

# COMMUNITY GRANT PROGRAMME

## Chapter VII – Town Grants

*(as per Town Policy Manual)*

### **SECTION 1 – NON-PROFIT ORGANIZATIONS**

#### **8.1.1. General (September 2002)**

Town of Oromocto grants are gifts to non profit groups or organizations, whose majority of members are resident in Oromocto, for a particular purpose and may be either budgeted or unbudgeted in nature. Grants may be apportioned to recipient groups based upon a resident/non-resident ratio and formula. See also Chapter 7 Section4. Individuals are not eligible.

#### **8.1.2. Definitions**

1. Unbudgeted - Is a discretionary unforecasted financial gift to a maximum of two hundred dollars, granted upon the recommendation of a Committee of Council, to an organization or group which provides a service of benefit to the Town and can demonstrate a need for financial aid.
2. Budgeted - Is a discretionary gift, either financial or of service in kind as allocated by Council annually within the Town's budget, and granted to a group or organization which:
  - 1) is incorporated or working towards incorporation;
  - 2) is registered as a non profit organization (for income tax purposes) or able to provide sufficient documentation indicating the grant will be used for non-profit activities;
  - 3) provides direct assistance to or complements a Town programme or provides a service that, if not provided by the group or organization, would have to be provided by the Town;
  - 4) provides a service of benefit to the community;
  - 5) does not fall under the legislative authority of any other level of government for funding, and
  - 6) demonstrates a need for financial aid.

### 8.1.3. **Procedure**

- a. Public Notices - Prior to the budgeting process, the Town Clerk advertises in the local newspaper that applications for a new/increased grant are available from the Clerk's Office.
- b. Renewal of a Current Grant - For current grant recipients the Town Treasurer sends a letter requesting a copy of their operating budget for the upcoming year and a current annual report, and informing them that the completion of the grant application form is not necessary, unless an increase in funding is being sought where upon a full application shall be required.
- c. New/Increased Funding Request - Applications for new/increased funding on the prescribed form are considered only during the budgeting process each year and must be received by the advertised deadline for Council's consideration.
- d. Supporting Documents - Applications must be accompanied by:
  - 1) a copy of the current operating budget;
  - 2) a copy of the operating budget for the upcoming year;
  - 3) a report of the previous year's activities (Annual Report will be accepted);
  - 4) a report on the programmes/activities proposed for the upcoming year.
  - 5) disclosure of other funding sources being pursued.
- e. Eligible Expenses - The grant must be applied to a specific programme or service, or used as capital funding for the construction of facilities or the purchase of equipment which will be of benefit to the community at large. Grants for general administrative purposes will not be considered. Individuals are not eligible for funding.

### 8.1.4 **Notification of Funding**

Following adoption of the Town's Annual Operating Budget, applicants are notified in writing by the Treasurer as to whether they have been awarded a grant.

# COMMUNITY GRANT PROGRAMME

## Application

### Applicant's Details

Please check one

- New Application  
 Increased Funding Application

**Organization's Legal Name**

**Address**

Postal Code

**Contact Person:**

Position

**Home Phone No.**

**Work Phone No.**

**Fax No.**

**E-Mail Address**

**Total Grant Requested**

**Non-Profit Registration #**

**Brief Description of the Project**

Brief Description of the Project (continued)

Please identify other contributions applied for:

Programme	Amount
1.	
2.	
3.	
4.	

Is the organization local, or is it a branch of a provincial, regional or national organization

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## Declarations:

I hereby certify that the information included with this application is complete, and is true and correct to the best of my knowledge, and that I have been authorized by the Board of Directors to make this declaration and to submit this application on behalf of the above named organization.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

I hereby declare that if our organization is successful at obtaining a Town of Oromocto grant that we give the Town the right to review the project/programme for which the grant was obtained to ascertain whether grant monies received were used for the stated purpose(s) set out in this application.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Date

# Application Checklist

Please supply the following additional information

- A copy of the current operating budget
- A copy of the operating budget for the upcoming year
- A report of the previous year's activities (Annual Report will be accepted)
- A report on the programmes/activities proposed for the upcoming year.

## Submitting the Application

1. The completed application must be received by the CAO/Clerk not later than **Friday, 21 October 2011.**
2. Late or faxed applications **will not** be accepted.
3. Applications must be clear and legible.
4. Please do not submit your application bound, in display folders or plastic sleeves.
5. Please ensure all questions are answered on the application form. An application, which is incomplete, **will not** be considered.

## Completed Applications should be sent to:

Chief Administrative Officer/Clerk  
Town of Oromocto  
4 Doyle Drive  
Oromocto, NB  
E2V 2V3

## For further information please contact:

357-4400 (telephone)  
357-2266 (fax)

***Failure to comply with any of the above will only delay the processing of your application. Please be specific where asked.***



**Town of Oromocto**

# Community Grant Programme 2012

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Guidelines, General Information and  
Application

**Closing Date for Application**

**Friday, 21 October 2011**

All correspondence should be addressed to:

Chief Administrative Officer/Clerk  
Town of Oromocto  
4 Doyle Drive, 3<sup>rd</sup> Floor  
Oromocto, NB  
E2V 2V3

*Further information and application forms may be  
obtained by phoning Town Hall at 357-4400*