

 M O N C T O N	POLICY	Owner Department: City Manager
	Annual Community Grant Administration and Evaluation Policy	
Effective Date: May 3, 2021	Last Reviewed Date: May 27, 2019	
Approving Authority: Moncton City Council	Replaces No.: Policies 0224, 1410 and 1412	

1. Purpose Statement

All Grant requests 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 and within the overall financial parameters as set by Moncton City Council.

2. Application

1. This policy applies to all organizations located within the City of Moncton or providing a service that benefits Moncton’s residents, wishing to apply to any of the 4 existing grant streams (Major and Multi-year, Culture, Quality of Life, and Immigration) available from the City of Moncton.
2. This policy applies to all City staff responsible for part of the administration of the grant application and evaluation process(es).

3. Definitions

1. **Applicant:** An eligible organization requesting any of the four (4) available grant types under this Policy.
2. **Council:** Moncton City Council

4. Policy

Objectives

1. To provide guidance in the form of an overarching policy to govern the administration of the following four grant types: Major & Multi-year, Cultural, Quality of Life, and Immigration.
2. To establish the common guiding principals by which grants are to be awarded.

Grant Application Deadlines

All applications must be submitted by end of day on the third Friday in June. Applications are to be made available to the public via the City of Moncton website.

Any significant changes to the application form from year to year should be highlighted and information sessions set up for the public if deemed appropriate by the Grant Evaluation Team.

Evaluation Criteria and Grant Evaluation Team

A Grant Evaluation Team will be formed each year to review and evaluate applications. The Team will consist of:

- The administrators (or representative of the respective administering Department) of each of the single-year grants (Culture, Quality of Life and Immigration);
- Representative(s) of the Finance Department of the City of Moncton; and
- A representative from Strategic Initiatives.

All grant applications are to be evaluated and assessed based on the following criteria:

1. Aligns with the strategic plan of the City and/or the specific strategy of the grant type being applied for.
2. Provides the financial need and potential financial risks of the organization. (as determined by Finance)
3. Explores the potential strategic partnerships the organization has to leverage any awards.
4. Highlights the management and where applicable, the Board of Directors' expertise and experience of the organization.
5. Any other criteria that the Grant Evaluation Team deems relevant in the year of application.

Application Process

1. Requests that exceed \$10,000 or are being requested for multiple years (maximum of 3) shall apply for the Major and Multi-year Grant and shall be subject to review by the Grant Evaluation Team.
2. Applications should be made to only one of the 4 annual grant streams (Major and Multi-year, Cultural, Quality of Life, or Immigration). Multiple applications should only be submitted by the same organization if the applications relate to different programs or projects. The Grant

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Evaluation Team reserves the right to redirect any application to one or more streams for funding if it determined that best represents the spirit of another Grant stream or maximizes possible award.

3. All applicants must complete a Grant Application Form, available online at www.moncton.ca/grants. The deadline to submit the application is the 3rd Friday in June. Incomplete or late applications may not be considered for funding. The specific date each year will be published and communicated by the City.
4. Requests shall include all supporting documentations as required under the specific grant policy aligned to the grant being applied for.
5. All completed applications, with a recommendation from administration will be reviewed and assessed by Council and ratified in public. Following annual Council budget deliberations, successful Applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the Applicant in order to receive the full amount of funding offered.
6. Council shall have final authority over all funding decisions made under this Policy.

Choosing Successful Applicants

As funding for Grants is limited to Moncton City Council's budgetary allocations, not all Applicants may be successful. Council will strive to provide Grants to Applicants whose services provide the greatest benefit to citizens of Moncton, and all Applicants must demonstrate how their programs provide such benefits.

All grant applicants who were successful in the previous year's granting program are required to submit a final report by the 2nd Friday in December of the award year. Failure to submit the final report may result in rejection of the application.

In addition to the guidelines and restrictions outlined in the individual Grant sub-policies that follow, it is also mandated that the organization requesting funding must apply directly and not through a secondary or fundraising organization.

5. Sub-Policy #1 – MAJOR and MULTI-YEAR GRANTS

Objectives

1. To provide guidance for Moncton City Council when making funding decisions regarding Major and Multi-year Grants.

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2. To establish the rules and procedures for organizations requesting a Major and Multi-year Grant (operational and/or capital).

Application

1. This policy applies to all organizations, which reside within the City of Moncton's municipal boundaries and provides a service(s) to Moncton's residents, requesting a Major and Multi-year Grant.
2. This Policy does not apply to Major and Multi-year Grant commitments already in place; however, those organizations would be subject to this Policy should they choose to request a new Major and Multi-year Grant once their current funding commitment expires.

