

Procedural Guide For Grant Requests

1. Organizations wanting to obtain grants for the upcoming year are asked to complete a Grants Request Application Form and forward same along with the required financial documents to the City Clerk's Office prior to end of day **June 30th**. Applications may be accessed through the City website at www.brandon.ca. For those without internet access, applications may be obtained by contacting the City Clerk's office at 204.729.2296 or cityclerk@brandon.ca.
2. By September, the Grants Review Committee will conduct a preliminary review of all the requests received.
3. September through October, the Grants Review Committee will conduct interviews where necessary, with representatives of the various organizations requesting grants in order to obtain more information about the organization or to clarify certain aspects of information provided. *Not all organizations will be contacted for interviews.*
4. The Grants Review Committee will provide a recommendation to City Council on the total dollar amount and the distribution of the grants for discussion at budget deliberations in January.
5. Preliminary notice of amounts being recommended by the Committee shall be sent to applicants (via email where accepted) in the fall. It shall be noted that final approval remains pending the decision of City Council as per the Budget and the adoption of the Financial Plan (March or April).
7. Upon adoption of the Financial Plan, final notices of grant allocations will be issued including payment (April or May).
8. There is no appeal process.
9. **Recipients of approved grants shall submit to the Committee, a Final Report and expenses no later than April 1st of the following year. The Template for the Final Report is included in this document. Failure to do so can impact future considerations.**

Should you have any questions with respect to the above, please contact:

City Clerk's Office
City of Brandon
410 – 9th Street Brandon, MB R7A 6A2
cityclerk@brandon.ca
Ph 204.729.2296

Terms of Reference & Criteria For Eligibility

City Council, at its meeting held November 4th, 1985, established the Grants Review Committee to:

- (a) review all financial grant requests being submitted by various organizations in the City;
- (b) meet with each organization and review its financial statement, budget and grant request; and
- (c) make recommendations regarding each request to City Council for its consideration during budget deliberations.

At this time, organizations requesting grants must meet the following criteria:

- 1) Be a non-profit organization;
- 2) Clearly demonstrate that the organization is fulfilling a need in our community which is in line with the City's mandate to provide social support and recreational, cultural, and youth services;
- 3) Include fundraising efforts as an important part of the organizations financial efforts;
- 4) Clearly demonstrate a financial need for the funds requested;
- 5) **Not apply any approved funding towards the following ineligible expenses:**
 - a) **major building capital (i.e. construction, redevelopment or purchasing property);**
 - b) **insurance;**
 - c) **taxes.**

As the number of requests received has increased substantially over the years, the Grants Review Committee now undertakes an initial screening of the applications received followed by interviews with organizations from which the Committee may require more details.

Organizations requesting grants will be categorized into the following areas:

- (a) Social Support Groups
- (b) Culture/Performance Groups
- (c) Recreational Groups
- (d) Youth Services and
- (e) Other Agencies (these are organizations that City Council has approved funding for through means other than the Grants Review Committee)

At the present time, recommendations to City Council are formulated by the Grants Review Committee on the basis of perceived need for the proposed program, breadth of impact in the community and financial need of the organization. Other factors considered are whether a given organization always applies, whether it has the financial resources to fund itself, and whether the group is funded at the Provincial or Federal levels of Government.



CITY CLERK'S OFFICE

410-9th Street Brandon, MB R7A 6A2
 Ph: 204.729.2296 Fax: 204.729.0975
cityclerk@brandon.ca

2018 GRANT APPLICATION FORM

Name of Organization	
Mailing Address	
Phone	
Email	
Contact Person	
Project Title	

Organization Type		Grant Request	
	Social Support	Amount Requested	\$
	Cultural/Recreational		

Most Significant Sources of Revenue	\$ Amount	% of Total Revenue
Fundraising	\$	%
Provincial Government	\$	%
Federal Government	\$	%
Other (Please Specify)	\$	%
Total Annual Expense	\$	
Surplus Position as of (Date):	\$	(___ / ___ / ___)
<i>Restricted</i>	\$	<i>Unrestricted</i> \$

1) Please provide details for use of this year's proposed funding:

2) Please provide a brief summary of what your organization does and how it benefits our community and its citizens:

3) If applicable, please provide a brief summary of how last year's Municipal grant was used:

*Final Reports for the 2017 Grant Recipients are due April 1, 2018.

PLEASE ATTACH THE FOLLOWING REQUIRED DOCUMENTS:

- 1) Revenue & Expense Statement from most current completed year;
- 2) Balance Sheet from most current completed year (Assets, Liabilities & Surplus); and
- 3) Budget for upcoming year (Revenues & Expenses).

SUBMIT APPLICATION AND REQUIRED DOCUMENTS TO THE FOLLOWING BY JUNE 30, 2017:

City Clerk's Office | 410 – 9th Street | Brandon MB R0K 2C0 | cityclerk@brandon.ca

The personal information is being collected by the City of Brandon for the purpose of enabling the Grants Review Committee to review Grant Applications and to achieve any other purpose to which you have given your consent. It is protected by the Protection of Privacy provisions of the Freedom of Information and Protection of Privacy Act and the City of Brandon's Policies and Procedures. If you have any questions about the collection of this information or to make application under the Act, please contact the Access to Information Officer, Ian Richards at 204-729-2269 or i.richards@brandon.ca.

OFFICE USE ONLY:

DATE RECEIVED _____

FURTHER INFORMATION REQUIRED: Yes _____ No _____

FURTHER INFORMATION RECEIVED _____

2018 MUNICIPAL GRANT RECIPIENT FINAL REPORT TEMPLATE

Name of Organization	
Mailing Address	
Phone	
Email	
Contact Person	
Project Title / Purpose	
Reporting Period	
Grant Amount	

Additional Sources of Funding: (if applicable)

Please describe specifically what you aimed to accomplish with your grant:

What progress was made towards realizing the outcome(s) of this project?
