

Policy Subject / Title - COMMUNITY INVESTMENT FUND

GENERAL PURPOSE OF POLICY

11.1 It shall be the policy of Region of Queens Municipality to have standard processes for making investments in community endeavours including infrastructure, programs and people. This policy is to enable Region of Queens Municipality to promptly and effectively address requests for funding assistance for new or improvements to existing infrastructure, new program and service delivery or enhancements to current offerings, and investing in leadership training opportunities for new or existing community leaders. Region of Queens Municipality's goal is to make investments throughout all of Queens County that are inclusive and sustainable according to established policies and procedures, and the unique needs of each community and person.

POLICY APPLICATION

11.2 This policy applies to the following organizations and the Municipality may at its discretion make investments in societies registered with Nova Scotia Registry of Joint Stock Companies or incorporated under an Act of the Nova Scotia Legislative Assembly whose objects focus on one or more of the following: athletics, education, environment, culture, community, recreation, sport, heritage, or social activities within Queens County.

INTERPRETATION

11.3 In this policy:

- a. "Applicant" means the person or organization submitting the application for funding; including an authorized agent for an organization or parent / guardian of a minor;
- b. "CAO" means Chief Administrative Officer of Region of Queens Municipality;
- c. "Council" means Council of Region of Queens Municipality;
- d. "Director" means Director of Recreation and Healthy Communities;
- e. "Fund" means Community Investment Fund; and
- f. "Investment" means a financial contribution approved under this policy used for the sole purpose of community benefit or leadership training, where no part of the investment is for salary or wages.

ELIGIBILITY CRITERIA

11.4 Organizations and individuals that wish to access funding from the Fund shall be required to submit a hard copy of the completed application in the prescribed application form, including the required attachments as noted on the application form.

11.5 Applicants that fail to supply and remit all of the required documentation required on the application form will delay the processing of their application and may be deemed ineligible for funding under this policy.

11.6 Applications for Operating Investment Funds are required to be submitted by January 31st annually, while applications for Capital Investment, Event/Tournament Investment, Training Investment and Travel Assistance Investment funds will be accepted throughout the year.

Policy Subject / Title - COMMUNITY INVESTMENT FUND

- 11.7 Organizations that are based within Queens County or conduct significant activities within Queens County are eligible for funding under this Fund if all other terms and conditions of this policy are met. Individuals must currently reside within Queens County or be away at school with a plan to return to Queens County at the end of the current school year.
- 11.8 Provincial and federal government departments and agencies, political groups, and those organizations that receive more than 90% of their funding annually from these agencies are not eligible for funding under this Fund.
- 11.9 Organizations shall not be eligible to receive funding exceeding \$1,000 during any fiscal year from any investment fund when the same organization was approved for an investment exceeding \$1,000 earlier in the same fiscal year.
- 11.10 Organizations that have made financial contributions to other groups or organizations in the previous two fiscal years, other than nominal donations including donations for services rendered, shall be ineligible for funding (i.e. scholarship/bursary, donation, or third party financial support, etc.).
- 11.11 Organizations that meet the eligibility requirements must also clearly and articulately display financial need. Organizations with financial surpluses that exceed 50% of their normal yearly operating budget shall not be eligible for funding, if the surpluses have existed for the previous two fiscal years, and their normal annual budget exceeds \$10,000. At no time shall any organization with an annual surplus, in the previous two fiscal years, that exceeds 100% of their normal annual budget be eligible for funding.
- 11.12 Ineligible investments include salaries, wages, mandatory employment related costs; honorariums; in-kind contributions with the exception of capital investments outlined in section 11.18 of this policy; legal fees; surveying; land purchase; design fees; landscaping and Harmonized Sale Tax (HST).
- 11.13 Any projects, events, training or travel that were started or completed before any approval from this Fund are ineligible for funding, with the exception of the Training Investment Fund at the discretion of the Director.
- 11.14 Applications will be accepted on an on-going basis until all funding available has been committed, excluding Operating Investments which have an established deadline. All approved applications must complete their infrastructure work, events/tournament, training, or travel and submit their final report and claim for payment prior to March 31st of the approved fiscal year. Claims submitted after this time frame will not be accepted nor will they be eligible for funding. Approved Operating Investments must submit their final report and claim for payment prior to January 15th of the approved fiscal year.

