SUSSEX POLICY

Subject	Number
COMMUNITY GRANTS POLICY	CS-23
Date FEBRUARY 18, 2025	**Approved by** COUNCIL [X] OTHER(S) [ ] **Date** MARCH 7, 2017
Signature	**Date of Revision** FEBRUARY 18, 2025
	PAGE 1/4

Policy Statement:

The town of Sussex is committed to supporting local organizations and initiatives that enhance the quality of life for our residents. Through the Community Grants Program, we aim to allocate funds in a fair and transparent manner to projects that align with the Town's priorities and contribute to the overall well-being of our community.

Guiding Principles:

- Community Benefit: Grants should primarily benefit residents of Sussex.
- Alignment with Priorities: Projects should align with the Town's priorities and address community needs as identified by residents and Council.
- Sustainability: Preference will be given to projects that demonstrate long-term sustainability and community impact.
- Diversity and Inclusion: The program encourages applications from a diverse range of organizations representing the various needs and interests of our community.
- Accountability: Grant recipients will be accountable for the proper use of funds and are required to submit a final report of how funds were used to support the proposed outcomes.
- Transparency: The grant application and selection process will be open and transparent.

Eligibility Criteria:

To be eligible for a Community Grant, organizations must:

- Be a registered non-profit organization or have a sponsoring organization that is.
- Operate within Sussex or provide services that directly benefit Town residents.
- Demonstrate sound financial management practices.

Please note the following are not eligible to apply:

- individuals
- government agencies
- for-profit groups
- any application aligned with any political party or to support programs or services thereof

- any application aligned with any religious affiliation, or to support programs or services thereof
- commercial ventures
- groups using the funds to operate a program, project, or operation predominantly outside of the town of Sussex.

Budget and Grant Amounts:

The availability of the Community Grant funds are subject to Council approval as part of the overall budget review and approval process for the town of Sussex in any calendar year.

The maximum funding provided under this program is up to $5,000.00 per approved application.

As funding for grants is limited to Sussex Council's budgetary allocations, not all applicants may be successful.

Council will strive to provide grants to applicants whose services provide the greatest benefit to citizens of Sussex, and all applicants must demonstrate how their programs or project provide such benefits.

Grant Deadlines and Milestones:

Fall (annually)	- Community Grants Budget Allocation approved by Council
First Friday of new year	- Grant Application available online at www.sussex.ca/grants
Second Friday of March	- Grant application submission deadline (Intake period 1 of 2)
April Council Meeting	- Grant approvals by Council
Second Friday of September	- Grant application submission deadline (Intake period 2 of 2)
October Council Meeting	- Grant approvals by Council
December 31	- Final report submission by applicant. Failure to submit the final report may result in exclusion from future applications.

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Application Process:

In order to be considered for either of the two (2) intake periods, applicants must complete *Form No. CS-23-001 – Community Grant Application*, available online at www.sussex.ca/grants. Incomplete or late applications will not be considered for funding.

Grant Evaluation Committee:

A Grant Evaluation Committee will be formed each year to review and evaluate applications. The Committee will consist of:

- The Community Services Director for Sussex;

- Representative(s) of the Finance Department for Sussex;

- Two (2) councillors for Sussex, and

Evaluation and Approval Process:

All completed applications, will be reviewed by the Grant Evaluation Committee for each intake period.

Applications will be scored out of a possible 30 points based on the following criteria:

Relevance (20 Points): What key objective (s) in the Sussex Strategic Plan will this project or program achieve?

Feasibility (10 Points): Project feasibility as well as demonstrated organizational capacity and good management practices including:

- Programming
- Finances
- Human resources
- Historical track record
- Program development
- Community and business support
- Diversified funding
- Partnerships
- Public accessibility

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Following each intake and assessment period a recommendation from administration will be reviewed and assessed by Council and ratified in a public meeting of Council (April and October). Council shall have final authority over all funding decisions made under this Policy.

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.