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**Title: Grants & Donations**  
**Policy No.: ADM-10**

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**Council Motion No.: 25-073**  
**Date Approved: April 22, 2025**

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## **POLICY STATEMENT**

The Town is committed to supporting community organizations, groups, and individuals who contribute to the growth and well-being of our community.

The Town allocates a portion of our annual budget for grants and donations to various organizations and individuals to facilitate community improvement, engagement; improve the well-being and development; assist in travel for educational, cultural, sport or leadership initiatives.

Grants and donations are made available in several categories to support organizations and individuals whose activities align with the Town's strategic objectives. All forms of funding are made at the discretion of Council and are made based on availability of funding.

## **PURPOSE:**

The purpose of this policy is to provide eligibility criteria and evaluation guidelines when providing grants and donations to groups, organizations, and individuals within the Community.

This policy ensures that all grants and donations are made equitably and fairly given the limited amount of funds allocated in the Town's approved annual budget.

## **AUTHORITY:**

- Towns And Local Service Districts Act
- Public Procurement Act, Regulations & Policies
- Council Discretion

## **PROCEDURE:**

### **1. Annual Grant Program**

There are several organizations providing programming and services in the municipality of Clareville. Through the Annual Grant Program, community groups and organizations can apply for an annual, one-time donation to support activities and programs for residents of Clareville.

Council allocates an annual amount each year in the budget process to support community groups and organizations. The purpose of an annual donation program is to ensure that all donations are made in an equitable and fair manner to all eligible groups and organizations.

#### **1.1 Grant Applications and General Eligibility:**

- 1.1.1 Organizations must be based in Clareville or have a group, chapter, or unit located in the Town of Clareville.

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- 1.1.2 Eligible organizations are community driven and not-for-profit. Organizations and groups must be approved to carry out business and activities and be in good standing with the Town.
- 1.1.3 Organizations shall demonstrate they promote inclusivity and use any assistance or support to provide inclusive programs and/or services to Clareville residents.
- 1.1.4 Groups and organizations interested in receiving a grant from the Town must complete the Application Form available on the Town website. Any documentation required under the program must be provided prior to being considered eligible.
- 1.1.5 Requests and applications must be specifically addressed to the Town (example; form letters or requests sent via mass email not considered).
- 1.1.6 Grants are not extended to national and international registered charities.
- 1.1.7 Specific grant allowances provided to organizations may be determined based on organization size, operating budget, and other information provided in the application form.
- 1.1.8 Applications are reviewed and evaluated by the Council Finance & Administration Committee. The Committee makes recommendations for approval to Council during the annual budget preparation
- 1.1.9 Any support provided is a one-time payment. Granting of financial assistance in any one year is not a commitment to continue such assistance annually.

**1.2 Grant Categories:**

Grants are intended for not-for-profit organizations operating in the Town of Clareville providing programs and services that contribute to the Town's Strategic goals and well-being of our residents. Grants are intended for programs or services categorized as recreational, social, arts, cultural and community enhancement.

**Other Donations**

- 1. In the event of the death of an employee, an immediate family member of a working employee, an elected official, an immediate family member of a sitting elected official, a retired employee, or a previously elected official, the Town will make a \$75 donation.
- 2. The Town will contribute \$500 for a scholarship in memory of Elizabeth Blackmore to be presented to a graduating high school student who enrolls in a post secondary institution. This scholarship will be available to a child of a person who is normally a resident of Clareville and displays outstanding community involvement and leadership.

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3. On an annual basis, Council may budget funds to support other worthy fund-raising events (in-kind or cash).

### **Travel Assistance Program**

Requests will be received outside the Annual Grant Program for two categories:

#### **1.) Travel Assistance Program – Sporting Events & Competitions:**

The Town will provide funding assistance for travel to a sporting event or competition to individuals who have been chosen to represent the Town at amateur sporting events.

##### **Eligibility:**

- Must be a resident of Clareville
- The team/individual must have won the right to attend an Atlantic, National or International competition by qualifying through participation in a sanctioned provincial championship or applicable selection process.
- The event must be associated or recognized by a National or Provincial Sport Governing Body.
- Preference will be given but not limited to individuals 19 years of age and under.
- Travel must be outside the Island portion of the province.
- Individuals traveling outside the province are eligible to receive a maximum \$250.00
- Teams traveling outside of the province are eligible to receive \$250 for each local team member up to a maximum of \$1000 per team.
- Council will allocate a specific amount in the annual budget for travel assistance program. Once the budgeted amount has been reached, no further donations requests will be considered.

#### **2.) Travel Assistance Program – Educational Symposium, Conference or Seminar:**

The Town will provide funding assistance to Individuals or teams for travel to a symposium, conferences or seminar that is of an educational nature.

##### **Eligibility:**

- Must be a resident of Clareville.
- The event must be associated with an educational institution (NL Schools or Post Secondary) and have won the right or have been selected to attend an Atlantic, National or International event.
- Preference will be given but not limited to individuals 19 years of age and under.
- Travel must be outside the Island portion of the province.
- Individuals traveling outside the province are eligible to receive a maximum \$250.00
- Teams/groups traveling outside of the province are eligible to receive \$250 for each local team member up to a maximum of \$1000 per team/group.
- Council will allocate a specific amount in the annual budget for travel assistance program. Once the budgeted amount has been reached, no further donations requests will be considered.



## ***Town of Clareville - Policy Manual***

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### **How to Apply:**

#### **Annual Grant Program:**

Groups and organizations interested in receiving an annual Grant from the Town of Clareville must complete the Application Form and submit it by September 30<sup>th</sup> of each year to be reviewed during the Budget process.

#### **Travel Assistance Program:**

Requests must be made using the Travel Assistance Application Form.

Requests should be submitted 1 month prior to the event start date in order to allow sufficient time for Council application review. All requests will be reviewed by the Council Finance and Administration Committee.

The Town will not entertain donation requests that are not specifically addressed to the Town of Clareville and do not include the Application Form (for example, form letters, generic emails, etc.)

Completed application forms may be submitted:

**Via email:** [info@clareville.ca](mailto:info@clareville.ca)

**Mail:** Town of Clareville, 99 Pleasant Street, Clareville, NL, A5A 1V9

### **REVISION HISTORY:**

<b>Motion No.</b>	<b>Date:</b>	<b>Description:</b>
06-118	July 25, 2006	Adopted by Council
09-139	September 22, 2009	Amended
10-120	September 14, 2010	Amended
16-029	March 8, 2016	Amended
22-197	November 22, 2022	Amended
25-073	April 22, 2025	Amended