

## Town of Nipawin

### Fee for Services Policy

**Date of Policy:** March 13, 2017

**Review Date:** March, 2022

**Motion Number:** 9(a)(i)

**Revision:**

Page 1/4

### **Purpose**

The Council of the Town of Nipawin recognizes that local community not for profit organizations and registered non-profit societies are valuable resources in assisting the municipality in maintaining a strong community focus. The services must assist the Town to fulfill its goals and objectives.

Therefore, Council will consider the provision of financial assistance to registered non-profit societies or local not for profit organizations which seek support for proposals to promote the following Council objectives:

- Enhancing community identity and pride locally
- Encouraging and expanding volunteerism
- Promoting healthy living
- Promoting history, arts, culture and roots
- Sustaining the community (including financial stability)
- Enhancing quality of life of residents
- Providing/Enhancing a community service
- Providing/Enhancing youth services or activities

The Town of Nipawin benefits from the services provided by organization(s) and therefore will consider payment of an annual fee, through a three-year fee-for-service contract in recognition of these benefits.

### **Principles**

To be eligible for fee-for-service funding, services proposed by organization(s) must be based on the following principles:

- Provides a service consistent with the Town's strategic priorities and accomplish one or more goals:
  - Ensuring Nipawin is a safe community
  - Enhancing the quality of life of residents
  - Providing high quality services through outstanding governance
- The service must be inclusive of all residents.
- In order to be eligible for fee for service funding from the Town of Nipawin services proposed by organization(s) must support strong social and community values and may not be harmful to others,
- To qualify for fee-for-service funding, services proposed by organization(s) must provide, enhance, supplement or support a service that might otherwise have to be provided by the Town of Nipawin as a municipal responsibility.

## Town of Nipawin

### Fee for Services Policy

**Date of Policy:** March 13, 2017

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Page 2/4

### **Administration**

In order to be considered for fee for service funding in the following calendar year, requests for funding under the Fee for Service Policy must be submitted to the attention of the Director of Finance and Administration by October 31 each year. Late applications may not be considered. Applications will be evaluated by the Town of Nipawin to determine eligibility as outlined in this document. All eligible applications will be forwarded to the Town Council for discussion and subsequent approval. Organizations whose applications are deemed ineligible will be notified by the Town without any further review by Town Council.

### **Evaluation Criteria**

In addition to meeting the principles as outlined in this document, the following criteria will be considered:

- How the service reflects or accomplishes the Town's goals and strategic priorities.
- Demonstration that other community organizations are **partnering** in the provision of service to avoid duplication.
- Evidence of need for the service.
- Level of community support through public attendance and donations levels including the number of local volunteers.
- Quality of management (established track record, is the proposal well thought out and clear, etc.).
- Evidence of clear goals and expected outcomes.
- Uniqueness of the service i.e. does not duplicate but may complement an existing service.
- Evidence of financial need for the funding.
- Should the organization be requesting fee for service funding in the excess of prior requested amount, please provide rationale for the additional requested funds.

### **Who May Apply?**

The funding applicant (organization) must meet the following criteria in order to qualify for funding:

- Be registered as a not-for-profit incorporated society in Saskatchewan;
- Be located in the Town of Nipawin; and
- Be able to demonstrate that they are able to match the Town's contribution in either other donation dollars or in-kind services.

## Town of Nipawin

### Fee for Services Policy

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**Revision:**

Page 3/4

The Council of the Town of Nipawin wishes to ensure that assistance is provided only where it is needed, and where it will be well managed. Groups or organizations must have a defined governance structure that makes specific individuals responsible for the use of funds provided and accountable for the success or failure of the project, program, service, or event that is proposed.

In order to be eligible to receive assistance, the applicant registered non-profit society or local not for profit organization must demonstrate that it has sound financial and administrative management. The applicant must have a Board of Directors or similar governance structure and the persons making the application or receiving the funds must be legally authorized to act on behalf of the society or organization.

The applicant organization or society should have a proven track record of community service and have previously demonstrated the ability to administer other forms of assistance. The applicant organization or society must demonstrate a real effort in marketing and self-financing shown by a diversity of sources of revenue such as grants from other fund agencies, fundraising, sponsorships, ticket sales, subscriptions, memberships, user fees or other mechanisms.

### **Conditions**

- Completion of the funding application form and inclusion of the following required attachments, as applicable:
  1. Annual Financial Statements.
  2. Annual Financial Statements filed with the Director of Corporations as required by the *Non-Profit Corporations Act*.
  3. Minutes of the last Annual General Meeting held by the organization including a list of the Board of Directors.
  4. Copy of the organization's Constitution and/or Governing Bylaws.
  5. Report on how the funding that was received in the previous year was utilized.
- Provide a presentation to Council if requested.
- Demonstration that the services provide a significant benefit to the Town and its residents through a qualitative and quantitative analysis.
- Town funds must be matched by equivalent donation dollars and/or volunteer commitments.
- Town's contribution must be acknowledged on all promotional materials relating to the funded service.
- Funding provided on a three-year basis so long as contractual conditions are met. Subsequent contracts will be subject to Council approval.

**Town of Nipawin**

**Fee for Services Policy**

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**Revision:**

Page 4/4

**Not Eligible**

- Direct funding to individuals
- Services that would have been previously supported through other government funding (including Education and Health Care sectors)
- Demonstrations, marches and rallies
- For-profit organizations
- Retroactive funding or operating deficits
- Capital projects on Town owned property
- Property tax