

**Town Council of the Town of Gander
Policies and Procedures**

Policy Topic: Community Partnership Fund		
Policy No: R022	Motion of Council: #16-020	Effective Date: 02/10/16
Section: REC		
Issued By: Governance & Community Engagement Committee		

Policy Statement:

The Town of Gander will establish an annual Community Partnership Fund for the purposes of providing financial assistance to charitable, non-profit and recognized public service organizations offering socially inclusive programs or services to the residents of Gander that are consistent with Town values.

Purpose:

To actively encourage the growth and stability of non-profit groups and organizations within the Town whose purpose is to contribute to the general well-being of the citizens of the community.

Eligibility:

In order to be eligible for funding under the Community Partnership Fund applicants must:

- Be a registered charity or non-profit organization headquartered and operating out of Gander.
- Have an established Board of Directors.
- Have been operating continually for at least two years.
- Allow membership or participation to all residents of Gander.
- Provide programs or services specifically intended for youth
- Have no outstanding debts or financial obligations with the Town of Gander

Application Process:

Community groups and organizations requesting financial assistance under the Community Partnership Fund must apply each year by way of the following procedure:

Applicants must submit a completed application form clearly outlining the nature and scope of the proposed program, project or initiative. The application and supporting documents must:

- Indicate how the program, project or initiative will contribute to the well-being of the citizens of the community (Gander or their members).
- Identify all sources of funding.
- Include a copy of their financial statements from the previous year.
- Include a bank certified statement verifying the applicant’s current bank balance.
- Identify any economic impact the project, program or initiative will have on the community.

The Application Deadline is February 1st of each year.

Adjudication:

All applications for funding shall be evaluated by a special review committee that will be appointed by Council during their first regular meeting each year. This Committee shall:

- Consist of one member of the Town's senior management team, the supervisor of accounting, the youth representative on Council and a member of the general public.
- Review each application for completeness and full compliance under the eligibility criteria.
- Submit its recommendations to the Recreation and Community Living Committee for consideration and recommendation to Council.

Benefactor Obligations:

Groups or organizations awarded funding under the Community Partnership Fund, upon the completion of the qualifying program, project or initiative but no later than December 31st of the year in which the funding was rewarded shall:

- Submit a written report detailing the actual activities supported by the funds including official records and photographs.
- Provide a financial statement detailing the items and activities the funding was used for.

Failure of the Benefactor to fulfil their obligations as stated here will result in their disqualification for future funding.

Limitations:

The Community Partnership Fund is subject to the following limitations:

- The Town of Gander shall provide an annual endowment to the Community Partnership Fund in an amount that shall be at the sole discretion of Council. Amounts may vary from year to year.
- The maximum funding awarded in any given year will be \$5,000 per applicant. Actual funding awarded will be based on a number of factors including number of members in the applicants' organization, duration of the program, and other municipal contributions.
- Eligibility criteria are set by Council and subject to change solely at Council's discretion.
- Grants shall be awarded on the basis of no more than one per organization per calendar year.
- Grants shall be non-repayable and non-transferable.

Responsibilities:

Responsibilities for the administration of this policy are assigned as follows:

The Director of Recreation and Community Services or their designate is responsible for receiving and managing all applications as well as the reports provided as a part of the benefactors obligations. The Director shall also notify applicants of the approval or rejection of their funding request.

The Community Partnership Fund Review Committee is responsible for reviewing and evaluating all applications and submitting its recommendations to the Recreation and Community Living Committee of Council.

The Recreation and Community Living Committee is responsible for reviewing the recommendations of the Community Partnership Fund Review Committee and forwarding its own recommendations to Council for consideration and approval.

Town of Gander

Community Partnership Fund Application

Organization Name: _____

Contact Name: _____

Address: _____

Email: _____

Phone: _____ Fax: _____

Eligibility Requirements

The following eligibility requirements must be met in order to apply:

- Be a registered Charity or non-profit organization headquartered and operating out of Gander.
- Have an established Board of Directors.
- Have been operating continually for at least two years.
- Allow membership or participation to all residents of Gander.
- Provide Programs or services especially intended for youth.
- Have no outstanding debts or financial obligations with the Town of Gander

Questions

1. How does your organization's program, project or initiative contribute to the well-being of the citizens of the Community (Gander or their members)?

2. Identify all sources of funding:

3. Identify any economic impact the project, program or initiative will have on the community:

4. The following are required to be attached to this application:

Financial Statement from previous year:

Attached? Yes No

Bank certified statement verifying the applicant's current bank balance:

Attached? Yes No

Please return completed application by mail, fax or email:

Dept. of Recreation & Community Services
Town of Gander
100 Elizabeth Drive
Gander, NL A1V 1G7
Phone: (709) 651-5927 Fax: (709) 256-4195
Email: recreation@gandercanada.com