



## COMMUNITY SUPPORT POLICY

<b>Policy Number</b>	P2025-07
<b>Classification</b>	ADM
<b>Effective Date</b>	June 16, 2025
<b>Approval Authority</b>	COUNCIL
<b>Supersedes</b>	1989-17
<b>Mandated Review</b>	2027

### 1. PURPOSE

All funding requests shall only be considered, and funding decisions made in accordance with this Policy to ensure that funding is delivered in consistent and equitable manner within the overall financial parameters as set by Bathurst City Council.

### 2. SCOPE

This policy applies to all organizations located within the City of Bathurst or providing a service that benefits Bathurst's residents, wishing to apply for one of the three funding streams.

### 3. DEFINITIONS

- |                        |   |
|------------------------|---|
| (1) <b>CITY</b>        | means the City of Bathurst                                    |
| (2) <b>COUNCIL</b>     | means the mayor and councillors of the municipality           |
| (3) <b>DONATION</b>    | means a sum of money below \$5,000.00                         |
| (4) <b>GRANT</b>       | means a sum of money of \$5,000.00 or above                   |
| (5) <b>SPONSORSHIP</b> | means a commitment of funds in exchange for specific benefits |

### 4. POLICY STATEMENT

The City of Bathurst Community Support Policy establishes a structured, transparent, and equitable framework for allocating financial support to organizations. Its purpose is to ensure that funding is distributed effectively to initiatives that benefit the community, foster culture, arts, social development, tourism, youth, and education, and align with the City's strategic priorities.

### 5. OBJECTIVES

- To provide guidance in the form of an overarching policy to govern the administration of the following three funding types: Grant, Donation, and Sponsorship.
- To establish the common principals by which funds are to be awarded.

### 6. GRANTS

**a) Overview**

- i) This applies to all organizations, which reside within the City of Bathurst's municipal boundaries and provides a service(s) to Bathurst's residents requesting funding of \$5,000.00 or more.

**b) Application**

- i) The City will advertise an annual call for funding on its website and other relevant media once per year.
- ii) Requests shall include the application form (Schedule A) and a financial statement; incomplete applications may not be considered.
- iii) Applications must be submitted by the last Friday of the month of August.
- iv) Applicants shall provide a presentation to Council during a public meeting in September.
- v) The public presentation must include the following
  - a. The amount requested by the organization
  - b. Information about the organization such as history, mission, and any other relevant information
  - c. The specific purpose, program and/or activity for which the funds will be used
  - d. A detailed description on how this grant is of benefit to the City of Bathurst
- vi) All completed applications will be reviewed and assessed by the Council. Following annual Council budget deliberations, successful applicants will be notified in writing of their grant amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.
- vii) Only one application per calendar year will be accepted unless otherwise specified by Council.
- viii) Organizations applying for grant funding must include all eligible projects and programs planned for the year in their application, as there will be no opportunity to reapply until the following year.

**c) Eligibility**

- i) Any of the following, which reside within the City of Bathurst's municipal boundaries and provides a service(s) to Bathurst's residents are eligible to apply for a grant:
  - (a) A registered charitable or non-profit organization; and
  - (b) Any organization or corporation if, in the opinion of Council, the grant will assist in the development of the municipality.

**d) Reporting**

- i) Grant recipients must submit a final report (detailing how the grant was used) by the first Friday of December during the year the grant was given, or as otherwise specified by Council.

**IMPORTANT:** Failure to fulfill this requirement can lead to the group(s) no longer being eligible for future grant requests.

**7. DONATIONS**

**a) Overview**

- i) This applies to all organizations, which reside within the City of Bathurst's municipal boundaries and provides a service(s) to Bathurst's residents requesting funding of \$4,999.00 or less.

**b) Application**

- i) Applications must be submitted before one of three deadlines
  - a. May 1<sup>st</sup>
  - b. September 1<sup>st</sup>
  - c. December 1<sup>st</sup>
- ii) Requests shall include the application form (Schedule A) and written report outlining its programs and its objectives for the year for which funds are being sought, incomplete applications may not be considered.
- iii) All completed applications will be reviewed and assessed by the Grant Committee who will submit their recommendations to Council. Successful applications will be notified in writing of their donation amount, as well as any additional conditions that must be met by the applicant in order to receive the full amount of funding offered.
- iv) Only one application per calendar year will be accepted unless otherwise specified by Council.
- v) All applications will be considered until the annual budget allocation has been depleted.

