

Municipality of La Pêche

**Department of Recreation,
Culture and Community Living Services**

Financial support policy

Adopted October 5, 2015
Resolution 15-459

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Financial support policy

1. POLICY FRAMEWORK FOR FINANCIAL SUPPORT

The Municipality of La Pêche recognizes the valuable contribution of organizations who work at fostering a sense of community and belonging and improving the quality of life for families throughout its territory. The Municipality wishes to support and facilitate the initiatives, actions and commitments of these organizations. By developing a framework for financial support and defining the grant process for organizations, the Municipality hopes to develop and maintain services with regard to culture, recreation, sports and community life.

The Municipality is respectful of the taxpaying population's capacity to pay and therefore promotes the fair and proportionate distribution of community resources amongst partner organizations. Financial assistance is provided on the basis of available funds and resource constraints for the current year.

2. OBJECTIVES

The main objectives of the policy framework for financial support are:

- To establish definite objectives for the Municipality with regard to financial support and consultative assistance.
- To offer effective and fair support to various organizations in accordance with existing laws and regulations.
- To enable the optimum use of available resources.
- To promote diverse and complementary initiatives.

3. RECOGNITION OF ORGANIZATIONS

In order to be recognized and to qualify for financial support, an organization must first meet the following basic requirements:

1. Have legal status as a non- profit organization legally incorporated (letters patent).
2. Be governed by a democratically elected board of administrators (open to all members) and subject to updated general rules.
3. Hold its activities on the territory of La Pêche.
4. Have its registered office in the municipality of La Pêche
5. Comply with legal obligations of transparency regarding management operations (provide activity reports and financial statements in accordance with generally recognized accounting principles).
6. Offer services based on the needs of the population of La Pêche.
7. Be accessible and stimulate the participation of the population of La Pêche.



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8. Be active in one of the relevant areas of activity (culture, recreation, social, sports) and correspond with the Municipality's position (family policy, environmental policy, policy on recreation, culture and community living).
9. Be different from other organizations already approved, either with regard to the type of services offered, the target clientele or the area where services will be made available (to avoid duplication).

To obtain approval status from the Municipality, the organization must file an "Application for recognition", attached as annex A. Organizations which have already received a grant from the Municipality do not have to fill out Annex A.

Once a year, the recognized organizations must provide the Municipality with copies of their general annual meeting report, an updated list of the members of the board of administrators, amendments to their general rules, if any, their activity reports and annual financial statements as well as proof of liability insurance policy renewals.

4. ORGANIZATIONS ENTITLED TO SUPPORT

In order to establish guidelines with regard to the types of organizations which may be recognized, the Municipality has defined the following:

Cultural organizations:

An organization whose main objective is to promote the arts and offer activities in the following areas of interest: performing arts, visual arts, architecture and art craft, cinema and audiovisual, books and literature, media and multimedia, telecommunication, museology, heritage.

Social development organizations (community living):

An organization which offers primarily services, activities or initiatives aimed at social well-being.

Recreational organizations:

An organization which mainly offers leisure time activities, for the purpose of amusement, recreation or enjoyment.

Sports organizations:

An organization which offers sports or activities drawing on physical and technical skills and abilities and which require specific equipment and installations.



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5. SUPPORT AVAILABLE TO RECOGNIZED ORGANIZATIONS

To help organizations attain their objectives, the Municipality has established financial and consultative support measures. These measures are conditional to available funds and the financial constraints of the current year.

5.1 FINANCIAL SUPPORT

Financial support is allocated with the intention, among other things, to help organizations carry on with their yearly activities, present a large-scale activity, project or specific activities. Being recognized as an organization by no means guarantees financial support from the Municipality. The funding provided annually within the framework of this policy is allocated among five categories of activity: cultural, recreational, social, sports, new activities and financial support for non-municipal immovables and equipment.

Cultural activities:

The Municipality will grant financial support in accordance with the municipal council's approval. There is no guarantee of recurrent support.

Recreational activities:

The Municipality will grant financial support in accordance with the municipal council's approval. There is no guarantee of recurrent support.

Social activities:

The Municipality will grant financial support in accordance with the municipal council's approval. There is no guarantee of recurrent support.

Sports activities:

The Municipality will grant financial support in accordance with the municipal council's approval. There is no guarantee of recurrent support.

