

Grants Policy



Policy #	4.3
Procedure #	-
Replaces	-
Revises	
Date Approved	December 13, 2021
Method of Approval	Resolution #2021-694

Our File: 03.03.PO

1. PURPOSE

This policy provides guidelines to be used by Council and Administration to approve and administer requests for grants consistently, fairly, and objectively. Each year, the City of Dauphin receives grant requests that exceed the municipality's grant capacity. This policy will provide standards, processes, and evaluation criteria that will ensure consistency in approving or declining grant requests.

2. PRINCIPLES

The following principles will guide the evaluation of grant requests.

- Council will review and evaluate grant requests objectively, and each request will stand on its own merits.
- A grant shall not serve as the primary source of funding for the organization. It shall be supplementary to funding derived from other sources.
- Grants shall align with Council's values, mission, and goals as outlined in the City of Dauphin's Strategic Plan.
- An approved grant amount may vary from year to year depending on community priorities and needs and the financial capacity of the municipality.
- The City of Dauphin does not guarantee continued annual grant funding for any organization.
- Grants will not be considered for any of the following:
 - Where a member of Council or a municipal official receives direct financial gain from the grant
 - Where only an individual benefits from the grant
 - Political or religious groups
 - For-profit organizations

3. SUBMISSION PROCESS

All grant requests must be submitted to the municipality prior to February 28th for consideration in the corresponding year's Financial Plan.

Grant requests must be completed on the organization's letterhead, signed by the head of the organization, addressed to the City Manager, and must include the following:

- The name of the organization and the name, phone number, and email of a contact person able to answer questions regarding the request.
- A brief description of the organization's mandate.
- Indication that the organization is not-for-profit.
- Details regarding the grant amount requested, its proposed purpose, and its benefit to the community.
- Demonstration of financial need.
- Indication of the budget to support the proposal, including other grants applied for or secured.
- Statement regarding the organization's commitment to accessibility and inclusivity, including any processes or policies that address inclusion based on race, ethnicity, gender, sexual orientation, and/or physical ability.

Grant requests must be accompanied by supporting documentation, including (but not necessarily limited to) audited financial statements for the prior year, the budget for the upcoming year, a list of executives, and minutes from the organization's annual general meeting.

Under special circumstances, Council may approve, by resolution, grants for applications received after February 28th.

4. EVALUATION AND APPROVAL PROCESS

The City Manager, or their designate, will review grant requests for completeness and compliance with this policy before forwarding to Council for their consideration. Incomplete requests may be returned to the organization with a list of additional information required.

Grants are evaluated during the budget process in April of each year and approved grants are included in the annual Financial Plan, released in May of that year.

Council will evaluate grant requests fairly and objectively on the basis of the following criteria. Proposals must demonstrate:

- Alignment with Council's values, mission, and goals as outlined in the City of Dauphin's Strategic Plan.
- Alignment with the needs of the taxpayers of the City of Dauphin.
- That the requesting organization demonstrates a strong and committed executive, fiscal responsibility, and a track record of effective management.

- That the proposed project or operational features fill a need within the community not otherwise addressed by other organizations.
- That the proposed project or operational features will contribute in some way to the growth and betterment of our community.
- That the application is complete and includes all the required information and supporting documentation outlined in Section 3 of this policy.
- That the plan, timeline, resources, and budget for the proposed plan are feasible and realistic.
- That the grant does not serve as the primary source of funding for the organization and that supplementary funding derived from other sources has been established.
- That the grant for a particular project does not overlap with funding already provided either directly or indirectly by the City of Dauphin to the applicant organization.
- That there are no other Provincial or Federal Grant streams that could be accessed that would cover the grant amount requested from the City of Dauphin.

Applicants will be advised in writing of the status of their grant request following the adoption of the Financial Plan and its submission to Manitoba Municipal Relations by May 15th.

Funds are then released only upon receipt of correspondence requesting payment and outlining the status of the use of funds and/or the proposed project and an indication of work completed (e.g. paid invoices, receipts, photos, etc.). Grant funds will not be released if the project is cancelled.

5. REQUESTS FOR DONATIONS

The City of Dauphin periodically receives requests from non-profit organizations for financial support in the form of a donation. The City does not have a mandate to direct taxpayers' funds to external organizations requesting donations. Where appropriate in the case of an event, the City will offer to provide City of Dauphin merchandise as door prizes or give-aways. Written requests will receive a response via email or letter, advising of the above.

	DISTRIBUTION
	Master Policy Manual
	Notice to Department Heads (Email)
	Notice to All Staff (Email)
	Intranet
	Internet (Public Information)