

TOWN OF MORDEN
POLICY & PROCEDURES MANUAL

<i>Reference</i> Finance & Administration	<i>Classification</i> Policy
<i>Subject</i> Grants Policy	<i>Pages</i> 3
<i>Authority</i> Council	<i>Effective Date</i> February 10, 2009
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1) Purpose:

It is recognised that from time to time the Town of Morden receives requests for grants from organizations. The grants may be accessible, subject to Council approval, to non-profit groups to assist in offsetting their costs to attract public festivals, special events, conferences, sport, or projects of significant nature in the Town of Morden. These events must attract widespread community involvement and/or participation and thereby generate significant economic or recreational benefit to the Town of Morden. This policy outlines the eligibility and the criteria for the receipt of grants from the Town of Morden.

2) Definitions:

- i. Special Event or Project – an event held in the Town of Morden occurring with a frequency no greater than once every two years, lasting for a minimum of two consecutive days, which provides a high profile and significant economic benefit for the Town of Morden through a large number of estimated spectators and tourists, and through the expected extent of publicity generated.
- ii. Sports Event – an event where the athletic skills of individuals or groups are showcased or where a champion for a level of competition is determined (i.e. provincial, regional, national, international)
- iii. Festival – an event that provides for fun and enjoyment for the public in the Town of Morden and attracts widespread spectators and tourists to the Town.
- iv. Non-profit group – an organization, whether or not incorporated, whose entire resources are devoted to social, educational, health, charitable, or any other non-profit purpose. The members, contributors and other resource providers do not receive any financial return directly from the organization.
- v. Special Interest Groups – groups in the Town of Morden who request funds from the Town on an annual basis to assist in their annual operating expenditures. These groups include, but are not limited to, the Morden & District Chamber of Commerce, the Morden & District Museum, South Central Regional Library – Morden Branch, Pembina Hills Arts Council, and the Morden Corn & Apple Committee. As well organizations that request grants annually such as Crime Stoppers.

3) Policy:

The Town of Morden may extend assistance to the community groups or organizations defined in this policy.

4) Criteria:

To be eligible for grants from the Town of Morden, all of the following conditions must be met:

- i. All organizations must be non-profit organizations.
- ii. Organizations that exist primarily for political purposes, for-profit, or for the purpose of providing funding to other groups (with the exception of the Morden Area Foundation Inc.) are not eligible.
- iii. Grant applications must be made in writing to the Town of Morden and, in the case of special events and sports events, must be received at least 2 months in advance of the event and in the case of special interest groups by December 15 of each year for the next calendar year.
- iv. Each organization, if approved, may only receive one (1) grant per year.
- v. Each organization, in the case of special events or sports events, will normally receive a maximum of **\$850.00** per year, or as otherwise approved by Council of the Town of Morden for the special event in question.
- vi. The event must be held in the Town of Morden.
- vii. The event, in the case of special events, sports events and festivals, must clearly demonstrate the potential to draw participants and spectators from outside the Town of Morden.
- viii. The event, in the case of special events, sports events and festivals, must be officially sanctioned by the appropriate provincial, national or international organization that regulate the special event and should be accompanied by an official letter of support. A proposed program of events and where the event will be promoted must be included in the application. A proposed statement of revenues and expenses clearly identifying all sources of revenue must accompany any application.
- ix. In the case of special interest groups as defined above, any funding requests must include annual financial statements and reports and should include any revenue sources from other organizations.

5) Level of Assistance and Allocation Process

Funding levels for special events and sports events will be determined by the Chief Administrative Officer, up to the maximum \$850.00 level. The amount provided will be determined based on the projected level of economic activity the event is expected to provide to Morden. Where the organization considers the amount provided by the Chief Administrative Officer to be unreasonable, the organization may appeal the decision to the Council of the Town of Morden.

The total level of assistance for other requests is at the sole discretion of the Council of the Town of Morden within the guidelines of the policy.

Where the event organizers request Town pins for distribution to participants, the first 100 pins will be provided free of charge. Pins above this amount will be charged at cost against the funding the event is eligible to receive from the Town of Morden under this program. As well, all recipients are required to publicly recognize the Town of Morden for the funding received. Where the event has a program printed, normally this recognition will be provided at no extra charge in the program. Otherwise, recognition will be provided as mutually agreed upon.

Applications will be reviewed on an ongoing basis and applicants will be advised of their grant requests within 60 days of receipt of the request for assistance.

6) Payment

In the case of special events, sports events, and festivals, the organization must demonstrate financial need in order to receive up to 50% of the funding prior to the event. The organization must indicate the impact on the activity that will take place if the advance funding is not received.

The remainder of the funding, if approved, will be conditional on the successful completion of the event and will be made after the event upon presentation of the post event information required as detailed below.

7) Final Report Guidelines

Within 60 days following the event, the successful applicant(s) must provide the following documentation to the Town of Morden prior the final payment being issued:

- i. A program of activities for the event.
- ii. A certified copy detailed transaction record of total revenues and expenses for the event signed by two (2) officers of the organization.
- iii. A report outlining the number of participants in the event, number of visitors to the Town of Morden as a result of the event, the amount of time the participants and spectators spent in the Town of Morden, an estimate of where the visitors came from, how the Town of Morden was recognized for its contribution, and any other economic benefits derived from holding this event in the Town of Morden.

A cheque for the approved amount of the grant will be issued to the organization within 30 days of the receipt and approval, by the Director of Finance and Administration, of the follow-up report as detailed above.