Policy Subject / Title - COMMUNITY INVESTMENT FUND

DECISIONS

- 11.15 All requests for funds that exceed \$1,000 shall be subject to approval by Council, based upon a staff report with a recommendation from the Director.
- 11.16 All requests for funds for \$1,000 or less shall be subject to approval of the CAO, based upon a staff report with a recommendation from the Director. All approvals for funding under this criterion will be reported to Council every month by the Director.

FUNDING DISPOSITION

- 11.17 Funding for all approvals shall be dispensed according to the following criterion:
- a. Applicants must provide proof that they have substantial portion of funds to complete their project in the current fiscal year before Community Investment Funds will be released.
 - b. Where an investment is being made of \$500 or less, one hundred percent (100%) of the funding will be provided at the time of approval. A report shall be provided to the Municipality prior to March 31st to outline how the funds were used and the impacts created prior to applying for funding in future fiscal years. Applicants that do not provide this report will not be eligible for funding in future years. Any funds not used according to the application submitted and approved, or the percentage allocation, must be reimbursed to the Municipality by March 31st of the current fiscal year.
 - c. Where an investment is being made of more than \$500, eighty percent (80%) of the funding will be provided at the time of approval. A report shall be provided to the Municipality prior to March 31st to outline how the funds were used and the impacts created prior to receiving the final twenty percent (20%). Applicants that do not provide this report will not receive the final twenty percent (20%) of funding and will not be eligible for funding in future years. Any funds not used according to the application submitted and approved, or the percentage allocation, must be reimbursed to the Municipality by March 31st of the current fiscal year.
 - d. Where an investment has been made and financial statements provided in the final report show eligible expenses less than the proposed budget supplied in the application, the final twenty percent (20%) of funding may be reduced or not released based on the actual eligible expenses. Funding will not be revised due to over expenditures.
 - e. Where an investment is made for an event, the percentage provided upon approval shall be subject to a schedule of payments and determination of any holdback percentage will be determined during the approval process. The holdback percentage will be set at an amount up to 15% of the investment. A final report including agreed upon subject matter and full financial disclosure will be required before the release of the final percentage of a holdback. For events with a budget exceeding \$300,000, an audited financial statement will be required along with the final report.

Policy Subject / Title - COMMUNITY INVESTMENT FUND

INVESTMENT FUNDS**11.18 Capital Investment Funds**

In-kind contributions related to capital investment project(s) are eligible up to a maximum funding of \$1,000, under the funding provision as set out in each category. All labour rates for in-kind contributions will be considered at \$20.00 per hour.

Organizations are eligible for Capital Investment Funds under three categories:

- a. Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure, to a maximum of \$250,000;
- b. Up to fifty percent (50%) funding of eligible expenses for alterations or improvements to existing community infrastructure that will prolong the life of the facility at least 10 years or significantly increase usage, to a maximum of \$50,000; or
- c. Up to twenty-five percent (25%) funding of eligible expenses for new capital community infrastructure planning or feasibility studies, to a maximum of \$10,000.

11.19 Operating Investment Funds

Organizations are eligible for Operating Investment Funds under three categories:

- a. Up to \$10,000 annually for organizations that own their own facility or have a long term lease for such, where the programs or services are well established, and are open to all members of the public;
- b. Up to \$5,000 annually to assist community organizations with financial support to offer year-round programs, or services to residents of Queens County and visitors that highlight and advance the local culture, heritage, sport, recreation, community, or social development in a sustainable and inclusive manner;
- c. Up to \$1,000 annually to assist community organizations with financial support to offer new or expanded programs, or services seasonally for local residents, or to support long-standing programs or services that have been in existence for more than five years.

