

1410 Quality of Life Community Grants Policy

1410.01 Objective

To enhance the quality of life for Moncton residents through the funding of non-profit groups committed to delivering community programs.

1410.02 Application

- a) This policy applies to all individuals and groups who apply for a Quality of Life Community Grant (“Grant”).
- b) This policy does not apply to applicants seeking funding for programs relating to arts, culture and heritage; applications for such funding should be directed to the City of Moncton’s Cultural Board, according to any terms and conditions established by the Cultural Board and approved by City Council.

1410.03 Definitions

- a) **“Essential Community Service”** means a community service that, if not delivered by the applicant or other groups, would need to be delivered by the City of Moncton in order to fulfill a basic community need for Moncton residents.
- b) **“Project”** means the development of a new program or enhancement of existing programming, including but not limited to technical studies, marketing, purchase of small equipment, minor repairs, self-publishing, self-promotion, and special projects.

1410.04 Policy Statement

All Grant applications shall only be considered, and funding decisions made, in accordance with this Policy to ensure that funding is delivered in a consistent and equitable manner.

1410.05 Compatibility with Moncton’s Strategic Plan

All applicants must demonstrate how their programs support at least one of the following objectives identified in the City of Moncton’s Strategic Plan (**NOTE:** list subject to change with new Strategic Plan):

- To protect the environment and promote the health of our community
- To promote active healthy living for citizens of all ages
- To make Moncton a safe, clean, healthy and beautiful community
- To foster a vibrant, thriving community

1410.06 Project-based Funding

- a) Applicants must demonstrate how funding would support a specific Project(s) to be undertaken during the upcoming year. Preference will be given to applicants whose Projects demonstrate innovation and creativity, provide the greatest benefit to the target community, and support the City's strategic objectives.
- b) Applications from groups providing Essential Community Services, in the City of Moncton's sole discretion, may be considered without a specific Project to be funded, if the applicant demonstrates that its programming would be jeopardized without the funding being requested. As a condition of funding for any such groups, the City of Moncton may require that a portion of any funding received be used towards the development of new Projects.

1410.06 Application Process

- a) All applicants must complete a Grant Application Form, available online at www.moncton.ca, in person at the City Clerk's Office, City Hall, 655 Main Street, or in person at the Parks and Leisure Services Department, 100 Worthington Avenue.
- b) Applications must be submitted by December 15th of each year. Incomplete or late applications may not be considered for funding. Applications must be submitted either electronically or in person to the City Clerk's Office or the Parks and Leisure Services Department.
- c) Applications will be reviewed and assessed by the City of Moncton's Quality of Life Committee, whose funding recommendations will be sent directly to Moncton City Council. City Council shall have final authority over all funding decisions made under this Policy.
- d) Successful applicants will be notified in writing by March 31st of their grant amount, as well as any conditions that must be met by the applicant in order to receive the full amount of funding offered.

1410.07 Criteria

- a) Applications will be assessed based on the following criteria:
 - i. Innovation;
 - ii. Ability of the Project/program to advance the objectives of the City's Strategic Plan;
 - iii. Ability of the Project/program to achieve its stated outcomes;
 - iv. Benefits of the Project/program on the target community, and the impact if the Project/program was not delivered by the applicant;
 - v. Availability of matching funds or in-kind support from other sources; and
 - vi. Equal consideration will also be given to the qualifications, experience, organizational ability and stability of the applicant to implement the Project/program.
- b) Applications from both new groups as well as existing groups who have previously received funding shall be given equal consideration, subject to the criteria listed above.

1410.07 Funding Amounts and Limits

- a) All applicants must specify in their application the amount of funding for which they are applying, how the funding will be used, and identify all other sources of approved funding, including both monetary and in-kind support. Applicants seeking funding in support of a specific Project must also specify the total Project budget for the year.
- b) Funding allocations for applications from groups delivering Essential Community Services shall be determined on a case-by-case basis. All other successful applicants may be eligible to receive funding in an amount up to 50% of the total Project budget, up to a maximum of \$4000.

1410.08 Eligible Expenses

- a) All expenses that contribute to meeting the stated outcomes of the Project/program, e.g. staffing, purchase of materials or small equipment, advertising, professional or consulting services, etc., shall be considered eligible expenses for funding.
- b) All eligible expenses are subject to audit by the City of Moncton, and receipts must be retained for inspection by the City of Moncton.

1410.09 Ineligible Expenses

The following shall not be considered eligible expenses for funding under this Policy:

- a) Capital expenses, e.g. buildings, land, large equipment, etc. Any requests for capital funding should be directed in writing to the City of Moncton's Responsible Financial Management and Planning Committee;
- b) Special event assistance. As per the Support to Community Organizations Policy, all community organizations requesting assistance for a special event must complete a Special Event Request Form, available by contacting the Recreation, Parks and Culture Special Events Coordinator; and
- c) Funding for sports team travel, which shall not be considered as eligible for funding through any City of Moncton program.

1410.10 Grant Payment

Unless otherwise specified by the City of Moncton, all successful applicants will receive their allocated funding amount as follows:

- a) 70% of the grant following acceptance by the applicant of the grant offer and conditions; and
- b) the remaining 30% following acceptance by the City of Moncton of the applicant's final report.

1410.11 Reporting

Successful applicants must submit a final report within 45 days of completion of the Project, or as otherwise specified by the City of Moncton.