

# Town of Yarmouth

## GRANT POLICY

Effective: December 1<sup>st</sup>, 1993 – Amended: May 14<sup>th</sup>, 2026  
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;
  - e. will not consider a grant to any group or organization until a report is received on how the last grant funding was used;
  - f. will prioritize groups or organizations that demonstrate a greater overall benefit to the Town.
- 2.1 Funding provided under this program shall be used exclusively for the direct delivery of the approved project or initiative by the applicant organization. Grant recipients shall not allocate, transfer, or distribute funds to other organizations, groups, or individuals in the form of grants, donations, or other financial contributions.
- ### 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 15<sup>th</sup>.

- 3.3** Applications received after the deadline will not be considered.
- 3.4** The balance of prior year's taxes must be paid in full before any funds are released.
- 3.5** Any group or organization applying for a tax grant shall not be eligible for an operating grant.
- 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 15<sup>th</sup> or September 15<sup>th</sup>.
- 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.
- 4.8** In an election year, fall grant amounts will not be released until after the election.
- 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<sup>th</sup>, 1993

Date of Adoption: December 1<sup>st</sup>, 1993

Date of Approval of Amended Policy: January 11<sup>th</sup>, 2007

Date of Approval of Amended Policy: February 18<sup>th</sup>, 2016

Date of Approval of Amended Policy: March 12<sup>th</sup>, 2020 (Section 2.0 i)

Date of Approval of Amended Policy: June 10<sup>th</sup>, 2021 (Section 3.0)

Date of Approval of Amended Policy: August 11<sup>th</sup>, 2022

Date of Approval of Amended Policy: January 11<sup>th</sup>, 2024 (Contingency Fund)

Date of Approval of Amended Policy: May 14<sup>th</sup>, 2026

I certify that this 'Grant Policy' was adopted by Council as indicated above.

Town Clerk:

Date: