

Policy: **GV-021**  
Coverage: **Town of Trenton**  
Council Approval: **June 12, 2018**  
Effective Date: **June 12, 2018**  
(applicable to 2019-20 and later fiscal years)

# Community Grants Policy

## 1. Purpose

1.1. The primary purpose of the Community Grants Policy is to provide an organized, responsible and responsive process for awarding of grants to organizations and causes. Every year the Town receives requests for support from many community groups and causes. Responding to such requests on an ad hoc or "as-received" basis may result in unequitable treatment of requests that are received late in the fiscal year, or may not allow Council to best prioritize such requests for maximum impact in the community.

## 2. Policy

- 2.1.1. No later than January 10 of each year the Town shall advertise in a local newspaper the grants program, indicating details of the program and the deadline for applications to be submitted for consideration.
- 2.1.2. On or before February 28 either Committee of the Whole, or an ad hoc committee appointed by Council will consider the requests and provide a recommendation of recipients and amounts to be included in the budget for the upcoming fiscal year.
- 2.1.3. Recognizing that Council will, from time to time, require flexibility to deal with unexpected or emerging issues in the community, the Committee will also recommend an amount to be included in the budget to provide for emergency grant requests during the year.
- 2.1.4. The review and finalization of the overall budget may necessitate further review and adjustment of the grant recommendations. Council may adjust the recommendations directly or may refer the recommendations back to the committee for further consideration.
- 2.1.5. Requests for grants that are received during the year outside the formal review process set out in 2.1.1 and 2.1.2 above will be considered by Council for a grant to be paid from the undesignated amount described in 2.1.3 if there is satisfactory explanation provided as to why the request could not have been made through the formal review process. In any other case such late requests may be deferred for consideration in the next formal review process and included in the requests considered pursuant to 2.1.1 and 2.1.2.

CAO Annotation for Official Policy Book  
Date of Notice to Council Members of Intent  
To Consider (Minimum 7 Days): May 28, 2018  
Date of Passage of Current Policy: June 12, 2018  
I certify that this Policy was adopted by Council as  
indicated above  
  
CAO June 12, 2018  
Date