



<b>Title:</b> Donation / Community Grants Policy	<b>Internal/External</b>
<b>Department:</b> Corporate Services	<b>Policy Number:</b> CS-021
<b>Revision Approval Date:</b> June 18, 2024	<b>Revised Implementation Date:</b> June 18, 2024

## BACKGROUND

The Town has supported community organizations, groups and individuals that contribute to growth and general well-being of various community sectors. These groups and individuals help initiate economic activity, provide leadership and growth opportunities for residents, and encourage and empower others to also contribute towards building strong communities within the Town.

## OBJECTIVE/PURPOSE

The purpose of this policy is to provide eligibility criteria and evaluation guidelines when providing grants and donations to groups, organizations, and individuals within the Community.

This policy ensures that all grants and donations are made equitably and fairly given the limited amount of funds allocated in the Town's approved annual budget.

## POLICY STATEMENTS

The Town of Paradise allocates a portion of its budget for grants and donations to various organizations and individuals to facilitate community improvement, and engagement; improve the well-being and development; and assist in travel for educational, cultural, sport or leadership initiatives.

Grants and donations are made available in several categories to support organizations and individuals whose efforts and mandates align with the Town's strategic objectives. All forms of funding are made at the discretion of the Town and are made based on availability of funding.

Where possible, and depending on applications, the Town endeavors to offer equitable distribution of support among community sectors and organizations. Organizations / individuals may apply to receive an annual grant in only one of the categories outlined in this policy.

## GUIDELINES

### 1. Community Grants Program

#### 1.1. Grant Applications and General Eligibility

- 1.1.1 Organizations must be based in Paradise or have a group, chapter, or unit located in the Town to receive funding through the Community Grant Program. Grant opportunities are available to organizations who offer programs and/or services for Paradise residents using Town facilities.

- 1.1.2 Eligible organizations are community driven and not-for-profit. Organizations and groups must be approved to carry out business and activities and be in good standing in the Town.
- 1.1.3 Organizations shall demonstrate they intend to promote inclusivity and use any assistance or support to make some or all their programs and/or services available to Paradise residents.
- 1.1.4 Groups and organizations interested in receiving a grant from the Town must complete the corresponding Application Form available on the Town [website](#). Any documentation required under the program must be provided prior to being considered eligible.
- 1.1.5 Requests and applications must be specifically addressed to the Town (example; form letters or requests sent via mass email not considered).
- 1.1.6 Eligibility depends on how well project or organization and priorities fit with category criteria and Town strategic objectives.
- 1.1.7 Grants are not extended to national and international registered charities

## **1.2 Grant Allowances**

- 1.2.1 Council allocates a specific amount in the annual budget to be provided under the Community Grants Program. Grants and donations are made based on availability of funding.
- 1.2.2 Annual maximum grant allowances are updated annually during the budget process.
- 1.2.3 Specific grant allowances provided to organizations may be determined based on organization size, operating budget, and other information provided in the application process.
- 1.2.4 Applications are reviewed and evaluated by the Administration and Corporate Services Committee. The Committee makes recommendations for approval to Council.
- 1.2.5 Any support provided is a one-time payment. Granting of financial assistance in any one year is not a commitment to continue such assistance annually.

## **1.3 Grant Categories**

### **1.3.1 Sports Organizations**

- i. The Town considers funding requests from sports organizations and groups to support their general operations and programs offered to Paradise residents.
- ii. Eligible sports organizations include those providing or using Town facilities and/or organizations that are based in the Town and provide training and/or programming to residents in a particular sport.
- iii. Includes organizations that are recognized by the governing body of their athletic and that primarily target the “youth” age divisions (up to 29 years of age) as identified by the governing body.
- iv. The governing body of the organization must be an active member of [SportNL](#).

### 1.3.2 Recreation Organizations and Groups

- i. Funding is available to recreation organizations and groups to support general operations of programs and offerings.
- ii. Eligible recreation organizations, groups or clubs must be non-profit and enhance general participation in physically active recreation. Eligible organizations support healthy lifestyles and well-being, and generally include membership groups and organizations dedicated to a specific activity.
- iii. Recreation groups include those providing or using Town facilities and/or organizations that are based in the Town and provide events and programming for members.

### 1.3.3 Arts Organizations

- i. Grants are available to arts organizations in the Town. This includes non-profit groups that provide an educational service related to dance, music, drama, art, visual art, literary art or media art in the Town and promote amateur and professional participation in the arts.
- ii. Eligible organizations typically contribute to the growth and sustainability of the arts community in Paradise.
- iii. Eligible organizations include those providing or using Town facilities and/or organizations that are based in the Town and provide events and programming for residents.

### 1.3.4 Community / Cultural Organizations

- i. Grants are available to non-profit organizations that provide programs and/or services that, in the opinion of the Town; include, but are not limited to, education, multiculturalism, and/or inclusivity.
- ii. Eligible groups and organizations assist individuals in developing skills and facilitating social connections. Supports may include teaching and/or assistance in daily living, support to participate in community activities, and building and sustaining healthy personal, family and community relationships.
- iii. Eligible organizations must have a presence in the Town and provide programs or services to residents.