Definitions

Major and Multi-year Grant: One-time annual funding or multi-year monetary funding (operational and/or capital) of \$10,000 or above, provided to a successful Applicant who satisfies the criteria established under this Policy.

Policy Statement

All Major and Multi-year Grant requests 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.

Eligibility

Any of the following, which reside within the City of Moncton's municipal boundaries and provides a service(s) to Moncton's residents, are eligible to apply for a Major and Multi-year Grant:

1. A registered charitable or non-profit organization,
2. An athletic, leisure, cultural, environmental, social inclusion, immigration or educational organization, and
3. Any other organization or corporation if, in the opinion of Council, the Major and Multi-year grant will assist in the development of the municipality.
4. Organizations that promote the Canadian Charter of Human Rights and promote equal access and opportunity for all persons.

Ineligibility

The following are not eligible to apply for a Major and Multi-year Grant:

1. Non-City of Moncton resident,
2. Government agencies,
3. For-profit groups,
4. Groups aligned with any political party, or to support programs or services thereof,
5. Groups aligned with any religious affiliation, or to support programs or services thereof,
6. Individuals,
7. Commercial ventures; and

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8. Groups using the funds to operate the program, project or operation predominantly outside of the City.

Request Process

1. Requests shall include all supporting documentation as required under the application process.
2. All completed applications, with a recommendation from administration, will be reviewed and assessed by Council and ratified in public. Following annual Council budget deliberations, successful Applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the Applicant in order to receive the full amount of funding offered.
3. Council shall have final authority over all funding decisions made under this Policy.

Funding Amounts and Limits

1. Major and Multi-year Grant funding is subject to availability of funds and approval by Council on an annual basis. Commitments beyond the current funding year shall be subject to the annual budget confirmation process.
2. Funding allocations shall be determined by Council on a case-by-case basis.

Choosing Successful Applicants

For Major and Multi-year Grants, the evaluation criteria are to be published with the application each year, along with the coinciding Scoring Matrix. All other grant types will follow the criteria under their respective policies.

Each member of the Grant Evaluation Team will score the non-financial sections of the Major and Multi-Year Grants scoring matrix individually, and the Finance representatives will score the financial risk and need criteria. All scores will be consolidated to achieve an overall average evaluation score that is indicative of the “value” each applicant brings to the City’s grant investment. The scores by themselves will not dictate awards, but rather will serve as a singular point of reference in discussions leading to recommendations to Council.

Reporting

Grant recipients must submit a final report by the 2nd Friday of December of the grant award year, or as otherwise specified by Council.

6. Sub-Policy #2 – CULTURAL GRANTS

Objectives

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- a) To provide guidance for Moncton City Council when making funding decisions regarding Cultural Grants.
- b) To establish the application rules and procedures for organizations who choose to apply for a Cultural Grant.

Application

This policy applies to all organizations applying for a Cultural Grant.

Definitions

Applicant: An eligible organization applying for a Cultural Grant.

Council: Moncton City Council

Cultural Grant: One-time annual funding provided to a successful Applicant who satisfies the criteria established under this Policy.

Policy Statement

All Cultural 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.

Funding Categories

The City of Moncton Cultural Grant is divided into two categories: Operations Funding and Projects Funding. All Applicants must identify for which category of funding they are applying. These funding categories are defined as the following:

- **Operations:** One time funding provided to a successful Applicant to support the stability, flexibility and leveraging capacity for diverse funding opportunities for arts organizations fulfilling a significant role in the Moncton community. Operating Grants will support core expenses, salaries and programming costs for organizations including festivals as well as organizations that present programming year-round.
- **Projects:** One time funding provided to a successful Applicant to support the creation and presentation of cultural and artistic projects of merit which strengthen the Moncton community; to foster a dynamic cultural and artistic life and support the development of artists and their work in Moncton; to encourage new arts and culture initiatives; to provide cultural and artistic experiences for audiences; and to enhance the civic identity, quality of life, economic prosperity and reputation of the City of Moncton.

Funding Amounts and Limits

- a) Grants allocated through this funding stream are under \$10,000.
- b) Cultural Grant funding is subject to availability of funds and approval by Council on an annual basis.