11.20 Event/Tournament Investment Funds

Organizations are eligible for Event Investment Funds under four categories:

- a. Up to ten percent (10%) funding of eligible expenses for provincial, national or international events where the budget exceeds \$300,000;
- b. Up to ten percent (10%) funding of eligible expenses for events where the budget is between \$150,000 and \$299,999;

Policy Subject / Title - COMMUNITY INVESTMENT FUND

- c. Up to twelve and one-half percent (12.5%) funding of eligible expenses for events where the budget is between \$20,000 and \$149,999;
- d. Up to twenty percent (20%) funding of eligible expenses for events where the budget is up to \$19,999;

Organizations are eligible for Tournament Investment Funds under the following category:

- a. Up to \$500 annually for teams or organizations to host tournaments, championships, or competitions, where the event is being hosted within Queens County and is open to the public.

11.21 Training Investment Funds

Individuals and organizations are eligible for Training Investment Funds under two categories for registration fees only. Where more than one person from an organization is attending or participating, the applicant must be the organization.

- a. Up to fifty percent (50%) funding for new leadership or training programs or services, to a maximum of \$1,000, where the training is deemed to be lacking or expected to be lacking in the next three years in Queens County at the time of the application, or the applicant plans to service an underserved area, and the applicant agrees to offer the training up to two times or two sessions free of charge to the Municipality at the discretion of the Director; or
- b. Up to twenty-five percent (25%) funding for new leadership or training programs or services, to a maximum of \$500, where the training would benefit current programs and services in Queens County at the time of the application and the applicant agrees to offer the training up to two times or two sessions free of charge to the Municipality at the discretion of the Director.

11.22 Travel Assistance Investment Funds

Individuals and organizations are eligible for Travel Investment Funds that do not have a registration fee to enter. The applicant must be the sanctioning governing body in the case of an application from an individual.

- a. Up to \$500 for individuals that have earned the right to represent Queens County, Nova Scotia or Canada at provincial, national or international tournaments, championships or competitions, as set out in the table below; or
- b. Up to \$1000 for teams that have earned the right to represent Queens County, Nova Scotia or Canada at provincial, national or international tournaments, championships or competitions, as set out in the table below; or

Policy Subject / Title - COMMUNITY INVESTMENT FUND

-
- c. Up to \$500 to a resident of Queens County, Nova Scotia that has earned the right with a team that is based outside of Queens County and where that level of competition is not available in Queens County, to compete at provincial, national or international tournaments, championships or competitions, as set out in the table below;

Mainland Nova Scotia (minimum 150 km return trip)	\$150.00 per individual; or \$300.00 per team
Cape Breton, Prince Edward Island, New Brunswick, Newfoundland, Quebec or Ontario	\$250.00 per individual; or \$500.00 per team
Manitoba, Alberta, Saskatchewan or British Columbia	\$350.00 per individual; or \$700.00 per team
Yukon, Northwest Territories, Nunavut or International	\$500.00 per individual; or \$1000.00 per team

REPEAL

11.23 Policy Number 11 Community Investment Fund approved by Council of Region of Queens Municipality on November 27, 2018, is hereby repealed.

Approved by Council: January 14, 2020



Region of Queens Municipality

COMMUNITY INVESTMENT FUND APPLICATION



Submit Applications to: Recreation Department, 249 White Point Road,
P.O. Box 1264, Liverpool, NS B0T 1K0

1. ORGANIZATION'S INFORMATION

NAME: _____

MAILING ADDRESS: _____

CIVIC ADDRESS: _____

E-MAIL: _____

NS REGISTRY OF JOINT STOCK REGISTRY ID #: _____

2. CONTACT PERSON INFORMATION

NAME: _____

MAILING ADDRESS: _____

PHONE: _____

CELL: _____

E-MAIL: _____

3. PLEASE SELECT THE INVESTMENT PROGRAM BEING APPLIED FOR (one per application please):

- | | |
|--|---|
| <input type="checkbox"/> CAPITAL NEW (complete Section 4 & 11) | <input type="checkbox"/> EVENTS (complete Section 7 & 11) |
| <input type="checkbox"/> CAPITAL UPGRADE (complete Section 5 & 11) | <input type="checkbox"/> TRAINING (complete Section 8 & 11) |
| <input type="checkbox"/> OPERATING (complete Section 6 & 11) | <input type="checkbox"/> TRAVEL ASSISTANCE (complete Section 9 & 11) |
| | <input type="checkbox"/> TOURNAMENT ASSISTANCE (complete Section 10 & 11) |

