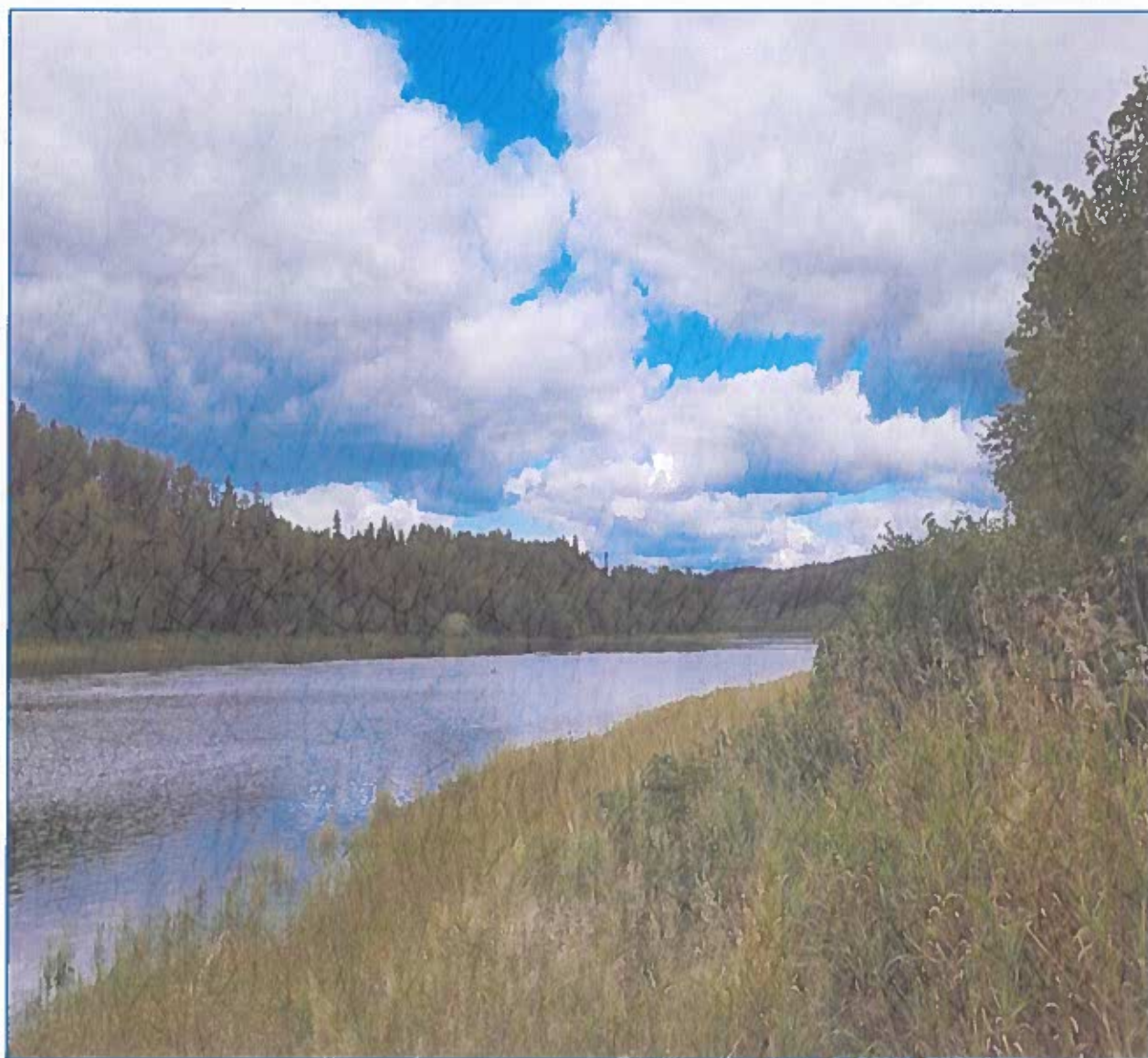


# Hartland

POLICY P-015.02

## MUNICIPAL GRANT PROGRAM

Date: May 2025





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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 Organization and Non-Profits 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 revision is May 5, 2025.

## 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 Organization and Non-Profit organizations for events, initiatives, activities, and projects that strengthen and enrich the municipality of Hartland. For clarity, the municipality will 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:

- Organizations that support the health and well-being of vulnerable or disadvantaged populations.
- Organizations that operate community centers and halls in Hartland.
- Organizations that contribute to the social and cultural life of Hartland.



- Organizations that repair and maintain cemeteries in Hartland.
- Organizations that improve Hartland's natural environment (trails, gardens, parks, rivers, etc.).
- Organizations that beautify and rehabilitate lands, including the downtown core.
- Organizations that support or promote local tourism.
- Organizations that contribute to tree removal and planting.
- 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 awards 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 must 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 organizations without the prior approval of Council.
8. Unspent grant funds must be returned to the municipality within ninety (90) days of the grant period.
9. In the application, applicants must disclose, without exception, all funding received and applied for from other municipal governments, the provincial government, and the federal government.
10. The municipality will 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 will 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 7) 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 must complete Form 1 (see details below).

Applicants must 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.
3. Applicants should be aware that the budget for grants is limited, and for that reason, funding may be unavailable at the time of application.

### Attachments

For applications above \$250, please include a quote or budget to support the funding requested. Appendix 3 shows an example of a basic budget (revenue and expense report) to 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.**

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.

### **Step 4: Verification.**

After the applicant receives payment, if the grant award is \$1000 or more, the applicant must provide a final report (see details below) to the Treasurer with invoices that support the level of grant funding.

## **Public Notice of Awards**

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

1. grant category (recreation, 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).

## **Final Report**

A final report is required of all grants of \$1,000 or greater. The applicant will provide one file in print or PDF format that contains the following:

1. An explanation of how municipal support enabled the success of your event, initiative or project and if you expect to continue the event into the future.
2. 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.
3. Please submit with your report a copy of invoices to support grant funding received.

## **Appeals**

Hartland's Municipal Grant Program does not have or includes 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.

## Signatures

### COUNCIL

NAME Tracey DeMerchant

POSITION MAYOR

SIGNATURE 

DATE June 10, 2025

### MUNICIPALITY

NAME Julie Stoddard

TITLE CAO

SIGNATURE 

DATE June 10, 2025







## Appendix 1 – Grant Application Form 1 (General)

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



<b>Purpose</b>	Briefly tell us about your event, initiative, or project, and why you are requesting funding from the municipality.
<b>Expenses</b>	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)?
<b>Revenues</b>	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.
<b>Other Funding</b>	Have you applied for or received funding from other governments (municipal, provincial, or federal) or non-profit organizations? If yes, please explain.



<b>Benefit to Residents</b>	How will Hartland residents benefit from your event, initiative, or project? For example, how many residents are expected to participate?
<b>Benefit to Community</b>	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.?
<b>Impact on Services</b>	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?
<b>Time Period</b>	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?
<b>Date</b>	
<b>Signature</b>	



## Appendix 3: Sample Budget (Revenue &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
<b>Subtotal</b>	<b>\$4200</b>	<b>\$4425</b>	<b>\$225</b>

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
<b>Subtotal</b>	<b>\$5050</b>	<b>\$4900</b>	<b>(\$150)</b>