



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration	Section	Donations/Grants		
Title	Grants Policy	Policy Number (Index-Sector-No.)	11-04-04	Authority	Council
Approval Date:	July 30, 2015	Effective Date	July 30, 2015	Last revision date	July 30, 2015

Purpose:

To fairly and equitably deal with requests for one-time grants from various groups in the area with the limited funding available

Policy Statement:

The City will consider one-time grant requests from community organizations with a view of using its limited funds to fund groups that produce a significant economic benefit for the City. Preference will be given to groups responding to a broad need in the community particularly children and the aged.

References:

Approved: 15-182

FASC 15-81

Revised: 05- 213 (Dec 19, 05)

Approved: 97-136

CPS97-3 (Feb.10, 1997)

CPS97-15 (Mar. 07, 1997)

CPS97-27 (May 06, 1997)

Memo: Chow to CAO (Oct. 14, 1997)

Detailed Action Required:

Council will set a maximum limit to any one grant each year during its annual budget announcement. Organizations must have their requests for annual grants submitted to the City, through the City Clerk's Office by September 30 of the preceding year (e.g. grant requests for 2007 must be received by September 30, 2006).

Requests must provide the following information:

- The mandate of the organization requesting the funds
- The contact information of persons controlling the organization
- The amount being requested including any in-kind services requested
- The intended use or purpose for the requested funds
- A detailed budget of the organization/project for the applicable year
- A copy of their 3 most recent years of financial statements
- A listing of other contributors to the organization/project
- Any other contributions being made to the organization by the City (e.g. In-Kind services, rent free occupancy of City buildings, etc)

In reviewing each request Council will consider:

- benefit to community in terms of service provided by the organization and the ability of the organization to continue to provide the level of service without the annual grant;
- the overall financial viability of the organization and other sources of revenue available to the organization;
- whether it would be appropriate to provide seed money to a new organization to enable it to become a functional, viable organization capable of continuing operations in the future on its own;
- in-kind gifts or services that the City may be able to provide instead of direct monetary funding.

The decision on any requests will be made during the preparation of the upcoming annual budget. Requests received after the September 30 deadline will be considered by Council if funds are available.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.



MAYOR



CITY CLERK