4. CAPITAL - NEW INFRASTRUCTURE INVESTMENT

FACILITY TO BE CONSTRUCTED:

CIVIC ADDRESS OF CONSTRUCTION:

DATE WORK TO BEGIN: _____

DATE OF WORK COMPLETION: _____

PRE-CONSTRUCTION PICTURES ATTACHED: YES

TWO QUOTES ATTACHED: YES

TOTAL COST OF DEVELOPMENT: \$ _____

FUNDING REQUESTED: \$ _____

Supporting Documents Required for Capital – New Infrastructure Investment Applications

- Description of Capital – New Infrastructure Investment.
- Briefly explain the future benefits to be derived from your request and what will improve or be enhanced with any approved municipal funding.
- Copy of last year's financial statement, showing all accounts.
- Copy of current year's budget, showing all accounts.
- Current bank account balance for all accounts at the date of application.
- List of other funding sources with approval letters (if available).
- Proof of property ownership or long-term lease.
- Pre-construction pictures.
- Two complete, comparative quotes for all projects included in the application. Quotes must show costs before and after tax, be dated within 90 days of application date and on company letterhead with company name, address, phone, etc.
- In-kind contribution form.

Complete Section 11

5. CAPITAL UPGRADE – CURRENT INFRASTRUCTURE INVESTMENT

FACILITY TO BE ENHANCED: _____
CIVIC ADDRESS OF FACILITY: _____

DATE WORK TO BEGIN: _____
DATE OF WORK COMPLETION: _____
TOTAL COST OF DEVELOPMENT: \$ _____
FUNDING REQUESTED: \$ _____

Supporting Documents Required for Capital – Upgrade Investment Applications

- Description of Capital Upgrade- Current Infrastructure Investment.
- Briefly explain the future benefits to be derived from your request and what will improve or be enhanced with any approved municipal funding.
- Copy of last year’s financial statement, showing all accounts.
- Copy of current year’s budget, showing all accounts.
- Current bank account balance for all accounts at the date of application.
- List of other funding sources with approval letters (if available).
- Proof of property ownership or long-term lease.
- Pre-construction pictures.
- Two complete, comparative quotes for all projects included in the application. Quotes must show costs before and after tax, be dated within 90 days of application date and on company letterhead with company name, address, phone, etc.
- In-kind contribution form.

Complete Section 11

6. OPERATING INVESTMENT – ANNUAL DEADLINE: FRIDAY, FEBRUARY 28, 2020.

PROGRAM/SERVICE: _____
OF PARTICIPANTS/SPECTATORS: _____
OPEN TO GENERAL PUBLIC: YES NO

TOTAL ANNUAL BUDGET OF ORGANIZATION:
\$ _____
FUNDING REQUEST: \$ _____
TOTAL CURRENT BANK ACCOUNT BALANCE FROM ALL ACCOUNTS: \$ _____

Supporting Documents Required for Operating Investment Applications

- Description of Operating Investment.
- Briefly explain the purpose and future benefits to be derived from your request and what will improve or be enhanced with any approved municipal funding.
- Copy of last year’s financial statement, showing all accounts.
- Copy of current year’s budget, showing all accounts.
- Current bank account balance for all accounts at the date of application.
- List of other funding sources with approval letters (if available).

Complete Section 11

7. EVENT INVESTMENT

EVENT TO BE SUPPORTED: _____
LOCATION: _____
DATE(S) OF EVENT: _____
OF PARTICIPANTS/SPECTATORS: _____

OPEN TO GENERAL PULBIC: YES NO
TOTAL EVENT COST: \$ _____
FUNDING REQUEST: \$ _____
TOTAL CURRENT BANK ACCOUNT BALANCE FROM ALL ACCOUNTS: \$ _____

See next page for required documents.

Supporting Documents Required for Event Investment Applications

- Description of Operating Investment.
- Briefly explain the purpose and future benefits to be derived from your request and what will improve or be enhanced with any approved municipal funding.
- Copy of last year's financial statement, showing all accounts.
- Copy of current year's budget, showing all accounts.
- Current bank account balance for all accounts at the date of application.
- List of other funding sources with approval letters (if available).

