



POLICY

Grants to Organizations

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Policy Number: 710-003	Supersedes Policy Number: 710-001
Effective Date: 2016-03-22 2021-12-21 2024-09-24 2025-02-17	Approval By Council Motion Number: 30-03-16 35-12-21 19-09-24 08-02-26

1.0 Purpose

The Town of Wolfville is committed to support community groups and organizations that add capacity and benefit the community by offering programs, events and spaces that are accessible and welcoming. The purpose of this policy is to provide a framework for reviewing and evaluating requests from community organizations for grant funding to support programming, capital investments, accessibility improvements, community events and other projects that align with the Town’s strategic and operational priorities, as broadly enabled by section 65A of the Municipal Government Act.

2.0 Scope

This policy applies to all community organizations that wish to obtain grant funding from the Town for a service, program, special project, initiative, or capital campaign for the benefit of residents, businesses, and visitors to the Town of Wolfville.

3.0 References

- 3.1 [Municipal Government Act](#)
- 3.2 Signing Authority Policy, 120-011

4.0 Definitions

- 4.1 **CAO** means the Chief Administrative Officer of the Town of Wolfville.
- 4.2 **Council** means the Town Council of the Town of Wolfville.
- 4.3 **Signature Festival or Event** means an event or festival held within the Town of Wolfville that occurs annually and has a significant, positive economic impact on



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the community.

- 4.4 **Town** means the Town of Wolfville, a body corporate.
- 4.5 **Program** means a project, initiative or recreational/social/educational opportunity or offering made available to the public.

5.0 Policy

5.1 One-time-Requests (Operating)

- 5.1.1 One-time requests to support extraordinary operational events and initiatives may be considered by Council using the following criteria:
 - a. The request is greater than \$2,000.
 - b. Only one application per organization may be approved every four years.
 - c. The four-year period shall commence from the date of initial disbursement.
 - d. The request is aligned with Council's Strategic Plan.
 - e. All criteria outlined in the Guidelines associated with this grant program are met.
 - f. The financial capacity/local economy of the day is considered.
 - g. The funding of the request would be in addition to the grants to organization budget allowance; and
 - h. Funding will be provided either in one lump sum amount and expensed in the year it is approved or through multi-year payments. Funding provided over multiple years will be subject to annual budget approval by Council and may be subject to change.
- 5.1.2 Applications may be submitted throughout the year. Council reserves the right to defer any requests to the following year's budget deliberation process should they deem so appropriate.

5.2 Capital Funding Requests

- 5.2.1 Funding requests to support capital campaigns and projects may be considered by Council using the following criteria:
 - a. The request is greater than \$10,000.
 - b. The request will not exceed \$50,000.
 - c. Organizations can apply twice within an eight-year period.
 - d. The eight-year period shall commence from the date of initial disbursement.
 - e. The approved amount shall not cumulatively exceed \$50,000.
 - f. The request is aligned with Council's Strategic Plan.
 - g. All criteria outlined in Guidelines associated with this grant program are



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- met.
 - h. The financial capacity/local economy of the day is considered.
 - i. The funding of the request would be in addition to the grants to organizations budget allowance; and
 - j. Funding may be provided either in one lump sum amount and expensed in the year it is approved or through multi-year payments. Funding provided over multiple years will be subject to annual budget approval.
- 5.2.2 The deadline for applications will be November 1st of each year. All applications will be reviewed as part of the budget deliberation process for Council. Late submissions will not be considered in the same fiscal year.

5.3 Sponsorships and Advertising

- 5.3.1 The Town will consider providing limited financial assistance, including but not limited to sponsorship and/or donation of prizes, to support conferences and/or workshops that are hosted in our region, of which the Town is an active member (i.e., NSFM, AMANS, FCM).
- 5.3.2 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 registration fees related to participation in recreational activities associated with the conference.
- 5.3.3 Financial assistance for sponsorship requests under 5.3.2 may be provided through the Grants to Organizations budget allowance if the purpose aligns with Town goals, and funds are available. Decision(s) will be at the discretion of the CAO and will not exceed \$1,000.
- 5.3.4 Financial assistance may be provided through advertising if the purpose aligns with the Town and/or Departments goals. Decision(s) will be determined by appropriate staff and must fall within Advertising and/or Marketing and Communication Budgets.

