

Schedule « A » to the United Counties of Prescott and Russell Grant Policy

Criteria for Eligibility, Conditions and Procedures for Grant Requests

CRITERIA FOR ELIGIBILITY

1. An applicant must have a clearly defined purpose and function for providing services which meet those needs which are deemed to be of significant benefit for the United Counties of Prescott and Russell. The applicant must clearly identify the purpose for the grant, and clearly demonstrate how it will achieve the desired benefit.
2. Those applicants whose grant requests are in support of one or more of the following objectives shall receive priority consideration.
 - a. – improvement of the quality of life for those of greatest need;
 - b. – assist and promote the municipality;
 - c. – preservation of the community's heritage;
 - d. – support of the community's recreational needs;
3. The applicant must demonstrate that the service to be provided is not being provided by any other agency.
4. The applicant shall demonstrate that it has fully explored alternate sources of financial support, such as: other levels of government, private sector donations or sponsorships, foundations, churches, United Way, and service clubs.
5. All applicants shall demonstrate that they have identified, examined and weighed their financial ability to service its clientele, and that with a grant from the Counties, the applicant becomes financially capable of completing the project or delivering the service as detailed in their grant request application.
6. An applicant which receives a grant from the Counties shall not use these funds to provide funding for any other group or organization and shall be used exclusively for the purpose for which the application was made.
7. It is recognized and understood that volunteers are an integral part of community service. In order that the Counties may support and give priority to local volunteers; the applicant must demonstrate that its day to day operations, the delivery of services and project completion relies heavily on volunteers.
8. Where grants are provided to an applicant which offers services to clients, such clients shall be expected to pay for the service, wherever and whatever feasible.

9. Guidelines to be used in determining the amount of the grant are:
 - a. Capital or one-time grants that can be used to leverage other monies or provide long term financial stability will be given preference;
 - b. Grants to cover operating costs will not be awarded where the requesting organization's bank balance exceeds \$5,000 or is 2 times greater than the amount requested;
 - c. Grants to cover operating costs will supplement the fund raising efforts of the requesting organization and will not exceed the monies raised from fund raising;

CONDITION OF GRANT

1. Granting of assistance in any one year is not to be regarded as a recurring commitment. A new application with current financial data will be required on an annual basis.
2. The fact that an applicant satisfies all the eligibility criteria outlined in this policy does not compel the Counties to allocate funds to that applicant.
3. The Counties will not contribute to the funding of deficits for any undertaking for which there was no prior consideration and approval by the Counties for the project or to underwrite a deficit should it occur.

GRANT PROCESS

1. Only complete applications for grants will be given consideration.
2. To be considered complete, an application must address all of the criteria contained in this policy and be accompanied by the most recent approved budget and financial statement.
3. Council shall consider all applications made under this section and approve allocations, under such terms and conditions as it deems appropriate.