Complete Section 11

8. TRAINING INVESTMENT

TRAINING TO BE SUPPORTED: _____

LOCATION OF TRAINING: _____

DATE(S) OF TRAINING: _____

IDENTIFIED NEED FOR TRAINING:

TOTAL TRAINING COST: \$ _____

TRAINING LACKING/ EXPECTED TO BE

FUNDING REQUEST: \$ _____

BENEFICIAL TO CURRENT PROGRAMMING

Supporting Documents Required for Individual applications for Training Investment Applications

- Description of Training Investment (i.e. Course syllabus).
- Briefly explain the future benefits to be derived from your request and what will improve or be enhanced with any approved municipal funding.
- Proof of registration fees.

Supporting Documents Required for Organization applications for Training Investment Applications

- Description of Training Investment.
- Briefly explain the purpose and future benefits to be derived from your request and what will improve or be enhanced with any approved municipal funding.
- Copy of last year's financial statement, showing all accounts.
- Copy of current year's budget, showing all accounts.
- Current bank account balance for all accounts at the date of application.
- List of other funding sources with approval letters (if available).
- Supporting letter from applying organization stating the names and county of residence of individuals to receive training.

Complete Section 11

9. TRAVEL ASSISTANCE INVESTMENT

PURPOSE OF TRAVEL: _____

SANCTIONING BODY: _____

LOCATION OF TRAVEL: _____

DATE(S) OF TRAVEL: _____

TOTAL TRAVEL COST: \$ _____

TRAVELERS NAME(S)/TEAM: _____

FUNDING REQUEST: \$ _____

Supporting Documents Required for Travel Assistance Investment Applications

- Description of Travel Assistance Investment.
- Letter from sanctioning provincial or national governing body.
- Outline of travel expenses to be incurred, including any other sources of funding.

Complete Section 11

10. TOURNAMENT ASSISTANCE INVESTMENT

TOURNAMENT: _____

DATE(S) OF TOURNAMENT: _____

LOCATION: _____

TOTAL TOURNAMENT COST: \$ _____

FUNDING REQUEST: \$ _____

Supporting Documents Required for Tournament Assistance Investment Applications

- Description of Tournament Assistance Investment.
- Letter from sanctioning provincial or national governing body including any allocation of funding provided.
- Complete budget of tournament, including all revenues and expenses.

Complete Section 11

11. Funding under this Community Investment Fund is available to all current non-profit organizations located within Queens County that meet this Fund policy requirements. The maximum funding available is contained within the policy, subject to required cost-sharing and annual budget allocation, exclusive of HST.

This application is not a building permit or development permit and the Applicant acknowledges that these approvals must also be obtained prior to carrying out work or hosting events.

Acknowledged: YES NO

Region of Queens Municipality Community Investment Fund applications will be accepted on an on-going basis until all funding available has been committed, excluding Operating Investments which have an established deadline. All approved applications must complete their infrastructure work, events, training, or travel and submit their final report and claim for payment prior to March 31st of the approved fiscal year. Claims submitted after this time frame will not be accepted nor will they be eligible for funding. Approved Operating Investments must submit their final report and claim for payment prior to January 15th of the approved fiscal year.

Acknowledged: YES NO

ACKNOWLEDGEMENT

I confirm that I have read Operational Policy 11 – Community Investment Fund and this application is true to the best of my knowledge and is being submitted in accordance with the policy criteria and no information that may lead to my application being deemed ineligible has been withheld. If approved, I agree to complete the project as proposed and to provide recognition of the Municipality’s financial contribution during the construction phase, event, or other appropriate times, and the Municipality may provide the details of this project publicly for promotional purposes without additional payment.

