

## **City of Brandon Municipal Grant Fact Sheet**

**1- Is the organization required to be a not-for-profit?**

Yes, a charitable number must be provided at the time of application.

**2- What amount should my organization apply for?**

There is no minimum or maximum you can apply for. The Grants Review Committee reviews all applications and makes a decision on the funding amount.

**3- What am I able to apply for?**

Organizations may submit a request for what they require the funding for. The Grants Review Committee makes the final decision.

**4- What will not be funded?**

- Municipal taxes
- Insurance
- Capital and Maintenance Projects (for example – new light fixtures, outdoor BBQ/patio area, flooring, renovations)
- Travel Expenses
- Wages/Salaries

**5- When are applications accepted?**

The intake period is May 1 to 4 p.m. on the last business day of June. Applications are accepted online. If required, paper applications can be requested by contacting the Grants Recording Secretary by telephone at 204-729-2296.

**6- When will a decision be made?**

The committee will meet during the month of September to review applications. A recommendation goes before council for preliminary approval in November/December. The final decision is made in April during the adoption of the financial plan in year the Grants are applied for.

**7- When will I be notified if our application has been pre-approved?**

The organization will be notified by email if the application is successful and the amount of the grant will be awarded in late November, early December.

**8- When will I receive the funding?**

Funding will be provided in May of the year following your application. For example; if your organization submits an application in 2021 for the 2022 Grant program and is approved, funding will be provided in May of 2022.

**9- Are there any requirements after the Grant funds are received?**

Yes, a Municipal Grant Final Report is due April 1<sup>st</sup> of the following year. For example; 2022 Grant Final Reports are due April 1, 2023.

\*Failure to submit your Final Report can impact future consideration on the Grants Review process.\*

**10- How do I submit a Municipal Grant Final Report?**

A Final Report may be submitted to the Grants Review Secretary either by email to [cityclerk@brandon.ca](mailto:cityclerk@brandon.ca) or by mail to:

City of Brandon

Attn: Legislative Services Clerk

410 – 9<sup>th</sup> Street

Brandon, MB R7A 6A2

If alternate arrangements are required, please contact the Grants Review Secretary by telephone at 204-729-2296.