New activities:

The rationale for this funding category is:

- a) To help establish an organization. The financial support the Municipality will offer is a one-time only maximum amount of \$1000.
- b) To support promising initiatives in any of the categories. The Municipality will grant a one-time only maximum amount of financial support per initiative in accordance with the council's decision.

Non-municipal immovables and equipment:

The Municipality will grant financial support on a case-by-case basis in accordance with the council's approval. There is no guarantee of recurrent support.



Financial support policy

SKATING RINKS

To support public rink maintenance services, the Municipality will provide between \$2,000 and \$2,500 to organizations in charge of the maintenance of rinks located on the municipal territory and open to the public. Furthermore, the organization must ensure a rest room is accessible and open to the public a minimum of 25 hours per week on average, weather permitting.

Rink with regulation boards: (200' x 85')

A grant of \$2500 is available.

Primary locations:

Wakefield community centre, Rupert community centre and Lac-des-Loups sports centre.

Rink with non-regulation boards or a skating oval (free skating):

A grant of \$2000 is available.

Primary locations:

Ste-Sophie d'Aldfield community centre, Ste-Cécile de Masham community centre and the Mashado youth centre.

ADDITIONAL TERMS AND CONDITIONS

- The Municipality will not contribute towards achieving a zero deficit for an applicant organization.
- Any organization receiving financial support must show the original invoices for a sum equal to the financial support granted by the municipality.
- The organization must provide a copy of the resolution mandating one representative to file the application for financial support.
- If the activity takes place on municipal property, the organization must:
 - Add the Municipality of La Pêche to its liability insurance policy as co-insured for the activity or event;
 - Sign a memorandum of understanding with the Municipality regarding the use of the municipal property and pay related fees, if any, as stipulated to the by-law concerning the tariff applicable to goods, services and equipment and to some requests.
 - Provide a plan of the installations required for the activity or event to be held on municipal property.



Financial support policy

A) PROCESSING OF APPLICATIONS

Applications are forwarded to the department of Recreation, Culture and Community Living Services (RCCL) and are assessed according to specific criteria which reflect municipal policies.

- Target clientele and expected number of participants
- Benefit to the community
- Organizational effectiveness and previous year's activities
- Publicity for the Municipality

The applications are then forwarded with recommendations to the Finance and Resources Humans committee and subsequently submitted to the municipal council with recommendation for approval.

Organizations receiving financial support agree to provide the Municipality with activity reports and financial statements relating specifically to the use of the sums received.

B) SUBMISSION OF REQUESTS

Organizations wishing to apply for funding are required to fill out an « Application for Financial support », attached as annex B, and return it to the department of RCCL Services of the Municipality **before October 15** of the ongoing year, for next year applications, at the following address:

Municipality of La Pêche
Department of Recreation, Culture and Community Living Services
1, rue Principale Ouest
La Pêche (Québec) J0X 2W0

Applications for start-up funds or new activity funding as well as financial support for non-municipal immovables and equipment are accepted at any time.

Please allow two months for the processing of an application. Applications submitted after the deadline will be considered on a case-by-case basis, depending on available funds. The department of RCCL Services will issue a reminder to recognized organizations once a year, at the beginning of September, to submit their applications.

C) TERMS OF PAYMENT

Once a grant is approved, the terms of payment are as follows:

- a) The grant will be paid in two equal installments;
- b) The first installment will be paid following a resolution of approval by the municipal council and the submission of all required documents at the latest 30 days prior to event;



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- c) The second installment of the grant will be issued upon presentation of the specific activity or event report, which must be submitted to the Municipality within 90 days after the activity. The department of RCCL Services will then review the activity report and make a recommendation to the Finance committee regarding any adjustment in the amount of the second installment. If an organization fails to submit the report within the required time, it will be denied the second installment of the grant and the Municipality may even demand a full reimbursement of the first payment. Furthermore, no new applications from the organization will be accepted until the report is submitted.
- d) Where an organization's general operations or annual program of activities are concerned, the activity report must be submitted within 90 days following the fiscal year- end or the date of the last activity.

5.2. SUPPORT SERVICES

Support services enable organizations to capitalize on consulting services in carrying out their activity program. The Municipality, through the department of RCCL Services, can offer support services and assistance especially with, but not limited to, programming, financing, communications, advertising, promoting, outlining, planning and organizing activities or events, administration, management, accounting and budgeting. Organizations are invited to submit their applications in writing to the department of RCCL Services.