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- c) All Applicants must specify in their application:
 - i. the amount of funding for which they are applying,
 - ii. how the funding will be used,
 - iii. how the funding will provide a benefit to the community, or assist in the development of the cultural community,
 - iv. the actions of the Cultural Plan 2016-2026 that will be achieved by the applicant with the funding,
 - v. all other sources of approved funding, including both monetary and in-kind support,
 - vi. any other funding or in-kind support received from the City of Moncton; and
 - vii. the total project budget for the year.
- d) Organizations are permitted to submit only one application.
- e) Funding allocations shall be determined by the City of Moncton on a case-by-case basis.

Eligibility

Organizations must meet the following criteria to be eligible for a Cultural Grant:

- Registered non-profit organizations
- Organizations within or holding principal activities within the geographic boundary of the City of Moncton
- Organizations with significant community involvement
- Organizations that respect the Canadian Charter of Human Rights and promote equal access and opportunity for all persons
- Be in good standing with no outstanding or defaulted final reports from previous grants

Ineligible organizations and projects

- Commercial or for-profit organizations
- Individuals
- Religious or political groups: The municipality is non-partisan and does not provide financial support to a group espousing religious or political doctrine
- Educational institutions or schools unless applicant is a registered non-profit organization
- Commercial galleries or business locations (bars, restaurants, private clubs)
- Organizations that have defaulted on past project grants or that have received financial assistance from the City and have outstanding final reports or budgets

Eligible Expenses

- Performances (theatre, music, dance, poetry/literature)
- Workshops or seminars on the subject of arts, culture or heritage
- Demonstrations of the creative arts, culture or heritage
- Educational programs or activities in the creative arts, culture or heritage
- Studies, plans, or strategies related to arts, culture, or heritage
- Projects that enhance the public's understanding and appreciation of local artists and artisans

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- Projects that expose local audiences to national and international artists and artisans of exceptional merit
- Site-specific or street art projects that engage a geographic community or distinct group of people (e.g. youth, children, seniors, race/ethnicity) in the construction of an art installation (examples include a graffiti wall, landscape sculpture, large-scale assemblage or collage, or a mass performance)
- Educational materials such as books, booklets, posters, CDs, videos, films, interpretation panels, exhibition catalogues, interpretive markers
- Cultural projects enhancing social inclusion

Ineligible Expenses

- Commercial art sales, private galleries, institutional or private collections
- Art competitions or art markets
- Trade shows
- Art therapy
- General fund-raising and fundraising events
- Travel expenses
- Food expenses (including catering, banquets)
- Commercial publishing or sales (including books, CDs and DVDs)
- Sales, exhibitions or events held in commercial premises
- Funding that is primarily for the benefit of an individual
- Retroactive funding (projects substantially completed before the grant deadline)
- Deficits or debts
- Free or discounted tickets
- Fellowships, scholarships, or bursaries
- Contributions to an endowment fund
- Reunions, alumni associations, anniversaries, memorial services
- Expenses to further a profit venture or advantage a for-profit partner – funding must be used to further the applicant’s non-profit activities
- Expenses related to programs/services that are delivered by an organization aligned with any religious group or political party

Choosing Successful Applicants

The City of Moncton will strive to provide Cultural Grants to Applicants whose services provide the greatest benefit to citizens of Moncton. As funding for Cultural Grants is limited, not all Applicants may be successful. In determining an Applicant’s overall benefit to the community, all Applicants will be scored out of a possible 30 points based on the following criteria:

- **Excellence (10 Points):** Cultural and artistic excellence (cultural or artistic merit)
- **Relevance (10 Points):** Benefit the cultural and artistic community as well as the community at large; stimulate appreciation of the creative arts, culture or heritage in the community; build

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community support, increase membership, develop wider audiences, or attract visitors; contribute to artistic or cultural achievement or heritage skills within the community; development and recognition of local talent.

- **Feasibility (10 Points):** Project feasibility as well as demonstrated organizational capacity and good management practices including:
 - o Programming
 - o Finances
 - o Human resources
 - o Historical track record
 - Event attendance
 - Audience development
 - Community and business support
 - Cultural diversity
 - Diversified funding
 - Partnerships
 - Public Accessibility

Council, as the final authority for Cultural Grant funding decisions, may also take any of the following factors into consideration:

- Availability of funding or in-kind support from other sources
- History of funding from the City of Moncton
- Access: in terms of admission cost, location, accessibility for disabled persons
- Provide interpretation for the general public
- Support inclusion of persons with special needs
- Embrace diversity (age, race/ethnicity, income, geographic location)
- Whether the Applicant's services support any of the following objectives identified in the City of Moncton Corporate Strategic Plan:
 - o Environment: To be a green community
 - o Social: To be a healthy community
 - o Culture: To be a vibrant community
 - o Economy: To be a prosperous community
 - o Governance: To be an engaged community
- Any other factor that Council feels is relevant in making its determination.

