

TOWN OF THREE RIVERS

Three Rivers Municipal In-Kind Grant Program

Policy Number: TRG-7

Approved By: Town Council

Date of Approval: November 12, 2019

POLICY STATEMENT

A municipal in-kind grant program is established by Council, by bylaw. Any change to the name, purpose, or criteria and conditions of the grant program identified by Council requires an amendment to the Grants Bylaw. Any change to this established in-kind grant policy requires the approval of Council by resolution.

PURPOSE

The purpose of this in-kind grant policy is to lease municipal property at a nominal rate, as approved by Council to enable development that Council considers to be in the best interests of the municipality.

AUTHORITY

Subsection 158(1) of the Municipal Government Act Municipal Government Act R.S.P.E.I. 1988, Cap. M-12.1., enables council to provide, by bylaw, for the leasing of land for nominal consideration, for any purpose that the council considers to be in the interests of the municipality.

APPLICATION

This in-kind grant policy applies to any group, organization, or event for which an in-kind grant may be established, application may be made, or reviewed and awarded.

DEFINITIONS

Act means the Municipal Government Act.

Chief Administrative Officer or CAO means the administrative head of a municipality as appointed by council under subsection 86(2)(c) of the Municipal Government Act.

Council means the Mayor and other members of the Council of the municipality.

Councillor means a member of Council other than the Mayor.

Application means an application for a lease for nominal consideration.

Grant means a sum of money given by the Town of Three Rivers for a specified purpose.

In Kind means a grant paid by the Town of Three Rivers in goods, commodities or services instead of money.

OBJECTIVES

The objectives of this policy are as follows:

- To establish a process for providing an in-kind grant to not-for-profit groups, organizations, or events that is fair and consistently applied;
- To identify criteria upon which in-kind grant applications will be evaluated; and
- To set out the process by which the municipality will consider in-kind grant requests.

PRINCIPLES

Council is committed to responsible stewardship of its land inventory.

Council is committed to treating requests for grants from not-for-profit groups, organizations, or events in a consistent, fair, and equitable manner, subject to established priorities and budget.

ELIGIBILITY CRITERIA

The following criteria will serve as a guide for the review of applications for in-kind forms of assistance from the Town of Three Rivers. To be eligible for funding, an application for in-kind support must:

- Be broad based and open to a wide cross-section of the public; and
- Propose to have a significant positive impact in economic or community development for the municipality.

In-kind support will be awarded to not-for-profit groups, organizations, or events offering services, products or activities in the best interests of the municipality.

Final drawings/plans for any capital improvements to be made upon the leased land are subject to approval by Town of Three Rivers prior to commencement of construction/installation.

Upon the cessation of the development for which the lease at nominal consideration was granted, the lease will terminate and any and all capital improvements upon the land will become the property of Town of Three Rivers.

Those eligible for in-kind support are not required to live or operate within the boundaries of the municipality.

IN-KIND GRANT APPLICATION PROCESS

All applications for an in-kind grant must be submitted with the following information and documentation:

1. A description of the development for which in-kind support is being requested.
2. The level of service the group, organization, or event provides to the municipality.
3. A description of the lease being sought for nominal consideration.
4. The degree to which the municipality will benefit as a result of the in-kind grant.

Applications for in-kind support will be reviewed by the CAO and a recommendation will be made to Council based on the evaluation of the application.

APPLICATION DEADLINES

Requests for in-kind support will be considered on an ongoing basis.

Advance notice of not less than 30 days is required when making an application for in-kind support.

In-kind support granted for previous years will not be a factor in consideration and each application will be reviewed on its own merit.

Filing an application does not necessarily guarantee the award of any in-kind grant to the applicant.

FUNDING LIMITS

Actual in-kind support in the form of leases at nominal consideration will be based on resources available when the application is made.

When grants "in kind" include the use of facilities, proof of insurance, normal security deposits and regular terms and conditions of the facility being used will apply.

REPORTING

Council will ensure that adequate and accurate records of all in-kind grants awarded are kept on file and submitted each year during budget deliberations.

Council will notify each applicant of the outcome their in-kind grant application and grant recipients will be advised of type of in-kind support awarded to them.

Council will include a summary of its in-kind support in its annual summary of grants and in response to requests for information in accordance with section 147 of the MGA.

ACCOUNTABILITY

Council reserves the right to grant or reject any application for in-kind support that may or may not qualify in accordance with the provisions set out in this policy.