6. POLICY IMPLEMENTATION

The department of RCCL Services is responsible for developing policies and procedures with regard to the support of organizations. As policies and procedures are approved, the officer in charge of RCCL Services will see to their implementation and follow up. The officer in charge of RCCL Services will also ensure the transmission of policy or procedure modifications to the organizations.

7. EFFECTIVE DATE

This policy comes into effect immediately upon adoption and supersedes all previous policies or practices.

Credit: We are especially grateful to the Municipality of Val- des- Monts for generously sharing their experience and documentation regarding the financial support of organizations, which was of great assistance to us in finalizing this document.



Financial support policy - Annex A

ANNEXE A - DEMANDE DE RECONNAISSANCE

RENSEIGNEMENTS SUR VOTRE ORGANISME

Note: Organizations which have already received a grant from the Municipality do not have to fill out Annex A.

1. Organization contact information

Name _____

Address _____

City/Postal code _____

Telephone _____

Fax _____

E-mail _____

Web site _____

2. Contact Person information

Name _____

Function _____

Address _____

City/Postal code _____

Telephone (work) _____

Telephone (other) _____

E-mail _____



Financial support policy - Annex A

3. Is your organization incorporated?

Yes (please attach a copy to this application)

No

In progress Expected date _____

4. Head office or place of business

Where is the organization's head office or place of business located?

Address _____

City/Postal code _____

5. Contribution/benefits to the community

Briefly describe your organization's contribution to the community:



Financial support policy - Annex A

5a) How does your organization meet a community need or interest?

5b) How does your organization add to existing recreation, culture and community living services?

5c) How does your organization foster relationships between the citizens of the municipality?



Financial support policy - Annex A

6. The organization's mission (mandate) and objectives

Briefly describe the organization's reason for being:

7. Does your organization operate under general rules?

- Yes (please attach a copy to this application)
 No

8. How is the organization administered?

Board of directors: yes no

Number of members on the board of directors: _____

Other (specify): _____

9. Organization's last annual general assembly and copy of report

Date _____ (please attach a copy of the report)

Number of persons in attendance: _____



Financial support policy - Annex A

10. Members of the board of directors

NAME	ADDRESS	FUNCTION

11. Is the organization a member of a local, regional or provincial group (e.g. federation, association)?

- Yes Which ones: _____
- No

12. Does the organization have insurance coverage?

- Yes (please attach a copy to this application)
- If so, what does it cover? _____
- Administrators and directors:
- Public liability:
- Goods/Property/Assets:
- No



Financial support policy - Annex A

13. Financial statements – Please provide information for the previous fiscal year:

The organization’s fiscal year end is: _____

Total annual revenues: _____

Indicate the amount and percentage of each source of financing in relation to the overall revenues for last year:

Membership fees	%	\$
Activity fees	%	\$
Municipal grants	%	\$
Provincial grants	%	\$
Federal grants	%	\$
United Way	%	\$
Fundraising	%	\$
Donations	%	\$
Other (specify)	%	\$
Total	%	\$

14. How many volunteers work for the organization?

Year-round volunteers: _____

Specific activity volunteers: _____

15. Describe the means used to facilitate access to activities (examples)



Financial support policy - Annex A

15a) In general, will you be charging admission? If so, how much?

15b) To what extent does the organization promote family participation (taking into account all generations)?

- Not much
 Fair
 Considerably

15c) How does your organization encourage family, senior and youth interaction?

15d) How many participants per activity are expected on average?

PARTICULARS REGARDING FIELD OF ACTIVITY

16. What is the organization's main field of activity?

- Cultural
 Recreational
 Social
 Sports



Financial support policy - Annex A

17. What is the organization's target clientele?

- Children (under 12)
- Teenagers
- Adults (18 and over)
- Seniors (55 and over)
- Handicapped persons
- Families
- All clientele (all ages)
- Other: specify

18. Please describe the activities you have organized in the past two years:

19. Documents to attach to your application

- Copy of letters patent
- Summary of activities of the past year
- Copy of financial statements for the past year (balance sheet and statements of revenue and expenditure)
- Copy of the report of the last annual general assembly

