

Municipality of the District of Lunenburg POLICY

Title: Designated Community Project Fund	
Policy No. MDL-48	
Effective Date: April 14, 2009	Amended Date: July 23, 2019

1.0 Title

The Municipality of the District of Lunenburg shall establish a procedural policy known as the Designated Community Project Fund (D.C.P.F.).

2.0 Administration

The fund shall be a segregated fund administered by the Municipality of the District of Lunenburg,

3.0 Eligibility

The intention of the fund is to assist eligible organizations who do not place restrictions on membership (save for minimal restrictions such as membership fees). Any expenditure from the D.C.P.F. is at the sole discretion of Municipal Council.

Persons (including, without limiting the foregoing, individuals, corporations, organizations, trusts and partnerships) may make donations to the Municipality of the District of Lunenburg with a direction that the donation(s) be added to the D.C.P.F. The following wording must be included in D.C.P.F. solicitations by any individual organization:

The ____ (name of organization) ____ is unable to issue a tax deductible receipt under the Income Tax Act. However, the Municipality of the District of Lunenburg has established a Fund entitled the Designated Community Project Fund (D.C.P.F.). Municipal Council may by Resolution make a grant or contribution from this Fund pursuant to Section 65(a) of the Municipal Government Act, for facilities located within the Municipality of the District of Lunenburg.

The ____ (name of organization) ____ may make an application to the Municipality of the District of Lunenburg for a grant, equivalent to the money collected from their campaign (less applicable administrative charges) for capital expenditures on facilities from this Fund.

If individuals wish to receive a tax deductible receipt, acknowledging that any grant to the ____ (name of organization) ____ from the Municipality of the District of Lunenburg is at the discretion of Municipal Council, then they should make the cheque payable to "Municipality of the District of Lunenburg" with a notation on the "memo" portion of the cheque that it is for the D.C.P.F.

4.0 Deposit of Funds

The funds shall be deposited in a segregated account at a financial institution in conformance with the banking arrangements of the Municipality of the District of Lunenburg.

5.0 Receipts

A charitable donation receipt, where and to the extent permissible under the Income Tax Act (Canada), will be issued to donors, for donations of \$100.00 dollars or more.

6.0 Grants or Contributions

Council may by Resolution:

- 6.1. Make a grant or contribution from the D.C.P.F. pursuant to Section 65(au) of the Municipal Government Act, for facilities located within the Municipality of the District of Lunenburg; or
- 6.2. Expend money from the D.C.P.F. on any charitable, nursing, medical, athletic, educational, environmental, cultural, community, fraternal, recreational, religious, sporting, or social facilities owned by the Municipality of the District of Lunenburg.

7.0 Capital Expenditures

Grants or contributions to an organization (or utilization of funds by the Municipality of the District of Lunenburg on its own land) may only be made for capital expenditures on facilities and not for operating expenses, chattels or equipment (whether capital equipment or not). Notwithstanding the foregoing, fencing, playgrounds, playground equipment and the purchase of land shall be deemed to be qualified expenditures.

8.0 Application

Pursuant to clause 6.0, a written application to the Municipality of the District of Lunenburg for a grant or contribution must be made and include, an explicit description of the capital project for which the monies are requested, the amount sought, the estimated date when funds would be required, and confirmation that the organization meets the criteria of Section 65(au) of the Municipal Government Act (see Schedule "A" attached).

A grant or contribution would be paid either after completion of the capital project, or by the discretion of the Council, through progress payments after satisfactory proof of completed work.

9.0. Decision

The Recreation Department will receive, review, report upon and make recommendations to Council for grants to qualified organizations. (amended July 23/19)

The Recreation Department will also make recommendations to Council for capital expenditures by the Municipality of the District of Lunenburg on facilities owned by the Municipality of the District of Lunenburg that are to be funded by the D.C.P.F. (amended July 23/19)

10.0 Advertisement

Pursuant to Section 65(a) of the Municipal Government Act, Council shall annually publish in a newspaper circulating within the Municipality of the District of Lunenburg a list of the organizations and the amounts each received as a grant or contribution from this Fund.

11.0 Records

Receipts and receipt books shall be under the supervision and control of the Municipal Treasurer or designate of the Municipality of the District of Lunenburg.

