

## *Appendix B of the Grants to Organizations Policy (710-003)*

### **Community Partnership Program Guidelines**

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 organizations that fall within Section 65 (au) of the *Municipal Government Act* that:

- a. Organize or operate **programs** for the benefit of the residents of the Town of Wolfville, or
  - b. Coordinate and implement **local events** in the Town of Wolfville.
1. Requests for Funding must be submitted through the Town's Community Partnership Program.
  2. The deadline for applications will be February 28<sup>th</sup>. Subject to Section 5.3.6 a second round of funding may be called for in July with a deadline of August 1<sup>st</sup>.
  3. Late applications will not be considered.
  4. Applications can be submitted in the following ways:
    - a. Mailed to Town of Wolfville, 359 Main Street, Wolfville, NS B4P 1A1
    - b. Hand delivered to the Town of Wolfville, 359 Main Street, Wolfville, NS
    - c. Faxed to (902) 542 – 5066
    - d. Emailed to [recreation@wolfville.ca](mailto:recreation@wolfville.ca)
    - e. Complete an Online form and submit through our website
  5. All applicants are required to use a Standard Application Form. Application forms are available at Town Hall (359 Main Street), and online at [www.wolfville.ca](http://www.wolfville.ca)
  6. The applicant must meet the requirements outlined in section 65 (au) of the *Municipal Government Act* to be eligible for funding. The Town reserves the right to request additional information prior to distributing funding.
  7. Only one application per organization, per fiscal year, unless a second round of funding is called per section 5.4.6. The Town's fiscal year runs from April 1<sup>st</sup> to March 31<sup>st</sup>.
  8. Successful applicants must submit a final report in the prescribed form. Final report forms will be included with the awarding letters and available at the Town Hall and online at [wolfville.ca](http://wolfville.ca). Groups will not be eligible to apply for financial assistance in a subsequent year until the final report has been received.
  9. Successful applicants will be notified by April 30<sup>th</sup> , for February 28<sup>th</sup> applications, and by October 31<sup>st</sup>, for August 1<sup>st</sup> applications

## EVALUATION PRINCIPLES

The following principles will be used to evaluate each application:

- 1. Financial Sustainability & Management*  
Groups should show evidence of past success and demonstrate that they have taken steps to ensure continued operation and/or growth. 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.
- 2. Community Benefit*  
Groups should demonstrate added value to the broad-based community and not substantially duplicate a service of other organizations.
- 3. Active Living*  
Groups that offer active and healthy living components for members and participants will be given priority when considered in the allocation of funds.
- 4. Heritage and Diversity*  
Groups that explore our past to enrich the lives of community members.
- 5. Accessibility*  
Groups must demonstrate a commitment to programs and events that are accessible to all members of the community.

## EVALUATION CRITERIA

### All Community Partnership Grants – Minimum criteria

- Application is received on time.
- Applicant falls within Section 65 (au) of the *Municipal Government Act*.
- All documentation has been received, including (purpose of the project, description of the project, target demographic served, detailed budget, previous year's financial statements, confirmation of partner funding (if applicable), list of other revenue sources, final report from previous year etc.)
- Project takes place within the Town of Wolfville or has a strong presence in the Town.
- The Town's contribution should not exceed 50% of total revenue or expenses.