



## GRANT POLICY

**Effective Date:** JANUARY 1, 2025

**Last Reviewed:** August 22, 2024

**Approving Authority:** SYSRC Council, SYSRC CAO

**Review Cycle:** January 1, 2027

## PURPOSE AND SCOPE

Sunbury-York South Rural Community recognizes the important impact of groups and organizations that contribute to the overall well-being of our community. We offer grants to support three (3) categories: **Community Improvement, Activities, and Assistance**. We offer grants in two tiers: **Tier 1** is \$500.00 or less; and **Tier 2** is \$500.01 to \$5,000.00.

**Community Improvement grants** support developing or enhancing a project or service that benefits the community.

**Activities grants** support physical, social, intellectual and creative pursuits that enhance personal and community well-being.

**Assistance grants** support operational and core expenses for a community service provided by the applicant.

All applications must be completed using the official form designated by Sunbury-York South Rural Community, available in our office or online [here](#).

**Tier 1** grant applications will be reviewed and approved by the CAO on a first-come, first-served basis, capped at a maximum of ten (10) approved grants. Mayor and Council reserve the right to review and approve additional grant requests should there be a case in which the maximum number of grants has been approved but a new request merits funding.

**Tier 2** grant applications will be reviewed and approved by Mayor and Council using the eligibility criteria outlined below.



## ELIGIBILITY

We will accept a maximum of one (1) application per group or organization per year. Please note that the amount paid out will be equal to the grant amount approved or the final project cost, whichever is less.

Groups and organizations are eligible to apply for funding through our grant process if they meet all the following criteria:

- groups or organizations must operate within the borders of Sunbury-York South Rural Community and provide a service that benefits our residents
- applications must be submitted by the director, chief executive, or other authorized official representing the group or organization applying for funding

The following groups and organizations are ineligible to apply for funding under this policy:

- government agencies
- for-profit groups or organizations
- groups or organizations aligned with a political party, or requests to support programs or services thereof
- commercial ventures

## EVALUATION CRITERIA

Grant applications will be reviewed considering the following criteria:

- Aligns with SYSRC priorities [maximum score is 25/25]
- Provides financial need and identifies potential risks [maximum score is 25/25]
- Highlights organizational expertise [maximum score is 25/25]
- Clearly demonstrates community benefit [maximum score is 25/25]



## DEADLINES AND TIMELINES

The Sunbury-York South Rural Community grant program operates on an annual cycle. Funds are awarded in the calendar year following an application. For example: a successful grant application submitted in 2024 would have funds awarded in the 2025 calendar year.

Successful applicants will receive funding according to the schedule below:

- The **Tier 1** grant process is open from **January 1 to August 31** each year. Applications will be reviewed by the CAO on a first-come, first-served basis, capped at a maximum of ten (10) approved grants. Successful applicants will be notified within fourteen (14) days. Funds for approved applications will be paid out within 30 days.
- Please note that we will accept a **maximum of one (1) application** per group or organization per year.

## TIER 1 GRANT PROCESS

**APPLICATIONS OPEN:  
JANUARY 1**



Applications can be submitted electronically or in person

**FUNDING DECISION:  
WITHIN 14 DAYS**



We will let you know if your application has been approved

**GRANT PAYOUT:  
WITHIN 30 DAYS**



We'll disburse funds to you within 30 days of approval

**FINAL REPORT DUE:  
UPON COMPLETION**



Your Final Report must be submitted electronically or in person



# SUNBURY-YORK SOUTH Rural Community

Successful applicants will receive funding according to the schedule below:

- The **Tier 2** grant process is open from **January 1 to August 1** each year. All applications are due by 11:59 PM Atlantic Standard Time on **August 1**. A confirmation letter will be provided to successful applicants by September 30. Funds will be paid out in two (2) installments of 50% each; the first payment will occur by **February 1** in the following calendar year; the second payment will occur within 30 days of the applicant submitting a final report.
- In exceptional circumstances, Council may award funds in the same calendar year.
- Please note that we will accept a **maximum of one (1) application** per group or organization per year.
- Please note that the amount paid out will be equal to the grant amount approved or the final project cost, *whichever is less*.

## TIER 2 GRANT PROCESS

**APPLICATION DUE:**  
11:59 PM AUGUST 1



Applications can be submitted electronically or in person

**FUNDING DECISION:**  
SEPTEMBER 30



We will let you know if your application has been approved

**FIRST PAYOUT:**  
FEBRUARY 1



If you applied for \$500.01 or more, we'll disburse 50% of funds

**FINAL REPORT DUE:**  
UPON COMPLETION



Your Final Report must be submitted electronically or in person

**SECOND PAYOUT:**  
30 DAYS AFTER REPORT



If you applied for \$500.01 or more, we'll disburse the other 50% of funds



## **REQUIREMENTS: TIER 1 (\$500.00 or less)**

Applications for Tier 1 funding must include the following information:

- applicant name
- organization name
- a phone number and/or email
- a brief description of the organization's mission/mandate and areas served
- the address of applicant or organization, as applicable
- the address of the proposed activity (if different from above)
- the amount requested
- a complete description of how the funds will be used
- a description of how funds will benefit the community
- an attestation that the organization meets the eligibility criteria
- an agreement to provide a final report within 30 days of project completion

## **REQUIREMENTS: TIER 2 (\$500.01 to \$5,000.00)**

Applications for Tier 2 funding must include the following information:

- applicant name
- a phone number and/or email
- a brief description of the organization's mission/mandate and areas served
- the address of applicant or organization, as applicable
- the address of the proposed activity (if different from above)
- the amount requested
- a complete description of how the funds will be used
- a description of how funds will benefit the community
- an attestation that the organization meets the eligibility criteria
- an agreement to provide a final report within 30 days of project completion
- detailed quotes or receipts related to the funding request
- a copy of the group or organization's most recent financial audit
- a copy of financial statements from the month prior to the application



## **REQUIREMENTS: FINAL REPORT**

All successful applicants must complete a final report that must include:

- an assessment of the grant's impact at community, group, or organization level
- copies of work orders, receipts, and quotes related to the project
- proof that the project has been completed, including photographs and written attestation

**Council may request additional information to support the grant application.**

All applications must be completed using the official form designated by Sunbury-York South Rural Community, available in our office or online [here](#).

END OF DOCUMENT