Reporting

Recipients must submit a final grant report by the 2nd Friday in December of the grant award year. The form is available online or by email at grants@moncton.ca: This report shall include, at a minimum:

- Details on how Cultural Grant funding was spent, the impact in the community
- List of partnerships

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- Financial statement
- Statistical data
- Any significant changes in scope or delivery of the Project supported by the Cultural Grant inconsistent with the original request; and
- Any other information requested by Council.

7. Sub-Policy #3 – Quality of Life Community Grants Policy

Objective

- a) To provide guidance for Moncton City Council when making funding decisions regarding Quality of Life Grants.
- b) To establish the application rules and procedures for organizations who choose to apply for a Quality of Life Community Grant.
- c) To enhance the quality of life for Moncton residents through the funding of non-profit groups committed to delivering community programs, as it relates to recreation, active living and social inclusion.

Application

This policy applies to all individuals and groups who apply for a Quality of Life Community Grant.

Definitions

- a) **Applicant:** An eligible organization applying for a Quality of Life Community Grant
- b) **Council:** Moncton City Council
- c) **Quality of Life Grant:** One-time annual funding provided to a successful Applicant who satisfies the criteria established under this Policy.
- d) **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.
- e) **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.
- f) **Recreation** is the experience that results from freely chosen participation in physical, social, intellectual and creative pursuits that enhance individual and community wellbeing. (Reference: A Framework for Recreation in Canada: Pathways to Wellbeing)
- g) **Active Living:** A way of life in which physical, social, mental and emotional activities are valued and are integrated into daily living.
- h) **Social Inclusion Plan** refers to the following pillars to support all Monctonians:

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- **Housing Choice and Affordability** – Reduce homelessness, increase supply of affordable housing and maintain quality, safe housing.
- **Urban Agriculture and Food Security** – Support sustainable food production, access to healthy foods and reduce waste.
- **Mental Health** – Improve overall health and well-being, reduce stigma and support diverse needs.
- **Inclusion and Diversity** – Be an inclusive and welcoming city and build a sustainable community.
- **Education and Training** – Promote integrated school and community collaborations and increase skills and employability.

Policy Statement

All Grant applications shall only be considered, and funding decisions made, in accordance with this Policy, in addition to the City of Moncton’s overarching grant policy, to ensure that funding is delivered in a consistent and equitable manner.

Compatibility with Moncton’s Strategic Plan

All applicants must demonstrate how their programs or projects support at least one of the following objectives identified in the City of Moncton’s Strategic Plan:

https://www5.moncton.ca/docs/council/Strategic_Plan_2020.pdf

- 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. To align with the pillars outlines in the City of Moncton’s Social Inclusion Plano http://www5.moncton.ca/docs/Social_Inclusion_Plan.pdf

Funding Amounts and Limits

- a) Grants allocated through the Quality of Life funding stream are under \$10,000.
- b) Quality of Life Grant funding is subject to availability of funds and approval by Council on an annual basis.
- c) All Applicants must specify in their application:
 - i. the amount of funding for which they are applying,
 - ii. how the funding will be used,
 - iii. how the funding will provide a benefit to the community, or assist in the development of the recreation community,
 - iv. the actions of the Social Inclusion Plan that will be achieved by the applicant with the funding,

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- v. all other sources of approved funding, including both monetary and in-kind support,
 - vi. any other funding or in-kind support received from the City of Moncton, and
 - vii. Applicants seeking funding in support of a specific project must also specify the total project budget for the year. Organizations are permitted to submit only one application.
- d) Funding allocations shall be determined by the City of Moncton on a case-by-case basis.

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 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.

Eligibility

- a) Organizations must meet the following criteria to be eligible for a Quality of Life Grant:
 - Registered non-profit organizations
 - Organizations within or holding principal activities within the geographic boundary of the City of Moncton
 - Organizations with significant community involvement
 - Organizations that respect the Canadian Charter of Human Rights and promote equal access and opportunity for all persons
 - Be in good standing with no outstanding or defaulted final reports from previous grants
- b) 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.
- c) 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.