I DECLARE THAT THE INFORMATION PROVIDED ABOVE IS EXACT

Signature

Date



Financial support policy - Annex B

ANNEX B – APPLICATION FOR FINANCIAL SUPPORT

ORGANIZATION PARTICULARS

1. Title of event/activity/project:

2. Organization contact information

Name _____

Address _____

City/Postal code _____

Telephone _____

Fax _____

E-mail _____

Web Site _____



Financial support policy - Annex B

3. Is your organization recognized by the Municipality of La Pêche?

yes no

* If not, please fill out the Application for Recognition Form (Annex A)

4. Contact Person information

Name _____

Address _____

Function _____

City/Postal code _____

Telephone _____

Fax _____

E-mail _____

Web Site _____

5. Who has been mandated by the organization to submit an application for financial support?

(Please provide a copy of the resolution mandating the representative to submit the application for financial support)



Financial support policy - Annex B

6. Description and purpose of the application for financial support

6a) Please describe the event/project/activity and its objectives

6b) What is the purpose of the application for financial support?

6c) To what extent does the activity promote family participation (taking into account all generations)?

- Not much
- Fair
- Considerably

6d) How does the activity encourage family, senior and youth interaction?

6e) What is the expected number of participants?



Financial support policy - Annex B

7. Benefit to the community

7a) How does this activity meet a community need or interest?

7b) How does this activity add to existing recreation, culture and community living services?

7c) How does this activity foster relationships between the citizens of the municipality?



Financial support policy - Annex B

8. Financial support

Overall budget:	\$
Financial support requested	\$
What is the percentage of the Municipality's contribution to the overall budget	%

8a) Are other grants conditional on the approval of this application

yes no

Specify: _____

8b) Which one of the following categories does this application refer to :

- | | |
|-------------------------------------|---|
| <input type="checkbox"/> Culture | <input type="checkbox"/> Sport |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> New activities |
| <input type="checkbox"/> Social | <input type="checkbox"/> Immovables and equipment |

8c) Have you requested financial support from the Municipality of La Pêche in the past

yes no

Year of request	Amount requested	Amount received

8d) What will the support funds be used for?

8e) Who will benefit from the financial support?



Financial support policy - Annex B

9. Budget estimates

Indicate the main sources of revenue and expense estimates:

REVENUES	
1. Federal grants	\$
2. Provincial grants	\$
3. Municipal grants	\$
4. Activity fees	\$
5. Membership fees	\$
6. Sponsorships, donations	\$
7. Other revenues (specify) Ex : Fundraising	\$
TOTAL :	\$
EXPENSES	
1. Administration cost	\$
2. Salaries	\$
3. Rental fees	\$
4. Materials	\$
5. Office supplies	\$
6. Transportation	\$
7. Advertising	\$
8. Training	\$
9. Programming	\$
10. Insurance	\$
11. Other (specify)	\$
TOTAL :	\$
SURPLUS OR DEFICIT :	\$



Financial support policy - Annex B

10. What is the organization's target clientele?

- | | |
|--|---|
| <input type="checkbox"/> Children (under 12 years old) | <input type="checkbox"/> Handicapped persons |
| <input type="checkbox"/> Teenagers | <input type="checkbox"/> Families |
| <input type="checkbox"/> Adults (18 and over) | <input type="checkbox"/> All clientele (all ages) |
| <input type="checkbox"/> Seniors (55 and over) | <input type="checkbox"/> Other (specify): |

11. Publicity for the Municipality of La Pêche

- Local
- Regional
- Provincial
- International

What form of publicity for the Municipality of La Pêche do you propose to use?

12. Documents to attach to your application:

- Copy of the report of the last annual general assembly
- List of members
- Amendments to the general rules (if any)
- Summary of activities of the past year
- Copy of financial statements for the past year (balance sheet and statements of revenue and expenditure)
- Example of publicity for the Municipality of La Pêche
- Proof of public liability insurance renewal (if applicable)



Financial support policy - Annex B

If the activity takes place on municipal property, the organization must:

- Add the Municipality of La Pêche to its liability insurance policy as co-insured for the activity or event;
- Sign a memorandum of understanding with the Municipality regarding the use of the municipal property and pay related fees, if any.
- Provide a plan of the installations required for the activity or event to be held on municipal property.

JE CERTIFIE QUE LES RENSEIGNEMENTS PRÉCITÉS SONT EXACTS

Signature

Date