

Title

1. This Policy is entitled the Grants Policy.

Policy Statement

2. The Municipality of Cumberland recognizes the importance of having citizens actively engaged in their communities and the contribution that non-profit organizations make to the sustainability of our communities and our Municipality, and wishes to support their efforts in various ways, including financial assistance.
3. This Policy enables the provision of funding programs which directly impact municipal goals through community engagement, and will:
 - a) ensure that reporting processes are in place to enable the Municipality to measure progress toward achieving its goals.
 - b) ensure grants are awarded in a uniform, fair and equitable manner with clear processes and procedures.
 - c) identify roles and relationships; and
 - d) conform to the written guidelines for the grant and programs.

Overview

4. Requests for assistance regarding sponsorship or advertising will be dealt with separately under the Advertising and Promotions Policy 23-03.
5. Student Bursaries will be dealt with under Policy 25-02.
6. It is Council's intent to support community initiatives which are consistent with Municipal goals and strategic priorities, through the administration of the following financial assistance programs:
 - a) Annual Grant – Given to organizations with which the Municipality has a signed, multi-year agreement.
 - b) District Grant – Each Council member shall be provided an annual budget to allocate to projects within their communities.
 - c) Large Capital Project Grant – for capital projects \$20,000 or over in total value.
 - d) Small Capital Project Grant – for capital projects under \$20,000 in total value.
 - e) Community Program Grant – for community-based programming and services.
 - f) Community Event Grant – for community-based events, festivals and workshops.
 - g) Large Operations and Maintenance Grant – multi-year operational support for larger facilities.

- h) Small Operations and Maintenance Grant – operational support for smaller facilities, community halls, and museums.

Conditions

- 7. All funding assistance provided through any of the grant programs must comply with the provisions of the Municipal Government Act.
- 8. Subject to section 6 and compliance with the Municipality's goals and strategic priorities, funding through the grant programs may be used in support of any type of activity that benefits the community including, but not limited to, Recreation, Health & Healthy Living, Social and Community Service, Stewardship of the Environment, Education & Lifelong Learning, Community Economic Development and Tourism, Culture and Creative Arts.
- 9. It is the intent of this Policy to create grant programs that provide funding based on financial need. Should an approved project generate excess revenue, the recipient will be required to refund the grant, up to the amount of the excess revenue.
- 10. Community organizations may be eligible to apply for assistance through multiple grant programs, provided the applications pertain to separate and distinct projects, programs or initiatives, except for Large and Small Capital Projects (see Appendix A for more details).
- 11. Where the proponent may not be an incorporated non-profit organization, the Municipality will consider applications from a 3rd party incorporated non-profit as the applicant on their behalf.
- 12. Applicants are encouraged to plan their projects and activities well in advance to ensure compliance with application requirements and an optimum chance for success.
- 13. Activities and projects aimed primarily at fundraising are not eligible for assistance through the Municipality's financial assistance programs.
- 14. Applicants applying for capital projects must demonstrate that they used a competitive procurement process.

Guidelines

- 15. Guidelines are laid out for each program and include:
 - a) Program description
 - b) Eligibility criteria
 - c) Application frequency
 - d) Application deadlines
 - e) Approving grants
 - f) Application processes, procedures and requirements
 - g) Municipal and community contribution limits and/or requirements
 - h) Assessment criteria (if applicable)
 - i) Reporting and accountability requirements; and
 - j) Payment procedures and requirements
- 16. Program guidelines may be changed upon Council approval by ordinary resolution.

Roles and Relationships

17. Staff and councillors will encourage community residents to become engaged in projects and initiatives to support the sustainability of their communities and to consider the availability of the various grant programs as applicable.
18. Municipal staff will be assigned responsibility for the administration of each grant program, and the role of each responsible employee will be clearly set out.
19. Municipal staff will prepare a report and recommendation for each application or group of applications as applicable, to be presented to Council for approval.

Budget and Allocation of Funds

20. On an annual basis, Council will identify an amount to be allocated in support of each grant program.
21. A portion of the total amount budgeted shall be allocated to each of the grant programs set out in section 6 of this Policy based on anticipated demand, and that allocation may be adjusted from year to year as needed.

Reporting and Evaluation

22. A report shall be prepared at the end of each fiscal year, providing an overview of the allocation of funds in each grant program and the extent to which it supported Municipal goals and strategic priorities. The report may also include recommendations for changes to this Policy, the program guidelines and/or budget allocations.

Effective Date

23. This policy is in effect upon adoption and repeals all previous versions of the Grants Policy.

Clerks Annotation for Official Policy Book

Date of Notice to Council Members of Intent to Consider (7 days minimum): November 2, 2015

Date of Passage of Policy: November 18, 2015

Date of Notice to Council of Intent to Consider the Amended Policy: January 21, 2026

Date of Passage of Amended Policy: January 28, 2026

I hereby certify that this Policy was adopted as indicated above.

Deputy Clerk: *Amanda Kinnear*

Date: January 29, 2026

Appendix A

Grant Program Guidelines

Overview

The Municipality of Cumberland recognizes the important contribution that volunteer organizations make to the sustainability of our communities and our County and wishes to support their efforts by providing financial assistance when necessary. Grant programs provide support for any type of activity that benefits the community, including recreation, health and healthy living, social opportunities and community service, stewardship of the environment, education and life-long learning, community economic development & tourism, heritage, culture, and creative arts.

