

City of Brandon Municipal Grant Fact Sheet

1- Is the organization required to be a non-profit?

To be eligible organizations must be reasonably identifiable as one of or a combination of the following:

- **Non-Profit**
- **Charity (charitable status number required at time of application)**
- **Community Based Organization**

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?

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

5- NEW- Small capital projects may receive funding from the Grants Review Committee so long as they do not constitute a building capital or maintenance project. (ie. furniture, equipment)

- **Funds available for any such capital projects are restricted to a maximum of \$10,000 or 50% of the projected project costs, whichever is less.**

6- 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.

7- When will a decision be made?

The committee will begin to review applications as early as September but may proceed into the fall. A recommendation goes before council for preliminary approval in November/December and may be subject to change during and after budget deliberations. The final decision is made in April during the adoption of the financial plan in the year the Grants are applied for.

8- NEW- Organizations requesting significant grant funds are required to provide a presentation to the Grants Review Committee regarding the nature and purpose of the grant.

9- 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 is recommended for a grant. 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 and formal adoption of the Financial Plan.

10- When will I receive the funding?

Funding will be provided in spring of the year following your application upon adoption of the Financial Plan.

For example; if your organization submits an application in 2024 for the 2025 Grant program and is approved, funding will be provided in April/May of 2025.

11- 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.

12- 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.