

Town of Yarmouth

GRANT POLICY

Effective: December 1st, 1993 – Amended: January 11th, 2024
TOY 16



1.0 Policy Statement

The Town of Yarmouth recognizes the important and valuable contribution of groups and organizations to the recreational and cultural climate of our community and, as a matter of policy, will, upon request, consider providing financial and other assistance to enable them to promote their objectives.

- 1.1 Financial assistance will be classed as either operating, which is intended to cover those expenses associated with starting and operating the program and/or service; or tax, which is intended to cover property tax expenses.

2.0 General

Council, as a matter of policy:

- a. will restrict grants to groups, and organizations who are providing a service to the Town and area residents;
- b. will not provide to a competing group or to duplicate a particular service;
- c. will not consider grants to Provincial and National organizations and fund-raising activities, of those groups/organizations until grants to local groups have been considered;
- d. will not consider a grant to any group or organization unless and until all the information required in the grant application has been received;

3.0 Tax Grants

- 3.1 Tax grants will be considered once per year.
- 3.2 Any group or organization applying for a tax grant must submit their application by April 15th.
- 3.3 Applications received after the deadline will not be considered.

4.0 Operating Grants

- 4.1 Operating grants will be considered twice per year.
- 4.2 Any group or organization may only apply once per year.

- 4.2 Any group or organization applying for an operational grant must submit their application by April 15th or September 15th.
- 4.3 The maximum amount any group or organization may receive is \$5000.00.
- 4.4 The budget shall be split 30% for fall intake and 70% for the spring intake.
- 4.5 Any application received after the deadline will not be considered until the next round of grants.
- 4.6 Council may, at their discretion, ask any group or organization to present to Council.
 - a. Presentations shall be limited to five (5) minutes with a five (5) minute question period.
 - b. Presenters will be determined by a majority vote of Council.
- 4.7 Ten percent (10%) of each year’s budget will be reserved for a contingency fund to address unforeseen grant requests.

5.0 Disclosure

A list of grant recipients, including type of grant and funding amount shall be published on the Town of Yarmouth website annually, within 90 days of each fiscal year end.

Clerk’s Annotation for Official Policy Book	
Date Approved by Council: November 4 th , 1993	
Date of Adoption: December 1 st , 1993	
Date of Approval of Amended Policy: January 11 th , 2007	
Date of Approval of Amended Policy: February 18 th , 2016	
Date of Approval of Amended Policy: March 12 th , 2020 (Section 2.0 i)	
Date of Approval of Amended Policy: June 10 th , 2021 (Section 3.0)	
Date of Approval of Amended Policy: August 11 th , 2022	
Date of Approval of Amended Policy: January 11 th , 2024 (Contingency Fund)	
I certify that this ‘Grant Policy’ was adopted by Council as indicated above.	
Town Clerk:	Date: