# Municipality of La Pêche Department of Recreation, **Culture and Community Living Financial support policy** Adopted October 5, 2015 Resolution 15-459 Section 5, 16-185, 2016-04-04 Section 5.1 -17-52, 2017-02-06

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### 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
- 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.



### 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.

The organizations, by their financial support application, to offer a number of events, projects or activities as describe in their application. The recommendation to grant a financial supports to the organizations is made by a resolution adopted by the municipal council, confirming an agreement between the two parties; part by the group or organizations which agrees to respect the commitments identified in the agreement for which the municipality grant a financial support establish during the analyse of the application. In consequences, if the number of activities (commitments) is reduce, the second payment, which will be released upon presentation of the activities reports and following the verification of invoices, could be reduces accordingly (16-185, 2016-04-04).

### 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.

#### SKATING RINKS

To support public rink maintenance services, the Municipality will provide as financial support, an amount identified in the annual budget. This amount will be granted to the organization that will provide maintenance services of a public rink on the municipality territory. 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. (17-52, 2017-02-06)

#### GOLDEN AGE CLUB

For the Golden age clubs, an amount of 9\$ per members resident in La Pêche will be granted, a list of members will have to be submitted (17-52, 2017-02-06).

### 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.



### A) PROCESSING OF APPLICATIONS

Applications are forwarded to the department of Recreation, Culture and Community Living (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 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
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 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, 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

### **6. POLICY IMPLEMENTATION**

The department of RCCL 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 will see to their implementation and follow up. The officer in charge of RCCLwill 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.



# 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	A	4 4	• •	4 •
1.	<b>Organization</b>	contact	informs	ation
<b>.</b>	OI Summunt	Comme		

2.

Name	
City/Postal code	
Telephone	
Fax	
,, 50 516	
	on information
Contact Perso	
Contact Perso	on information
Contact Person	
Contact Person	
Name Function Address	
Name Function Address	
Name Function Address	
Name Function Address City/Postal code	
Name Function Address  City/Postal code Telephone (work)	



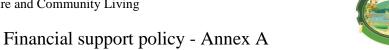
3.	Is your organization incorporated?
	Yes (please attach a copy to this application)
	☐ No
	☐ In progress Expected date
4.	Head office or place of business
	Where is the organization's head office or place of business located?
	Address
	City/Postal code
5.	Contribution/benefits to the community
	Briefly describe your organization's contribution to the community:



5a)	How does your organization meet a community need or interest?
5b)	How does your organization add to existing recreation, culture and community living?
5c)	How does your organization foster relationships between the citizens of the municipality?



6.	The organization's mission (mandate) and objectives			
	Briefly describe the organization's reason for being:			
_				
_				
_				
_				
_				
_				
_				
_				
<b>'•</b>	Does your organization operate under general rules?			
	Yes (please attach a copy to this application)			
	□ No			
	How is the organization administered?			
	Board of directors:			
	Number of members on the board of directors:			
	Other (specify):			
) <u>.</u>	Organization's last annual general assembly and copy of report			
	Date (please attach a copy of the repor			
	Number of persons in attendance:			



## 10. Members of the board of directors

	NAME	Address	Function
11.	Is the organization a federation, association	a member of a local, regions on)?	al or provincial group (e.g.
	Yes Which ones:_		
	☐ No		
12.	Does the organization	n have insurance coverage?	
	Yes (please attach a	copy to this application)	
	If so, what does it cover	?	
	Administrat	ors and directors:	
	Public liabi	lity:	
	Goods/Prop	perty/Assets:	
	☐ No		



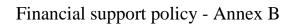
The organization's fiscal year en	d is:			
Total annual revenues:				
Indicate the amount and percentage of each source of financing in relation to the over revenues for last year:				
Membership fees	%	\$		
Activity fees	%	\$		
Municipal grants	%	\$		
Provincial grants	%	\$		
Federal grants	%	\$		
United Way	%	\$		
Fundraising	%	\$		
Donations	%	\$		
Other (specifiy)	%	\$		
Total	%	\$		
How many volunteers work  Year-round volunteers:  Specific activity volunteers:	-	_		
Describe the means used to f	acilitate access to activ	rities (examples)		



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?
ARTIC	ULARS REGARDING FIELD OF ACTIVITY
. w	hat is the organization's main field of activity?
	Cultural
	Recreational
Ļ	Social
	Sports



17.	What is the organization's target clientel	e?
	Children (under 12)	
	Teenagers	
	Adults (18 and over)	
	Seniors (55 and over)	
	Handicapped persons	
	Families	
	☐ All clientele (all ages) ☐ Other: specify	
	Other, specify	
18.	Please describe the activities you have or	ganized 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 revenue and expenditure)	ear (balance sheet and statements of
	Copy of the report of the last annual generation	al assembly
I DE	ECLARE THAT THE INFORMATION PROVIDE	D ABOVE IS EXACT
	Signature	Date
	Digitature	Daic





## ANNEX B – APPLICATION FOR FINANCIAL SUPPORT

# **ORGANIZATION PARTICULARS**

1.	Title of event	/activity/project:
_		
		contact information
	Name	
	Address	



3.	Is your organi	zation recognized by the Municipality of La Pêche?
	yes	no
	* If not, please i	fill out the Application for Recognition Form (Annex A)
4.	Contact Perso	n information
	Name _	
	Address	
	- Function	
	E-mail _	
	Web Site _	
5.	Who has been financial supp	n mandated by the organization to submit an application for ort?
_		
_		
(Plea		the resolution mandating the representative to submit the application for financial



	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?



# 7. Benefit to the community

How does this activity meet a community need or interest?			
How does this activity add to existing recreation, culture and community living services?			
How does this activity foster relationships between the citizens of the municipality?			



# 8. Financial support

Overall budget:			\$		
Financial support requested					
What is the percentage of the Municipality's contribution to the overall budget					
8a)		itional on the approval of this	application		
8b)	Which one of the following categories does this application refer to:				
	Culture	☐ Sport			
	Recreation	☐ New activities			
	Social	☐ Immovables and €	equipment		
8c)		inancial support from the Mur no	nicipality of La Pêche in the pa		
	Year of request	Amount requested	Amount received		
8d)	What will the support	funds be used for?			
8e)	Who will benefit from	n the financial support?			



# 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. Traning	\$			
9. Programming	\$			
10. Insurance	\$			
11. Other (specify)	\$			
TOTAL:	\$			
SURPLUS OR DEFICIT:	\$			



10.	What is the organization's target clientele?				
	Children (under 12 years old)	Handicapped persons			
	Teenagers	☐ Families			
	Adults (18 and over)	All clientele (all ages)			
	Seniors (55 and over)	Other (specify):			
11.	Publicity for the Municipality of I	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 appl	ication:			
	Copy of the report of the last annual	al general assembly			
	List of members				
	☐ Amendments to the general rules (if any)				
	Summary of activities of the past y	rear			
	Copy of financial statements for the past year (balance sheet and statements of revenue and expenditure)				
	Example of publicity for the Muni-	cipality of La Pêche			
	Proof of public liability insurance renewal (if applicable)				



If the activity takes place on municipal property	, the organization must:		
Add the Municipality of La Pêche to its liability insurance policy as cothe activity or event;			
Sign a memorandum of understandin municipal property and pay related to	ng with the Municipality regarding the use of the fees, if any.		
Provide a plan of the installations remunicipal property.	quired for the activity or event to be held on		
JE CERTIFIE QUE LES RENSEIGNEMENTS	PRÉCITÉS SONT EXACTS		
Signature	Date		