

# *Rural Municipality of Belfast*

Mayor: Garth Gillis; Chief Administrative Officer: Bob Brooks; *Incorporated 1972*

## *DRAFT Community Grants Committee 2020/2021 - Documents:*

Wednesday, February 5, 2020

### *a. Draft Process/Timelines:*

- i. Ratification of Draft Community Grants Documents by Council - *February 19, 2020*,
- ii. Public 'Call for Proposals' - *February 20, 2020*,
- iii. Deadline for Public Proposals - *March 7, 2020*, (*17 days*)
- iv. Community Grants Committee: Public Presentations (if any), Evaluations and Recommendation to Council - *March 11, 2020*, and
- v. Council Decision on Community Grants 2020/2021 - *March 18, 2020*.

Committee Agrees? \_\_\_\_\_

### *b. Draft Application Form:*

As the Municipality Gas Tax Applications are quite extensive (since there is a requirement to meet a number of Canada and PEI legislation); the proposed Community Grants application takes into account: what was required of applicants previously; additional information for a clearer description of the ask; and meets Auditor and *Municipal Government Act* requirements.

## *Community Grants 2020/2021 - Application Form*

As per the Community Grants Program Policy, as well as Grants Bylaw # 2018-02, the Municipality is offering a **Community Grants Program** to provide financial and/or in-kind assistance to groups and individuals offering services, activities and programs in the interest of the Rural Municipality of Belfast, for the 2020/2021 fiscal year (Apr. 1, 2020 - Mar. 31, 2021).

### *The principles governing the Community Grants Program include:*

- a) Council is committed to treating requests for grants in a consistent, fair, and equitable manner, subject to established priorities and budget.
- b) Council promotes public awareness of the principles and guidelines by which Council is providing an accessible, open, and transparent application and decision-making process for considering and responding to requests for grants; and
- c) Council establishing a timeline for submissions and processing of such requests, so Council can conduct a meaningful comparison and achieve an equitable distribution of support.

### *Eligibility for Submissions:*

- a) Assistance will be awarded to groups or individuals offering services, products or activities in the best interests of the Rural Municipality of Belfast,
- b) Those eligible for assistance are not required to live within the boundaries of the Rural Municipality of Belfast, and
- c) All grants will be approved and awarded in accordance with Sections 142, 143 and 158 of the *Municipal Government Act*.

***Deadline for Submissions:***

All grant application submissions must be received by the Chief Administrative Officer (CAO) by 12:00 Noon on Saturday, March 7, 2020. Applications can be hand-delivered to any Rural Municipality of Belfast Member of Council or the CAO, or emailed to the CAO at: [ruralmunicipalityofbelfast@gmail.com](mailto:ruralmunicipalityofbelfast@gmail.com) :

***Grant funding available for the 2020/2021 fiscal year:***

- a) Not including funding available through the Fire Protection Grant or the Government of PEI Rink Grant; estimated funding for Community Grants 2020/2021 is approximately \$51,000.
- b) During the 2019/2020 Community Grants cycle \$51,090 was awarded amongst 12 submissions.

***Approval process for Submissions:***

- a) The **Community Grants Committee** will review and evaluate all submissions on **March 11, 2020** and make a recommendation to Council for approval;
- b) **Council** will consider the recommendation, and make the final decision as to the grant recipients on **March 18, 2020**;
- c) Community Grant recipients will begin to receive Community Grants on April 1, 2020 and as per Grant Approval, Municipality Approved Budget, and Municipality Cash Flow.