Ineligible organizations and projects

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- Commercial or for-profit organizations
- Individuals
- Religious or political groups: The municipality is non-partisan and does not provide financial support to a group espousing religious or political doctrine
- Educational institutions or schools unless applicant is a registered non-profit organization
- Organizations that have defaulted on past project grants or that have received financial assistance from the City and have outstanding final reports or budgets

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.

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 to the Major and Multi Year Grant Program.
- b) Funding for travel.

Choosing Successful Applicants

The City of Moncton will strive to provide Quality of Life Grants to Applicants whose services provide the greatest benefit to citizens of Moncton. As funding for Quality of Life Grants is limited, not all Applicants may be successful. In determining an Applicant's overall benefit to the community, all Applicants will be scored out of a possible 30 points based on the following criteria:

- **Relevance (20 Points):** What key objective (s) in the Social Inclusion Plan and/or Moncton Strategic Plan will this project or program achieve?
- **Feasibility (10 Points):** Project feasibility as well as demonstrated organizational capacity and good management practices including:
 - o Programming
 - o Finances
 - o Human resources
 - o Historical track record
 - o Attendance
 - o Program development

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- o Community and business support
- o Cultural diversity
- o Diversified funding
- o Partnerships
- o Public accessibility

Council, as the final authority for Quality of Life Grant funding decisions, may also take any of the following factors into consideration:

- Availability of funding or in-kind support from other sources
- History of funding from the City of Moncton
- Access: in terms of admission cost, location, accessibility for people with disabilities
- Provide interpretation for the general public
- Support inclusion of persons with special needs
- Embrace diversity (age, race/ethnicity, income, geographic location)
- Whether the Applicant's services support any of the following objectives identified in the City of Moncton Corporate Strategic Plan :
 - o Environment: To be a green community
 - o Social: To be a healthy community
 - o Culture: To be a vibrant community
 - o Economy: To be a prosperous community
 - o Governance: To be an engaged community
- Any other factor that Council feels is relevant in making its determination

Reporting

Recipients must submit a final grant report by the 2nd Friday in December of the grant award year. The form is available online or by email at grants@moncton.ca: This report shall include, at a minimum:

- Details on how Quality of Life Grant funding was spent and the impact in the community,
- List of partnerships,
- Financial statement,
- Statistical data,
- Any significant changes in scope or delivery of the Project supported by the Quality of Life Grant inconsistent with the original request; and
- Any other information requested by Council.

8. Sub-Policy #4 – Immigration Grants Policy

Objectives

- a) To provide guidance for Moncton City Council when making funding decisions regarding Immigration Grants.
- b) To establish the application rules and procedures for organizations who choose to apply for an Immigration Grant.

Application

This policy applies to all organizations applying for an Immigration Grant.

Definitions

Applicant: An eligible organization applying for an Immigration Grant.

Council: Moncton City Council

Immigration Grant: One-time annual funding provided to a successful Applicant who satisfies the criteria established under this Policy.

Policy Statement

All Immigration Grant applications shall only be considered, and funding decisions made, in accordance with this Policy, in addition to the City of Moncton's Overarching Grant Policy, to ensure that funding is delivered in a consistent and equitable manner.

Funding Categories

Organizations requesting \$10,000 or more must apply for one of the City of Moncton's Major and Multi Year Grant and will not be considered under the City of Moncton's Immigration Grants. For more information, please visit <https://www.moncton.ca/my-govt-work/grants>.

The City of Moncton Immigration Grant is to assist with activities, projects and programs to support the implementation of the Greater Moncton Immigration Strategy. Details on the Greater Moncton Immigration Strategy can be found at:

https://www5.moncton.ca/docs/immigration/GMIGM_2020-2024_Immigration_Strategy.pdf

Projects: One time annual funding provided to a successful Applicant to support the creation and implementation of a key objective within the Greater Moncton Immigration Strategy.

Funding Requirements:

- a) Immigration Grant funding is subject to availability of funds and approval by Council on an annual basis.

