



POLICY

<h3>Community Partnership Program</h3>	
Policy No. 1221-69	Supersedes Policy No. (Not Applicable)
Effective Date	Approval By Council Resolution No.

Purpose

The purpose of this policy is to provide guidelines for reviewing and evaluating requests from organizations for financial assistance from the Town of Wolfville Community Partnership Program as supported by clause 65 (au) of the *Municipal Government Act*.

Definitions

“Non-Profit Organization” as defined by the Canadian Revenue Agency.

“Registered Charity” as defined by the Canadian Revenue Agency.

“Town” means the Town of Wolfville, a body corporate.

“Town Council” means the Council of the Town of Wolfville.

Policy Statement

1. The Town will consider providing limited financial assistance to non-profit organizations and registered charities that are providing recreational and cultural services to residents, and/or visitors to the Town of Wolfville through the Community Partnership Program.
2. The Town will consider providing limited financial assistance to support the start-up of major cultural events or festivals that have the potential to bring significant direct or indirect economic, social, health or community benefits to Wolfville through the Community Partnership Program. Local community events may also be considered for limited financial assistance.
3. The Town will consider providing limited financial assistance to facility operators whose facilities are available for use by the community.
4. The Town does not provide financial assistance to social service, health, education or similar agencies.



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5. The Town will consider providing limited financial assistance to support conferences and/or workshops that are hosted in our region, which the Town is an active member (i.e. UNSM, AMA, FCM). Financial assistance to support conferences and/or workshops that the Town is an active member of will be determined and approved during the budget process.
6. The Town will not provide financial assistance, sponsorship or prizes to conferences, conventions, or workshops held in our region by an organization of which the Town is not an active member. This includes Town participation in golf or other recreation activities associated with the event.
7. The Town will not provide financial assistance, sponsorship or donations to organizations or events outside of the Community Partnership Program. The Community Partnership Program will include multiple opportunities per year for funding requests to be submitted.
8. The Town will not provide financial assistance in the form of advertising unless it has been approved in the Town's annual marketing plan or is a result of an approved application through the Community Partnership Program.
9. Town Council will determine the level of funding available for financial assistance annually through the Town's budget process.
10. The maximum amount awarded to any group for any Community Partnership Program grant will not exceed \$5,000.
11. Requests less than \$100 will not be considered.
12. Requests less than \$2,500 will be administered by Town staff and submitted to Town Council for approval.
13. Applicants requesting \$2,500 or greater must present their application to Town Council during the first Town Council meeting in the month after the application was submitted. Presentations should not exceed 10 minutes. Following the presentation representatives from the organization should be prepared to answer questions from Town Council.
14. Applicants who have received a Community Partnership Program grant in a previous year are not guaranteed approval for a Community Partnership Program grant in subsequent years.
15. All requests are subject to Town Council discretion and approval.



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Community Partnership Program

Supporting volunteer, community-based organizations is often fundamental to maintaining our quality of life. The Community Partnership Program is designed to provide financial assistance to non-profit organizations or registered charities that:

- a. **Operate facilities** which are available for use by residents of the Town of Wolfville,
 - b. Organize or operate **programs** for the benefit of the residents of the Town of Wolfville, or
 - c. Coordinate and implement **festivals and events** in the Town of Wolfville.
1. Requests for Funding must be submitted through the Town's Community Partnership Program.
 2. Applicants must demonstrate a financial need to be eligible for funding from the Community Partnership Program.
 3. There will be two (2) calls for applications every year. Deadlines for applications are:
 - **February 1st** of every year for programs and festivals and events starting/occurring between April and September of every year and **all** operating facility grants; and
 - **August 1st** of every year for programs and festivals and events starting/occurring between September and March of every year.
 4. Applications received after the February 1st and August 1st deadline are considered late. Late applications will not be considered, but may be carried forward for the next round of applications.
 5. Applications can be submitted in one of four ways:
 - a. Mailed to 359 Main Street, Wolfville, NS B4P 1A1
 - b. Hand delivered to Town Hall (359 Main Street)
 - c. Faxed to (902) 542 – 4759
 - d. Emailed to cpp@wolfville.ca
 6. All applicants are required to use a Standard Application Form. Application forms are available at Town Hall (359 Main Street), the Wolfville Recreation Centre (7 Victoria Avenue), and online at Wolfville.ca
 7. Along with the standard application form, all applications **MUST** include:
 - a. A detailed budget outlining revenues and expenditures for the fiscal year in which the application is made,



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- b. Year-end financial statements for the previous year (If this is the first year for the program, festival or event, a business plan must be submitted), and
 - c. A Final Report (When applicable, if the applicant received a Community Partnership Program grant the previous fiscal year. Not required for the Operating Grant for Facility Use).
8. The applicant must be a non-profit organization or registered charity.
9. Only one application per organization can be submitted in each fiscal year. The Town's fiscal year runs from April 1st to March 31st.
10. Successful applicants must submit a final report on the use of the grant. A standard Final Report Form must be used. Forms will be included with the awarding letters and available at the Town Hall, Wolfville Recreation Centre and online at Wolfville.ca
11. Successful applicants will be notified in April, for February 1st applications, and October, for August 1st applications, of every year.

Evaluation Principles

The following principles will be used to evaluate each application. Evaluation criteria for each specific grant (operating, program and festival and events) can be found in the **Request for Funding Standard Operating Procedure**.

1. *Financial Sustainability:* Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation.
2. *Financial Management:* Groups must generate funds besides those provided by the Community Partnership Program. These revenues may include registration/membership fees, admission fees, or fundraising. Groups should demonstrate responsibility and accountability in their use of resources.
3. *Openness and Accessibility:* Groups should be open and accessible to members of the community and show a willingness to involve others in their work.
4. *Active Living:* Groups that offer an active and healthy living component for members and participants 18 years of age and younger, or adults 55 years or older will be given priority when considered in the allocation of funds.