***Application:***

- a) Name of Organization/Individual: \_\_\_\_\_
- b) Contact for Submission: \_\_\_\_\_
- c) Title of Project/Submission: \_\_\_\_\_
- d) Funds Requested? \_\_\_\_\_
- e) Funds Category:
  - i. Fire Protection Grant \_\_\_\_\_ (Yes/No)
  - ii. Govt/PEI Rink Grant \_\_\_\_\_ (Yes/No)
  - iii. Community Grant? \_\_\_\_\_ (Yes/No)
- f) Is this a Not-for-profit Organization Submission? \_\_\_\_\_ (Yes/No)
- g) Time period that funds are required? \_\_\_\_\_ month(s)
- h) Does your project:
  - i. Promote Community Engagement? \_\_\_\_\_ (Yes/No)
  - ii. Promote Community Social Activities? \_\_\_\_\_ (Yes/No)
  - iii. Promote Area Economic development? \_\_\_\_\_ (Yes/No)
  - iv. Promote Environmental Stewardship? \_\_\_\_\_ (Yes/No)
- i) Describe how your Project/Submission will have a positive impact on the Municipality?  
\_\_\_\_\_
- j) Describe how your Project/Submission meets a Municipal need?  
\_\_\_\_\_
- k) Have you received a previous Municipality Community Grant? \_\_\_\_\_ (Yes/No)
- l) Describe your organizational structure and ability to successfully complete your project/submission?  
\_\_\_\_\_
- m) What percentage of funds is being requested from the Municipality in comparison to self, other partner funding and/or sweat-equity? \_\_\_\_\_

Committee Agrees? \_\_\_\_\_

**c. Draft Public Presentations Guidelines of Grants Proposals:**

Applicants may make a public presentation, if they wish, describing their application for a Community Grant on Wednesday, March 11, 2020 at the Belfast Firehall at 7:00 PM. Presenters will have (5) five minutes to present their proposal; however, it is not necessary as the Committee will already have the full submissions in hand. Following any public presentations, the Community Grants Committee will move ‘in-camera’ for deliberations. Committee will move out of ‘in-camera’ to ratify a Recommendation to Council for its consideration on Wednesday, March 18, 2020.

Committee Agrees? \_\_\_\_\_

**d. Draft Evaluation Sheet:**

**Community Grants 2020/2021 - Evaluation Sheet**

Evaluation Date: \_\_\_\_\_  
Applicant: \_\_\_\_\_  
Project Title: \_\_\_\_\_  
Project Category: \_\_\_\_\_  
Funds Requested: \_\_\_\_\_  
Time Period: \_\_\_\_\_  
Contact Info: \_\_\_\_\_

ITEM	RATING CRITERIA	ASSIGNED WEIGHT (out of /100)	SCORE
1	<b>Meets Eligibility Criteria</b>	Yes/No	
2	<b>Alignment</b> (Fits within Rural Municipality of Belfast current Strategic Plan)	30	
3	<b>Municipality Impact</b> (Positive impact on Social, Economic, and/or Environmental aspirations of the Municipality)	30	
4	<b>Municipality Need</b> (Addresses a recognized need within the Municipality)	20	
5	<b>Organization Strength</b> (Appropriate structure to successfully fulfill its mandate/submission, or has a proven track record working with the Municipality)	10	
6	<b>Financial</b> (Percentage of funds requested from the Municipality in comparison to self, other partner funding and/or sweat-equity)	10	
	<b>Total Points Awarded</b>	<b>(total 100 maximum)</b>	

Notes: \_\_\_\_\_

Committee Agrees? \_\_\_\_\_

*e. Draft Tally Sheet:*

**Community Grants Program Tally Sheet for the 2020/2021 Fiscal Year**

#	Organization	Received 2019/20	Request 2020/21	Recommendation
<b>Fire Protection Grant</b>				
1	Belfast Rural Fire Department	\$90,000		\$
Comments: Available to Belfast Rural Fire Department ONLY in this Municipality				
#	Organization	Received 2019/20	Request 2020/21	Recommendation
<b>Government of PEI Rink Grant</b>				
1	Belfast Rec Centre	\$8,500		\$
Comments: Available to Belfast Rec Centre ONLY in this Municipality				
#	Organization	Received 2018/19	Request 2019/20	Recommendation
1				\$
Comments:				
2				\$
Comments:				
3				\$
Comments:				
4				\$
Comments:				
5				\$
Comments:				
6				\$
Comments:				
7				\$
Comments:				
8				\$
Comments:				
9				\$
Comments:				
10				\$
Comments:				
11				\$
Comments:				
		<b>Totals</b>		\$

Committee Agrees? \_\_\_\_\_

*Following deliberations, the Community Grants Committee will vote on a Recommendation to Council for the use of the documents as discussed for the 2020/2021 Community Grants process.*