12.0 Administration Charge

The Municipality of the District of Lunenburg will charge a 5% administrative fee up to a maximum of \$5.00 per contribution, and this amount will be deducted from the initial contribution with the exception of non-profit organizations that have a management agreement with the Municipality. (amended July 23/19)

For greater clarity: \$100.00 contribution x 5% admin fee = \$5.00, \$95.00 would be deposited into the D.C.P.F.

Clerk's Annotation for Official Policy Book

Date of Adoption: April 14, 2009
Date of Notice to Council Members
off Intent to Consider: March 19, 2009

Date of Notice to Council Members of Intent to Amend: July 16, 2019
Date of Passage of Amendment: July 23, 2019

I certify that this "*Designated Community Project Fund Policy*" was adopted and amended by Council as indicated above.


Municipal Clerk

July 23, 2019
Date

Schedule "A"

MGA Part 4 (IV): (As Amended)
April 2006 Finance
PART IV
FINANCE

Power to expend money

65 The council may expend money required by the municipality for

(au) a grant or contribution to

- (i) a society within the meaning of the *Children and Family Services Act*,
- (ii) a mental health clinic in receipt of financial assistance from the Province,
- (iii) an exhibition held by an educational institution in the municipality,
- (iv) a club, association or exhibition within the meaning of the *Agriculture and Marketing Act*,
- (v) any charitable, nursing, medical, athletic, educational, environmental, cultural, community, *fraternal, recreational, religious, sporting* (change effective April 1, 2006) or social organization within the Province,
- (va) a day care licensed under the *Day Care Act* (change effective April 1, 2006),
- (vi) a registered Canadian charitable organization,

and the municipality shall publish annually a list of the organizations and grants or contributions made pursuant to this clause in a newspaper circulating in the municipality;



DESIGNATED COMMUNITY PROJECT FUND

APPLICATION FORM

Name of Organization

Applicant/Contact Person

Mailing Address

Business telephone

Home telephone

Email

Organization Details

Is Organization a Registered Society under the NS Society Act? Yes ☐ No ☐ Registration #

Is the Organization a Registered Charity under Federal authority? Yes ☐ No ☐ Registration #

☐ Public

☐ Private

☐ Membership Driven

Do you have a Junior Program? Yes ☐ No ☐

Do you have a Subsidy Program? Yes ☐ No ☐

Please attach a copy of your Memorandum of Association and a list of your current Executive Board Members.

Financial Details

What is the date of your Fiscal Year End? _____

Please attach a copy of your latest Financial Statement

Facility Information

Civic Address

Please provide an overview of the Property and Buildings

Are there Assets Owned or Leased? Yes ☐ No ☐ Itemize

Please describe the services provided by the Association _____

Please describe the benefits to the Residents of Lunenburg Municipality _____

Insurance Details

Does your Association have Insurance on its structures and on its liability coverage? ☐ Yes ☐ No

Please include insurance provider name and coverage limits

Project Details and Financing

Please provide a project overview

How will this benefit the Association and Residents? _____

Please provide details on the cost of the project (include expenses and revenue sources).

Total amount desired to collect with this Campaign? _____

Please provide a start and end date for your campaign. _____

What is the Strategy to raise the money? (ie members only, public capital campaign, corporate campaign)

Have you used this community project fund before? Yes ☐ No ☐ If yes, please explain?

PLEASE NOTE: Funds received by D.C.P.F. will be dispersed at the discretion of Council. Any organization that fundraised on behalf of D.C.P.F. will not be guaranteed that they will receive a grant from this fund.

Date of application: _____

Signature: _____

Print name and Position: _____

Representatives from your organization may be requested to supply additional information or to make an appearance before Council to present your request.

Advertisement: Council will publish a list of the grants approved from the Designated Community Project Fund in accordance with Section 65(AU) of the Municipal Government Act.

This Application Includes:

- | | |
|---|--|
| ☐ Completed Signed Application | ☐ Copy of Memorandum of Association |
| ☐ Copy of Latest Financial Statement | ☐ List of Executive Board Members |
| ☐ Insurance Provider name and coverage | ☐ Signed Letter of Understanding |

**** Attach any additional supportive information****

Return to: Lunenburg Municipal Recreation
210 Aberdeen Rd.
Bridgewater, NS B4V 4G8
Fax: (902)527-1135

For information: (902) 541-1343 email recreation@modl.ca