

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 from May 1st 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 October 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 the 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 in late November or early December if the application was successful. Included will be a value of the grant that the Committee recommended for Council's consideration during budget deliberations. **The value indicated in this notice is not guaranteed in advance of budget deliberations.**

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 2023 for the 2024 Grant program and is approved, funding will be provided in May of 2024.

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

Yes, a Municipal Grant Final Report is due April 1st of the following year.

For example; 2023 Grant Final Reports are due April 1, 2024.

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 or by mail to:

City of Brandon

Attn: Legislative Services Clerk

410 – 9th Street

Brandon, MB R7A 6A2

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