Program Categories

The Municipality's Grant Programs include:

Category	Purpose	Possible Funding	Other conditions
Annual	These are given to Organizations with which the Municipality has signed a multi-year funding agreement.	As negotiated.	Agreements will be considered for renegotiation upon expiration.
District	To provide Council members with an annual budget to support projects in their communities.	Up to \$3000 per application.	Applicants may seek funding from up to 2 Council members plus the Mayor.
Large Capital	To provide financial assistance to non-profit organizations undertaking a major community capital project. These projects may include the construction or expansion of a facility or the purchase of large capital items.	For projects over \$20,000 in total value. The Municipality may provide up to 1/2 of the capital costs to a maximum of \$75,000.	<p>1 application per year, per organization.</p> <p>If approved, an applicant cannot apply again for the large capital program for 2 fiscal years.</p> <p>Applicants cannot apply for the small capital project in the same year.</p> <p>Multi-year requests for major facilities will be considered.</p>

Small Capital	This funding is intended to support minor capital projects, such as facility improvements or upgrades.	For projects with a total value of \$20,000 or less. Up to 1/2 of the capital costs to a maximum of \$10,000.	1 application per year, per organization. Applicants cannot apply for the Large capital project in the same year.
Large Operations & Maintenance	To aid with the costs of operating and maintaining major indoor or outdoor community facilities, such as insurance, heating, electricity, and general upkeep	Council will approve eligible organizations for a 3-year annual agreement of an amount approved by Council.	1 application per year, per organization. Agreements will be considered for renegotiation upon expiration. The applicants will provide their annual financial statements.
Small Operations & Maintenance	To aid with the costs of operating and maintaining smaller indoor or outdoor community facilities, such as insurance, heating, electricity, and general upkeep.	20% of the facility's total annual operating costs (excluding programming), up to a maximum of \$3,000.	1 application per year, per organization.
Community Programs	To aid with the costs of providing programs or services for the benefit of the community.	1/3 of the total budget for a program up to a maximum of \$4,000.	1 application per year, per organization.
Community Events	To provide aid with costs associated with hosting an annual special event, festival, or workshop.	1/3 of the total budget for an event up to a maximum of \$4,000.	1 application per year, per organization.

Note: For all categories, a portion of the applicant’s contribution may be in the form of “in kind”, provided the value of the contribution is included in their budget.

Exceptions

In exceptional circumstances where the need is clear and urgent, Council may approve funding exceeding the maximum percentages and limits described in the table above.

Deadlines

- Annual Grants and Large Operating & Maintenance Grants will be negotiated with the applicant.
- District Grants are received on an ongoing basis until funds are depleted, beginning April 1, 2026.
- The deadline for all other grants is March 31st, 2026.

Eligibility

As outlined in the Grants Policy 2015-11, only non-profit organizations are eligible to apply. All applicants must be an organization within Cumberland County. Exceptions may be made for organizations outside of Cumberland County that can demonstrate their projects benefit the residents of the Municipality.

For capital grants, applicants may apply to either the large or the small program, but not both. For all other grant programs, applicants may only apply for one project per grant category each year. Each project must be on its own separate application form.

For capital construction, renovation, or major repair projects, applicants must own the property, have a long-term lease to the property, or have an acceptable written agreement with the landowner.

Churches and religious organizations are eligible to apply for assistance with facilities, projects and programs which are readily available to the community at large. Projects relating to the sanctuary and programs for the church's religious activities are ineligible.

Application Procedure & Checklist

Applications must be submitted using the applicable application form and must include all additional materials listed on the checklist, which can be found on the last page of the application.

Applications will be considered on a case-by-case basis and are subject to budget availability.

All applications must include:

- A complete application form and project budget template.
- The applicant's most recent annual financial report (where applicable).

Capital program applications must also include:

- Proof of property ownership (normally a deed), or long-term lease or written agreement.
- Applicants must demonstrate a competitive pricing process, such as quotes for any goods or services to be purchased as part of their project.

Application Review & Approval Process

Interested applicants are encouraged to contact the Municipality (see contact information) to discuss their application prior to submitting it.

Upon receipt of an application, applicants will receive acknowledgment via email within 7 days and will be notified of any additional information that may be required for the application to be considered. If you do not receive the notification within 7 days, please contact us.

The following is a table outlining who approves grants for each program:

Grant	Approver
Annual Grants	Council
District Grants	Administration (Councillor recommended)
Large Capital	Council
Small Capital	Council
Large Operations and Maintenance	Council
Small Operations and Maintenance	Administration
Community Programs	Administration
Community Events	Administration

Applicants will be notified of the status of their application once approved or denied.

Payment of Grants & Final Reports

If the application is approved, a cheque will be issued and mailed to the organization. Upon completion of their project, all grant recipients must submit a Final Project Report Form. Payment will be withheld from applicants who have outstanding final project report forms for previously funded projects.

Contact Information

To submit your application and for inquiries, please contact:

Mail: Municipality of Cumberland
Attention: Peter McCracken
Upper Nappan Service Centre
1395 Blair Lake Road
Upper Nappan, NS B4H 3Y4

Email: grants@cumberlandcounty.ns.ca

Phone: 902-397-3431