

Policy Memorandum



LABRADORCITY

POLICY SUBJECT: COMMUNITY GRANT POLICY

DEPARTMENT: ADMINISTRATION

AMENDED BY COUNCIL:

ORIGINAL POLICY DATE: SEPTEMBER 16, 2026

POLICY#: 2.4-9

Purpose

The Town of Labrador City recognizes the essential contribution of volunteer-led community organizations in delivering social, cultural, recreational, sport, health, and economic initiatives that benefit residents. This policy establishes a transparent, fair, and accountable framework for distributing municipal grant funding.

Council allocates an annual budget for community grants. The purpose of the Community Grant Program is to ensure:

- equitable access to municipal funding;
- alignment with municipal priorities;
- clear accountability for the use of public funds; and
- measurable community benefit.

Interpretation and Definitions

For the purpose of this policy:

- "Community" means the Town of Labrador City.
- "Council" means the Town Council of Labrador City.
- "Employee" means any individual under an employment contract with the Town, including staff, volunteers, contractors, and members of Council.
- "Employer" means the Town of Labrador City, as represented by the Chief Administrative Officer or designate.
- "Grant" means a financial award provided to an organization subject to pre-established eligibility and entitlement criteria.
- "Organization" means a group registered as a non-profit or charitable entity.
- "Town" means the Town of Labrador City.

Application

This policy applies to community groups and organizations requesting grants of \$1,000 or more from the Town. Requests below this threshold shall be processed under the Town's Donation or Sponsorship Policy, as applicable.

Procedure

Grants are awarded in the fiscal year in which the application is received. Applications must be submitted annually and are subject to budget availability and eligibility.

Approval of a grant does not constitute a commitment for future funding.

Eligibility Criteria

To be eligible, applicants must:

- be registered as a non-profit or charitable organization;
- primarily benefit residents of Labrador City;
- demonstrate that the grant is supplementary and not the primary source of funding;
- demonstrate financial transparency and accountability;
- propose a project or initiative occurring within the year of funding.

Ineligible Applicants

The following are not eligible:

- individuals;
- businesses or for-profit organizations;
- publicly funded organizations;
- other levels of government or Crown corporations;
- organizations with political affiliations or election-related activities.

Ineligible Expenditures

Grant funds shall not be used for:

- debt retirement;
- retroactive funding;
- operating deficits;
- salaries or honoraria;
- political activities;

- membership fees;
- core operational costs;
- land purchase or improvements;
- conferences, seminars, or workshops;
- expenses that reduce or reimburse municipal taxes or fees;
- projects deemed not in the best interest of the Town.

Application Process

- The Town shall issue an annual call for proposals.
- Applications shall be reviewed and approved by Council.
- Approval shall require a two-thirds (2/3) vote of Council.

Assessment Criteria

Applications will be assessed based on:

- alignment with Council's Strategic Plan and priorities;
- demonstrated community need and impact;
- organizational capacity and governance;
- financial need and sustainability;
- number of Labrador City residents served;
- volunteer involvement;
- partnerships and collaboration;
- external funding leveraged;
- completeness and quality of the application;
- past performance and reporting compliance.

Funding Allocation and Agreements

Grant amounts are subject to available funding. Successful applicants must enter into a Grant Agreement outlining terms, conditions, reporting requirements, and repayment provisions if funds are misused.

Recognition

Organizations receiving funding shall acknowledge the Town of Labrador City in promotional materials, including use of the Town logo where applicable.

Reporting and Accountability

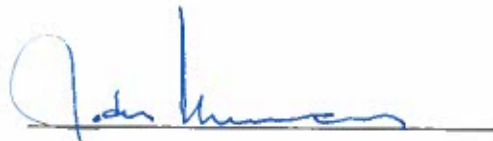
Grant recipients must:

- submit financial reports as required;
- submit a final report detailing expenditures, activities, outcomes, and community impact;
- permit financial review or audit by the Town if requested.

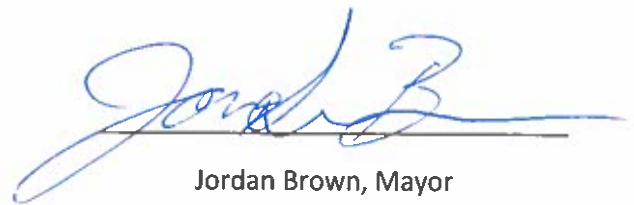
Penalties

Failure to comply with this policy or grant agreement terms may result in disqualification from future funding.

Funding recommendations may consider application scores, available funding, grant history, project scope, and Council priorities. Council reserves the right to approve, reduce, or deny any funding request



Jody Murray, CAO



Jordan Brown, Mayor