5.4 Strategic Partnership Program

- 5.4.1 The Town may provide ongoing financial assistance to support community groups that can be qualified as one or more of the following:
- a. Facility operators who provide affordable and accessible multipurpose recreational space to the community on a regular basis.
 - b. Signature festivals or events that:



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- i. Are a long-standing festival or event (operating for a minimum of four years).
 - ii. The Town has a partnership beyond a funding contributor with.
 - iii. Are primarily located in the Town of Wolfville; and
 - iv. Have demonstrated rationale to indicate a positive economic effect resulting from attraction of attendees from outside of Wolfville.
 - c. Community organizations that build capacity and contribute to the culture in Wolfville by introducing programs or projects that provide benefits to the community.
- 5.4.2 To be eligible for Strategic Partnership Program funding the organization must agree to:
 - a. Enter into a four-year Funding Agreement with the Town.
 - b. Provide Financial Statements to the Town annually; and
 - c. Be aligned with Council's Strategic Plan, priorities and other Town principles or initiatives. These can be found at www.wolfville.ca .
- 5.4.3 Strategic Partners will be selected to align with each four-year term of Council, at the beginning of the second year of Council's term. This will allow Council to develop its Strategic Plan for the four-year term during its first year in office, and to select Strategic Partners that align with that Plan.
- 5.4.4 A call for Expressions of Interest in becoming, or remaining, a Strategic Partner will be made as soon as practical following approval of the Town's Strategic Plan. Staff will evaluate the eligibility of each potential partner based on this Policy and will present a slate of eligible partners to Council during the annual budgeting process. Council will determine its Strategic Partners for the next four years and the annual funding amounts for each Partner from this slate.

The Town may request more information from any potential partner before Council makes its selections and determining funding amounts for the four-year Funding Agreements.
- 5.4.5 If an organization no longer meets the above criteria or fails to meet any provisions within the Partnership Agreement, the issue will be identified to the organization and an opportunity to rectify provided. If the issue is not rectified within a reasonable period of time, financial assistance will immediately cease.



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- 5.4.6 The maximum amount awarded to any group for any Strategic Partnership Program grant will not exceed \$6,500 per year of the Agreement.
- 5.4.7 Funding Agreements will be in place for four years, after which the next slate of Strategic Partners will be decided by the Council of the day.
- 5.4.8 The financial assistance level should consider all contributions provided by the Town (Property Tax Exemptions and in-kind support) when determined.

5.5 Community Capacity Grant (CCG)

- 5.5.1 The Town will consider providing limited financial assistance to organizations that work to increase the capacity of the Town by:
 - a. Organizing or operating **programs** for the benefit of the residents of the Town of Wolfville; or
 - b. Coordinating and implementing **local events** in the Town of Wolfville.
- 5.5.2 The total level of funding for the Community Capacity Grant program will be set by Council as part of the Town's budget process. Town Council may allocate different funding levels for each of the two (2) CCG grant categories:
 - a. Programs
 - b. Local Events
- 5.5.3 Community Capacity Grant Guidelines will be made available on the Town's website and elsewhere as appropriate.
- 5.5.4 This program does not provide financial assistance to social service, health, education or similar services, departments, or agencies.
- 5.5.5 The maximum amount awarded to any group for any Community Capacity Grant will not exceed \$2,000.
- 5.5.6 If an amount greater than \$5,000 is remaining in the Community Capacity Grant after the allocation of funding for February 1st requests, a second round of applications will be called for in July. Organizations who applied in February may apply a second time.
- 5.5.7 All applications will be evaluated by Town staff applying the principles and criteria outlined in the Community Capacity Grant Program Guidelines.



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5.5.8 Any decision of staff regarding funding requests may be appealed to Council upon notice of appeal within seven (7) days of being notified of the decision of staff. Council's decision regarding the appeal shall be final.

5.5.9 Applicants who have received a Community Capacity Grant in a previous year are not guaranteed approval for a Community Capacity Grant in subsequent years.

5.6 Grant Disclosure

Pursuant to section 65C of the Municipal Government Act, the Town shall disclose to the public a list of recipients of grants made by the Town and the amounts of those grants annually in the Operations Plan. Grant recipients and amounts may be published by other means at the discretion of the CAO.

5.7 Policy Review

This policy will be reviewed, at a minimum, every four years.

A handwritten signature in black ink, appearing to read 'R. Martin', is written over a light blue rectangular background.

Town Clerk

2026-02-17

Date