



Town of Shediac

Grant Policy

Grant application for arts, culture and
heritage

March 2017

Grant policy

Grant application for arts, culture and heritage

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1. Goals

- a) Improve the quality of life of the residents of Shediac by funding events and activities aimed at promoting arts, culture and heritage.
- b) Establish guidelines that enable Council and the municipal government to support groups, organizations and associations in their efforts to improve the quality of life of citizens of Shediac.
- c) Promote the development of new activities and special events in order to meet the current and future needs and interests of the citizens of Shediac, namely in the area of arts, culture and heritage.
- d) Provide monetary incentives, goods and/or services to individuals or organizations within Shediac's territory.

2. Definitions

- a) The Town means the municipality of Shediac.
- b) The applicant represents the group, organization, association or individual applying for a grant.
- c) Project means the activity or special event proposed by the applicant.
- d) Monetary assets is the amount set by the Town for a given grant.
- e) Service goods means the service(s) that have been predetermined by the Town for a given grant.

3. Criteria and requirements

- a) The Town of Shediac favors, in respect of this policy, the sectors and activities aimed at promoting arts, culture and heritage.
- b) The services provided as part of the proposed projects must be made available to the whole population of Shediac at a marginal cost.
- c) The project leaves behind a legacy by helping improve the town's quality of life.
- d) Applications are assessed based on the following criteria: the proposed project...
 - Is in line with the Town's Cultural Policy;
 - Has an impact on the development of arts, culture and heritage;
 - Has an innovative feature;
 - Focuses on strong partnerships and is based on the applicant's proven ability to succeed.
- e) Funds will be allocated based on availability of funds.
- f) The eligible project can generate a profit. This profit must be reinvested in the project or invested in the community in various ways.
- g) Those in charge of the application must fill out the application form and provide a list of the goods and services stated.
- h) Applications must be submitted no later than November 1st of each year. On an exceptional basis, certain applications can be submitted during the fiscal year.
- i) Applications will be looked at and assessed by the Town's Cultural Development Committee. Council is the final authority on any decision regarding funding and the distribution of goods and services under this policy.
- j) The applicant will be notified in writing no later than January 31 of the municipality's contribution, whether in the form of grants, goods, services or other as well as any condition that must be met in order to access the municipality's contribution.
- k) Grant or subsidy applications below \$500 will be referred to policy on subsidies 95-22.
- l) Shediac Town Council reserves the right to impose specific conditions to its participation, whether pertaining to grants or other.

4. Terms

- a) The Town will cover 70% of the monetary grant once approved, except in the case of funding campaigns where it could be covered entirely. The second installment will be paid upon completion of the project and once a final report has been produced and approved. The Town reserves the right to request additional information, such as a professional financial statement.
- b) The grant awarded can be used to pay expenditures in the operating budget presented by the project's applicant.
- c) The Town is recognized as a project sponsor and will be granted the related benefits, i.e. that the Town be given the same exposure or importance as the other sponsors in the same category.

5. Appendix A – Application Form

Adopted by the Council on March 27, 2017.

APPENDIX A

Application Form

Grant Application Form for Arts, Culture and Heritage

1. Background:

Name of organization or promoter: _____

Address: _____

City: _____ Postal code: _____

Telephone: _____ (home) _____ (office)

Fax: _____ E-mail: _____

Website: _____

Mandate of the organization or promoter:

Contact person:

Name: _____

Title: _____

Address: _____

City: _____ Postal code: _____

Telephone: _____ (home) _____ (office)

Fax: _____ E-mail: _____

Contact person (other):

Name: _____

Title: _____

Address: _____

City: _____ Postal code: _____

Telephone: _____ (home) _____ (office)

Fax: _____ E-mail: _____

2. Information about the project, activity or special event:

Project title or name: _____

Date(s): _____

Location(s): _____

Number of expected participants: _____

***Please include with your request an executive summary (one page minimum) of your proposed project

3. In a separate document, explain how this project meets the following criteria:

- a) the proposed project is in line with the Town's Cultural Policy. (300 word minimum) (value: 20 points)
- b) has an impact on the development of arts, culture and heritage. (300 word minimum) (value: 20 points)
- c) has an innovative feature. (200 word minimum) (value: 10 points)
- d) Focuses on strong partnerships and is based on the applicant's proven ability to succeed. Please supply a list of your partners, who you have approached, and the amounts requested or confirmed (value: 10 points)

4. In what ways will you acknowledge the support of the Town of Shediac? Please include to your request your visibility plan for your partners. (10 points)

e) 5. In what ways will you promote the project, activity and special event? Please include to your request your proposed marketing plan. (500 word minimum) (value: 15 points)

6. Proposed budget (15 points)

REVENUES	Amount (\$)
Participant registration	
Applicant's contribution	
Support sought from the City	
Provincial grant	
Federal grant	
Fundraising	
Total revenues	
EXPENSES	
Operational costs	
Travel costs	
Accommodation costs (meals and accommodations)	
Room rentals	
Printing	
Advertising and promotion	
Purchase of material	
Translation services	
Equipment rental	
Salaries / Fees	
Other (specify)	
Other (specify)	
Total of expenses	
OVERALL TOTAL (revenues minus expenses)	

Evaluation:

Proposed Project	20 points
Development of the arts	20 points
Innovative	10 points
Partnerships	10 points
Recognition	10 points
Marketing	15 points
Budgets	15 points
TOTAL	100 points

Signatures:

On behalf of _____, I submit this grant application as outlined herein to the Town of Shediac.

Signature: _____ Title: _____

Signature: _____ Title: _____

Date: _____

Appendix B:

Statement

Statement

Please note: For this grant application to be considered, all boxes must be checked:

- The information provided herein is accurate and complete. If the person signing or his/her contact information changes, the applicant must notify the Town of Shediac.

- The support granted by the Town of Shediac can only be used for the purposes stated herein. Once the Town of Shediac has accepted to grant financial support, no major change can be made to the project without its authorization. The funds that are not used for the intended purposes must be returned to the Town of Shediac.

- The applicant authorizes the Town of Shediac to release any information contained herein for the following purposes: to make any decision regarding this application and to manage, control and assess the outcomes, once the project is complete.

- In the case where an access to information request concerning this financial support application and any other information on the organization in the Town of Shediac's possession, the information provided to the Town of Shediac will be dealt with in accordance with the *Access to Information Act* and the *Privacy Act*. However, once financial supported is approved, the amount of this aid, the purpose for which it was granted and the name of the recipient organization become public information.

- The applicant is entirely responsible for his/her debts and agrees to comply with all municipal/provincial/federal laws.

- The applicant has received the approvals, permits, licenses and consents required to undertake the proposed project and, if necessary, will provide them to the Town. The Town of Shediac, as well as its employees and agents will not be held responsible for any injuries, including anyone's death, or any material losses or damages sustained by the organization or its employees, agents or volunteers, in carrying out the project or activity.

- The organization's applicant will not hold the Town of Shediac, its employees and agents responsible for any claims, losses, recover damages, costs, expenses, including reasonable expenses between the attorney and the client, administration fees, disbursements and any claims, actions or other procedures resulting directly or indirectly in personal injury, someone's death, material damages caused by the organization or its employees, agents or volunteers in carrying out the project or activity.

- The applicant agrees to submit a final report and, if necessary, provide the financial statements needed to assess the activities funded by the Town.

- The application represents a legally-binding agreement between the applicant and the Town of Shediac and will be in effect on the date when the grant or support was approved by the Town. Once signed, this agreement will constitute a legal commitment.