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- b) All Applicants must specify in their application:
 - i. The amount of funding for which they are applying
 - ii. How the funding will be used
 - iii. How the funding will help implement key objectives from the Greater Moncton Immigration Strategy as seen above
 - iv. How the funding will provide a benefit to the community, or assist in the development of the newcomer/immigrant community
 - v. All other sources of approved funding, including both monetary and in-kind support
 - vi. Any other funding or in-kind support received from the City of Moncton
 - vii. Applicants seeking funding in support of a specific project must also specify the total project budget for the year
- c) Organizations are permitted to submit more than one application
- d) Funding allocations shall be determined by the City of Moncton on a case by case basis

Eligibility

Organizations must meet the following criteria to be eligible for an Immigration Grant:

- Registered non-profit organizations, public post-secondary institutions or registered ethno-cultural association
- Organizations with significant community involvement
- Organizations within or holding principal activities within the geographic boundary of the City of Moncton
- Organizations that respect the Canadian Charter of Human Rights and promote equal access and opportunity for all persons
- Be in good standing with no outstanding or defaulted final reports from previous project grants

Eligible Criteria

Applications will be assessed based on the following criteria:

- Innovation
- Ability of the Project/program to advance the objectives of the Greater Moncton Immigration Strategy and its high priority as seen above
- Ability of the Project/program to achieve its stated outcomes
- Benefits of the Project/program on the target community, and the impact if the Project/program was not delivered by the applicant
- Availability of matching funds or in-kind support from other sources; and breadth of partners
- Equal consideration will also be given to the qualifications, experience, organizational ability and stability of the applicant to implement the initiative
- Ability to clearly align project or program with current services available (identify key partnerships and processes)

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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.

Ineligible organizations and projects

The following organizations are not eligible for funding:

- Commercial or for-profit organizations
- Individuals
- Performances (theatre, music, dance, poetry)
- Religious or political groups: The municipality is non-partisan and does not provide financial support to a group espousing religious or political doctrine
- Private Educational institutions
- Commercial galleries or business locations (bars, restaurants, private clubs)
- Organizations that have defaulted on past project grants or that have received financial assistance from the City and have outstanding final reports or budgets

Ineligible Expenses

- Duplication of pre-existing services
- Performances of any kind including but not limited to theatre, live music or poetry
- Trade shows
- General fund-raising and fundraising events
- Travel expenses
- Commercial publishing or sales (including books, CDs and DVDs)
- Sales, exhibitions or events held in commercial premises
- Funding that is primarily for the benefit of an individual
- Retroactive funding (projects substantially completed before the grant deadline)
- Deficits or debts
- Free or discounted tickets
- Memberships to organizations
- Fellowships, scholarships, or bursaries
- Contributions to an endowment fund
- Reunions, alumni associations, anniversaries, memorial services
- Expenses to further a profit venture or advantage a for-profit partner - funding must be used to further the applicant's non-profit activities
- Expenses related to programs/services that are delivered by an organization aligned with any religious group or political party

Choosing Successful Applicants

The City of Moncton will strive to provide Immigration Grants to Applicants whose services provide the greatest benefit to citizens of Moncton. As funding for Immigration Grants is limited, not all

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Applicants may be successful. In determining an Applicant's overall benefit to the community, all Applicants will be scored out of a possible 30 points based on the following criteria:

- **Relevance (20 Points):** What key objective in the Greater Moncton Immigration Strategy will this project or program achieve? How will this improve the outcomes for newcomers, immigrants and / or international students?
- **Feasibility (10 Points):** Project feasibility as well as demonstrated organizational capacity and good management practices including:
 - o Programming
 - o Finances
 - o Human resources
 - o Historical track record
 - o Attendance
 - o Program development
 - o Community and business support
 - o Cultural diversity
 - o Diversified funding
 - o Partnerships
 - o Public accessibility

Council, as the final authority for Immigration Grant funding decisions, may also take any of the following factors into consideration:

- Availability of funding or in-kind support from other sources,
- History of funding from the City of Moncton,
- Access: inclusiveness for all newcomers/immigrants, international student,
- Provide interpretation for the general public,
- Support inclusion of persons with special needs,
- Embrace diversity (age, race/ethnicity, income, geographic location),
- Whether the Applicant's services support any of the following objectives identified in the City of Moncton Corporate Strategic Plan:
 - o Environment: To be a green community
 - o Social: To be a healthy community
 - o Culture: To be a vibrant community
 - o Economy: To be a prosperous community
 - o Governance: To be an engaged community
- Any other factor that Council feels is relevant in making its determination.

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Reporting

Recipients must submit a final report by the 2nd Friday of December of the Grant award year. These Reports shall include, at a minimum:

- Details on how Immigration Grant funding was spent; including attendance, outcomes, outputs, final budget, etc. and how it helped to implement the Greater Moncton Immigration Strategy
- A financial statement
- Any significant changes in scope or delivery of the Project supported by the Immigration Grant inconsistent with the original request, and
- Any other information requested by Council

9. Administration and Contact

Moncton City Hall

City Clerk's Office

Email: grants@moncton.ca