### 1.3.5 Green / Environmental Organizations

- i. Funding is available for community-driven non-profit organizations that help advance climate action, place importance in protecting our environment, and further other action items that correspond to the Town's Green Goal Program and Local Climate Action Plan.
- ii. Work may include taking a multifaceted approach to environmental sustainability: organizations may seek to protect, analyse, or monitor the environment against misuse or degradation; and educating residents, businesses, and community groups to be inspired to make better decisions about waste and the environment.
- iii. Eligible organizations must have a presence in the Town and provide programs or services to residents.

## **2. Donations and Other Funding Opportunities**

### **2.1 Donation Applications and General Eligibility**

- 2.1.1 The Town provides specific supplemental funding opportunities in the form of hosting events and conferences, providing funding for individuals and assisting with travel costs for youth who are attending competitions, conferences, and seminars. Support may also include donations made at fundraising events attended by Council.
- 2.1.1 The Town does not entertain supplement requests that are not specifically addressed to the Town of Paradise (example; form letters sent via mass email).
- 2.1.2 Groups and Organizations may typically only receive one or grant annually.
- 2.1.3 Individuals, teams, or groups within or belonging to an organization that has received a community grant from the Town may still be eligible for one donation to support their travel activities within the same year.
- 2.1.2 Those interested in receiving supplemental funding must complete and submit a Request for Donations Form. All requests should be supported in writing and should include an explanation as to how the group or organization contributes to the well-being of the Town.
- 2.1.3 The grant amount provided to individuals is determined based on factors identified on corresponding application forms.

### **2.2 Supplemental Donation Categories**

#### **2.2.1 Event and Conference Sponsorship**

- i. The Town considers funding requests for the purposes of hosting conventions, conferences, and other special events. The event must benefit the community at large or a resident / sector of Paradise residents in general.
- ii. Includes organizations seeking financial assistance for Atlantic Canadian, national, or international meetings, conventions, and/or sporting events hosted in Paradise.
- iii. This type of support is intended for organizations in Paradise who are the primary host organization of a meeting, convention, and/or sporting event for which they are seeking financial assistance.
- iv. The maximum donation for each group is determined annually and is available of the Town [website](#).

#### **2.2.2 Youth Travel Assistance**

- i. The Town supports youth teams and individuals in Paradise who have won the right or been selected to participate in events that require travel.
- ii. Funds are available to assist with any type of travel of an individual or team required for academic, athletic and arts and cultural pursuits, or conferences, seminars, or symposiums in which knowledge gained would build leadership skills and present unique growth opportunities for the youth.

- iii. The maximum travel assistance provided for each group and individual is determined annually.
- iv. For groups, the majority of team members must be residents of Paradise.
- v. Groups or individuals have won the right to attend the event or been selected to compete/participate in a sanctioned event at the maritime Atlantic, national, or international level.
- vi. Funding in this category is limited to persons 29 years of age and under.
- vii. Travel must be outside the Island portion of the province.
- viii. The event must be recognized by a National or Provincial Governing Body.
- ix. Funding assistance provided to groups for travel to a symposium, conference or seminars must be of an educational artistic, or cultural nature; the members / attendees of the group must be residents of Paradise and travel must be outside the Island portion of the province.

#### 2.2.3 Funding for Individual Artists

- i. The Town also offers funding to individual artists to support their work and development. This includes support in the areas of dance, music, drama, visual art, literary or media arts and new media.
- ii. Individual artists must complete the Individual Artist Donation Request Form.
- iii. The maximum assistance provided to each artist is determined annually and is available on the Town [website](#).
- iv. Artists must be residents of Paradise to be eligible for support under this category.

#### 2.2.4 Events Attended by Members of Council

- i. Throughout the year, members of Council may be requested to attend and or speak at various fundraising functions / events.
- ii. Council may donate in support of the cause being supported.

#### 2.2.5 Town Facility Rentals for Fundraising Groups

- i. A fundraising non-profit / not for profit or charitable organization may be eligible to be reimbursed for a portion of Town facility rental fees.
- ii. Those requesting to rent space at a Town recreational facility must provide event information and submit their request in writing.

### **3. Authority and Selection**

#### **3.1 Community Grants / Funding**

All funding requests received under the grant program are reviewed and evaluated by the Administration and Corporate Services Committee. The Committee makes recommendations for approval to Council.

### 3.2 Supplemental Requests

All other donation requests must be reviewed and evaluated by the Director of Corporate Services. The Director of Corporate Services may approve requests that are within the specific conditions of this policy. Donations that do not meet the criteria of the policy are not approved.

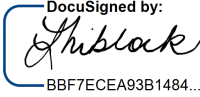
#### REVISION HISTORY

	Date Adopted	Motion Number
Policy Revision 1	March 1, 2022	M22-047
Policy Revision 2	June 18, 2024	M24-231

#### REVIEW

This policy may be subject to change at any time following new knowledge or new experience.

#### APPROVAL

Chief Administrative Officer:  Date: June 27, 2024 | 1:26:07 PM NDT