**c) Eligibility**

- i) Any of the following, which reside within the City of Bathurst's municipal boundaries and provides a service(s) to Bathurst's residents are eligible to apply for a donation:
  - (a) A registered charitable or non-profit organization
  - (b) Any organization or corporation if, in the opinion of Council, the grant will assist in the development of the municipality.
- ii) Organizations that receive annual grants under this policy are ineligible to apply for donations or sponsorships during the current grant year.

**d) Reporting**

- i) Donation recipients must submit a final written report (detailing how the donation was used) by the first Friday of December during the year the donation was made, or as otherwise specified by Council.

**IMPORTANT:** Failure to fulfill this requirement can lead to the group(s) no longer being eligible for future grant requests.

**8. SPONSORSHIPS**

**a) Overview**

- i) This policy applies to all organizations, which reside within the City of Bathurst's municipal boundaries and provides a service(s) to Bathurst's residents requesting funding in the form of a sponsorship.

**b) Application**

- i) Applications must be submitted before one of three deadlines
  - a. May 1<sup>st</sup>
  - b. September 1<sup>st</sup>
  - c. December 1<sup>st</sup>
- ii) Requests shall be detailed and include:
  - (a) Description of the campaign
  - (b) Sponsorship levels and associated benefits
  - (c) Contact information
- iii) All completed applications will be reviewed and assessed by the Grant Committee who will submit their recommendations to Council. Successful applications will be notified in writing of their sponsorship amount.
- iv) Only one application per event per calendar year will be accepted unless otherwise specified by Council.
- v) All applications will be considered until the annual budget allocation has been depleted.

**c) Eligibility**

- i) Any of the following, which reside within the City of Bathurst's municipal boundaries and provides a service(s) to Bathurst's residents are eligible to apply for a sponsorship:
  - (a) A registered charitable or non-profit organization
  - (b) Any organization or corporation if, in the opinion of Council, the grant will assist in the development of the municipality.
- ii) Organizations that receive annual grants under this policy are ineligible to apply for donations or sponsorships during the current grant year.

**9. NOTIFICATION OF FUNDING DECISIONS AND PUBLIC REPORTING**

- i) Applicants will receive notification, in writing, whether their application was successful or not, following Council's decision.
- ii) The City of Bathurst shall release to the public, on an annual basis, the organizations that have been assisted through this policy.

**10. RELATED DOCUMENTS**

- *Community Support Program Application Form.*

**11. REVISION HISTORY**

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)

APPENDIX A



COMMUNITY SUPPORT POLICY APPLICATION

APPLICANT OR ORGANIZATION INFORMATION	
Official Name in Full	
Acronym (if applicable)	
CONTACT	
Contact Person	
Address	
Telephone	
Cell	
<i>*Please note that if your funding request is approved, the cheque will be mailed to the address provided in this section.</i>	
MAIN SECTOR SERVED BY YOUR ORGANIZATION	
<input type="checkbox"/> Arts and Culture	<input type="checkbox"/> Tourism
<input type="checkbox"/> Community Engagement	<input type="checkbox"/> Youth and Education
	<input type="checkbox"/> Other
MISSION AND MANDATE OF YOUR ORGANIZATION	
BRIEF DESCRIPTION OF THE ORGANIZATION	
<i>NOTE : Please include details of your main activities and the people who benefit from these activities.</i>	
FINANCIAL STATEMENT INCLUDED <i>*Only for grant requests</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
WRITTEN REPORT DETAILING PROGRAMS AND OBJECTIVES FOR THE FUNDING YEAR INCLUDED <i>*Only for donation requests</i>	
<input type="checkbox"/> Yes	<input type="checkbox"/> No
TYPE OF REQUEST	
Grant <input type="checkbox"/>	Donation <input type="checkbox"/>
	Sponsorship <input type="checkbox"/>
AMOUNT REQUESTED	
One application per calendar year may be submitted	
SUBMIT COMPLETED APPLICATION VIA EMAIL OR IN PERSON TO:	
City Clerk	
150 St-George Street	
Bathurst, NB E2A 1B5	
Email: <a href="mailto:clerk@bathurst.ca">clerk@bathurst.ca</a>	
FOR OFFICE USE ONLY	
Approved by Council <input type="checkbox"/>	
Amount Granted	
Notes	
<input type="checkbox"/> Final written report submitted by the first Friday of December of donation year	