Applicant Name: _____ Signature: _____ Date: _____

RQM OFFICE USE ONLY

DATE APPLICATION RECEIVED: _____ RECEIVED BY: _____

APPLICATIONS COMPONENTS INCLUDED:

- SIGNED APPLICATION INITIALS: _____
- PROJECT DESCRIPTION INITIALS: _____
- DESCRIPTION OF BENEFITS INITIALS: _____
- PREVIOUS YEAR'S FINANCIAL STATEMENT INITIALS: _____
- CURRENT YEAR'S BUDGET INITIALS: _____
- CURRENT BANK ACCOUNT BALANCE..... INITIALS: _____
- LETTER(S) OF APPROVAL INITIALS: _____
- PROOF OF PROPERTY OWNERSHIP INITIALS: _____
- PRE-CONSTRUCTION PICTURES INITIALS: _____
- TWO QUOTES INITIALS: _____
- OTHER INITIALS: _____
- IN-KIND CONTRIBUTION FORM INITIALS: _____

PREVIOUSLY FUNDED THIS FISCAL YEAR: YES NO

IF YES, FOR WHAT: _____

APPROVED: YES NO

CONDITIONS/ REASONS (IF ANY): _____

TOTAL ELIGIBLE COSTS (EXCLUDING HST): \$ _____ TOTAL APPROVED: \$ _____

TOTAL PROJECT COST: \$ _____ % FUNDED: _____

DATE CLAIM PAID: _____ CHEQUE NO: _____

DATE FINAL REPORT SUBMITTED: _____ FINAL PICTURES SUBMITTED: YES NO

DATE HOLDBACK RELEASED: _____ CHEQUE NO: _____

SIGNATURE FILE CLOSED: _____



Region of Queens Municipality COMMUNITY INVESTMENT FUND



CAPITAL INVESTMENT FUND APPLICATIONS IN-KIND CONTRIBUTION FORM

DONATED LABOUR

All labour rates for in-kind contributions are at a rate of \$20.00 per hour.

DONATED MATERIALS

All in-kind materials at receipted cost.

PROJECT/MATERIALS	HOURS	LABOUR RATE	TOTAL	RECEIPTED MATERIAL COST *
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		
		\$20.00		

*Please attach receipts for donated materials.



Region of Queens Municipality



COMMUNITY INVESTMENT FUND FINAL REPORT FORM

1. APPLICANT INFORMATION

ORGANIZATION NAME: _____

CONTACT PERSON: _____

MAILING ADDRESS: _____

PHONE: _____ E-MAIL: _____

2. Briefly outline how the funds provided were used and the impacts created on the space provided on the reverse. →

3. Supporting documents required (please attach)

CAPITAL INVESTMENT FUNDS

- Current bank account balance for all accounts at the time of final report
- Current financial statement at time of final report
- Post-construction pictures
- Copies of all supporting receipts/invoices
- In-kind Contributions Final Report

OPERATING INVESTMENT FUNDS

- Current bank account balance for all accounts at the time of final report
- Current financial statement at time of final report
- Copies of all supporting receipts/invoices

EVENT INVESTMENT FUNDS

- Current bank account balance for all accounts at the time of final report
- Current financial statement at time of final report
- Copies of all supporting receipts/invoices

TOURNAMENT ASSISTANCE INVESTMENT FUNDS

- Financial statement for the tournament
- Copies of all supporting receipts/invoices

TRAINING INVESTMENT FUNDS - Individuals

- Copy of certification
- Copies of all supporting receipts/invoices

TRAINING INVESTMENT FUNDS - Organizations

- Copy of certifications
- Copies of all supporting receipts/invoices

TRAVEL ASSISTANCE INVESTMENT FUND

- Copies of all supporting receipts/invoices

Applicant Name: _____ Signature: _____ Date: _____



Region of Queens Municipality

COMMUNITY INVESTMENT FUND FINAL REPORT FORM



2. Briefly outline how the funds provided were used and the impacts created.



Region of Queens Municipality
COMMUNITY INVESTMENT FUND



CAPITAL INVESTMENT FUND APPLICATIONS
IN-KIND CONTRIBUTION FINAL REPORT

DONATED LABOUR

All labour rates for in-kind contributions are at a rate of \$20.00 per hour.

DONATED MATERIALS

All in-kind materials at receipted cost.

DATE	LABOURER'S/ MATERIAL DONOR'S NAME	PROJECT/MATERIALS	HOURS	RATE	TOTAL	RECEIPTED MATERIAL COST*	LABOURER'S/ MATERIAL DONOR'S SIGNATURE
				\$20.00			
				\$20.00			
				\$20.00			
				\$20.00			
				\$20.00			
				\$20.00			
				\$20.00			

* Please attach receipts for donated materials.