Municipality of Lakeland Ridges

LAKELAND RIDGES

Policy P – 007
Community Investment Policy

1. BASIC STATEMENT:

The Municipality of Lakeland Ridges has many non-profit organizations who, through their active membership, provide foundational support in many communities in our area. This policy reflects the willingness and financial ability of the Municipality of Lakeland Ridges to recognize and support the ongoing efforts of our volunteers who serve a vital role in providing valuable programs and services throughout our district. This policy is adopted under the authority of Section 102 of the *Local Governance Act, RSNB 2017, c. 18.*

2. PURPOSE:

To provide:

1) Annual operating funding to eligible organizations that can demonstrate their positive contributions to our municipality.

2) Sponsorship funding and one-time donations to eligible organizations or individuals for their positive contributions to our municipality.

3) In-kind support to eligible organizations for events that will benefit the residents of the municipality.

3. TYPES OF SUPPORT:

There are three types of support for which organizations may apply:

1) Annual Operating Grants:

   a) Provides operational funding support to community-based organizations for their operational expenses.

   b) Provides operational funding support to tourism, recreation and cultural organizations for their programs and operational expenses.

2) Sponsorships:

a) Provides funding for tournament hosting/travel or use of municipal facilities.
b) Provides a means for organizations to apply for funding where they do not meet the registered charitable or registered non-profit requirements of the funding organization.
c) One-time monetary donations to organizations and/or individuals affiliated with eligible organizations.

3) In-kind support:

a) Provides support to organizations through use of municipal equipment, facilities, or staff time.

4. ELIGIBILITY REQUIREMENTS:

1) Annual Operating Grant:

a) Any organization applying for funding under this policy shall meet **ALL** of the following requirements:

- Be a not for profit or charitable organization.
- Have a volunteer board of directors or executive.
- Have been in operation for at least one year.
- Demonstrate the ability to raise funds through their own means.
- Provide their organization's annual revenue and expenses and demonstrate a need for operating funding assistance.
- For grants over $5,000, financial statements are required; and
- Demonstrate how their application for funding will benefit the residents of the Municipality of Lakeland Ridges.

b) The following types of organizations are not eligible to apply for Annual Operating Grant support:

- For Profit Organizations and/or Businesses;
- Federal and Provincial Government mandated service delivery responsibilities;
- Political organizations; and
- Churches

2) Sponsorships:

a) Demonstrate the ability to raise funds through their own means;

b) Demonstrate how their application for funding will benefit the residents of the municipality.

3) In-kind support:

a) Demonstrate the ability to raise funds through their own means;

b) Demonstrate how their application for in-kind support will benefit the residents of the municipality.

5. APPLICATION & REVIEW PROCESS:

1) Annual Operating Grants:

a) The Municipality of Lakeland Ridges shall issue a call for funding once per year.

b) All organizations shall complete the Annual Operating Grant Application Form and submit the form in full by the deadline advertised. Failure to do so may disqualify the applicant.

c) All applications will be considered until the annual budget allocation has been depleted.

2) Sponsorship & Donations:

a) Sponsorship & Donation Application may be submitted at any time throughout the year, up to the annual budget allocation.

b) Any applications requesting support of **$500 or less** shall be referred to the Chief Administrative Officer (CAO) for consideration up to the annual budget allocation, and **must be received two (2) weeks prior to when the support is required.**

c) All organizations requesting support **over $500** shall submit the application form in full to the Chief Administrative Officer (CAO) **at least six (6) weeks prior** to when the sponsorship is needed to ensure the CAO and Council have time to meet, review and approve. Applications will be considered until the annual budget allocation has been depleted.

d) Sponsorships & Donations shall be issued throughout the year, based on meeting the established criteria.

3. In-kind Support:

a) The Municipality of Lakeland Ridges shall review the In-kind Support Applications at any time throughout the year.

b) All organizations requesting support valued at **$500 or less** shall complete the In-kind Support Application Form and submit the form in full to the Chief Administrative Officer (CAO) **at least four (4) weeks prior** to when the sponsorship is needed.

c) All organizations requesting support valued at **over $500** shall submit the application form in full to the Chief Administrative Officer (CAO) **at least six (6) weeks prior** to when the sponsorship is needed to ensure the CAO and Council have time to meet, review and approve.

d) Applications received shall be subject to availability of the municipal staff, services, facility or equipment being requested.

e) The application procedure shall be repeated any time an in-kind support is sought.

6. GENERAL CONDITIONS:

1) Grants may be awarded with certain terms and conditions. The letter of award shall state if any particular restrictions apply to the grant. Funding may be revoked for failure to comply with the terms and conditions stipulated in the letter.

2) Funding may be revoked should there be a misappropriation of funds, failure to report or misrepresentation by the receiving organization.

3) The group or organization receiving a grant under this policy shall recognize the Municipality of Lakeland Ridges as a sponsor when applicable.

4) Approvals for financial assistance under this policy shall be at the discretion of the Municipality of Lakeland Ridges Council.

5) The Chief Administrative Officer/Clerk shall provide to Council a monthly summary of requests received and the amount approved.

Certification for the Municipality of Lakeland Ridges Policy Manuel:

I certify that this Community Investment Policy, as indicated above was adopted by Council.

Mayor

October 14, 2026
Date of Council Resolution

Clerk

October 14, 2026
Date Policy in Effect

MUNICIPALITY OF
INCORPORATED
Jan 1, 2023
LAKELAND RIDGES