



Policy Title: RM of Britannia Grant Program

Policy Area: Parks and Recreation	Effective Date: May 12, 2021
Policy Section: RM of Britannia No. 502 Grant Program	Updated: December 17, 2025
Supersedes Policy: 503/25 July 23, 2025, 793/24 November 27, 2024, 530/23 September 27, 2023, 271/21 May 12, 2021	Approved on: December 17, 2025 Resolution: 887/25 Next Review Date: This policy will be reviewed every three (3) years or earlier if deemed necessary by the Chief Administrative Officer or Council.

Policy Statement:

The council of the RM of Britannia No. 502 recognizes the valuable contributions made by our non-profit community organizations and their volunteers to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the RM of Britannia No. 502 is committed to providing financial assistance to such organizations through its Grant Program. Support is provided each year from the municipality's operating budget to qualifying organizations through an annual/semi-annual application process.

Purpose:

The purpose of the RM of Britannia No. 502 Grant Program is to ensure that funds are allocated in a fair and transparent manner to non-profit community-based organizations. This policy identifies the funding available, eligibility requirements, and outlines the application and allocation process.

Definitions:

Council means the duly elected members of the municipality.

Financial Assistance is a grant that provides funding to an organization.



Policy Title: RM of Britannia Grant Program

Grant Application is the application form required to be completed and submitted prior to consideration of any grant funding.

Organization is a non-profit community group that provides products and services to improve or benefit the community.

Policy:

1) General

- (1) The Finance Department will inform the community of grant opportunities through ads in the local newspaper and the municipality's website.
 - (a) The Finance Department will receive the applications.
 - (b) Council will evaluate applications and approve grants.
 - (c) Late or incomplete applications may not be forwarded to council for consideration.
- (2) Total amount of grant funding available per grant year is \$85,000.00.
 - (a) If the total amount of grant funding available is not depleted, then a second intake with a deadline for applications of October 31, will be added. Advertising would be put in place by August 31.
- (3) The grant period is from May 1 to April 30 every year.
 - (a) The event, activity, or operating costs must occur within this grant period.

2) General Guidelines for Applications

- (1) Applicant must be an RM of Britannia non-profit organization delivering a program within the boundaries of the RM of Britannia.
- (2) Groups receiving grants must publicly acknowledge the RM of Britannia within their activities and advertising.
- (3) Applicants may be asked to participate in funding recognition by way of having a photograph taken with a member of council or administration when receiving grant funds.
- (4) Majority of program participants must be RM of Britannia residents or show that there is value to the RM of Briannia residents, in the opinion of RM of Britannia Council.
- (5) The non-profit grant program is intended to provide funds to applicants that are open to all residents of the RM of Britannia without discrimination based on age, economic status, physical or mental ability, race, religion, gender or ethnicity.
- (6) Applicants must be able to match the funding requested at a minimum of 50% of the total project cost, with the minimum being \$250.00 and the maximum \$7,500.00.



Policy Title: RM of Britannia Grant Program

- (7) Funding requests received after the application deadline will not be accepted and the applicant will be invited to submit an application for the next grant period if they wish to do so.
- (8) If the application form is not filled out properly, the grant application may not be considered.
- (9) If the organization changes the scope of the project, program, event, or activity that has already been approved, they must submit the proposed changes to the Finance Department prior to the new project, program, event or activity taking place to be reviewed and approved or denied by the CAO.

3) Eligible and Ineligible Expenses

- (1) Some of the expenditures eligible for grant funds are as follows:
 - (a) Operational expenses such as insurance, power, gas, and wages for maintenance workers;
 - (b) Capital items or enhancement of facilities;
 - (c) Event hosting expenses such as travel costs (within Saskatchewan and including the City of Lloydminster), food, coffee, tea, equipment, rental, paper plates and cups, cutlery, napkins, prizes, promotional materials, advertising, hall rentals, etc.
- (2) Some of the expenditures ineligible for grant funds are as follows:
 - (a) Property taxes;
 - (b) Alcoholic beverages and licenses;
 - (c) Per Diems/Day Money;
 - (d) Out of province (excluding within the city of Lloydminster) activities and travel;
 - (e) Donations.

4) Final Report

- (1) Grant recipients must submit a project final report upon completion of the program including:
 - (a) A completed RM of Britannia Project Final Report;
 - (b) All eligible receipts must be dated within the grant period of May 1-April 30, unless a resolution of Council is passed for an extension;
 - (c) Reports and receipts must be submitted in an orderly manner with all eligible costs clearly indicated;
 - (d) Bank statements from the organization must be presented with the final report;



Policy Title: RM of Britannia Grant Program

- (e) Complete reporting must be submitted to the RM of Britannia by June 30 following the grant period unless an extension is granted.
- (2) A final report confirming project expenditures (receipts) must be submitted by June 30 following the grant period.
- (3) After the final report is reviewed by the Finance Department and if it is found to be incomplete, the applicant will have until July 31, to submit the necessary documentation or will forfeit the application.
- (4) Applicant must provide proof of how the community benefitted from the grant in the final report.
- (5) If the organization is unable to complete the project, program, event or activity that it has received approval for, and/or has not submitted the final report, a written letter of request for an extension must be submitted prior to July 31.
 - (a) Requests for an extension will require the approval of council.
 - (b) If a letter is not received and a resolution from council is not carried to approve the request for an extension, the grant funding will be forfeited.
- (6) If the organization does not comply with these requirements, future financial support from the RM of Britannia may not be considered.
 - (a) Program approval will be based upon the project request and council's resolution to support the project.
 - (b) Failure to submit the final report and receipts may result in the non-profit organization being ineligible for funds in the following grant year.

5) Grant Payment

- (1) Organizations will receive their allotted grant funding once the final report and corresponding receipts have been submitted.

6) Attachments:

Schedule A- Grant Program for Non-Profit Organizations within The RM of Britannia Guidelines, Application, and Final Report.