



Applicant's Guide

**Non-monetary  
support for  
organizations**

Last revised April 2016

# General information

## Objective of the policy to support organizations

Recognize and encourage with equity efforts of the various organizations working within the City of Edmundston while promoting the appropriate use of public funds.

### Important:

1. It is the applicant's responsibility to follow the application procedures and meet the deadlines (if applicable).
2. The organization must offer its services, programs and/or activities within the municipal limits.
3. The services or activities organized by organizations must be accessible to the entire population regardless of ethnic origin, sexual orientation, religious beliefs, or other status.
4. Applications representing religious affiliations are not accepted and will be refused immediately.
5. The City reserves the right to request and verify any supporting documents concerning the expenses incurred for the acquisition of goods or services in connection with the event, to ensure that the funds granted have been used for the intended purposes.
6. Support under this policy is conditional on budget availability. In the case of a financial contribution, the City undertakes to pay the maximum subsidy only if its annual budget allows it. Consequently, the total amount of grants paid may not exceed the total budget allocated annually to the support policy for organizations and events and to each of its subsections.

### Admissibility

1. Only not-for-profit organizations accredited by the City of Edmundston can apply for support. The list of accredited organizations is available from the Recreation and Sports Department.
2. Organizations must have a democratic structure and be part of one of five types of organizations supported by the City (see below).
3. The activity must be in accordance with the objectives pursued by the City of Edmundston.

4. Any special activities or exceptional situations that do not fall within this policy will be forwarded to the Director of Recreation and Sports department for evaluation.

#### **If you are not accredited**

- You must complete the form required for this purpose available in Appendix II – *Application for Accreditation Form*.
- The Recreation and Sports department will confirm by written agreement that the organization has obtained accreditation.
- The accreditation is valid for a period of one year. The process must be renewed annually.

#### **Level of support**

The level of support provided is determined by the type of organization. Here is a definition of each of these groups.

**Starter Group** – Any group that is applying for the first time and meets the following criteria:

- intend to create a not-for-profit organization
- intend to establish a management or steering committee

These groups must also complete the accreditation form and specify that it is a temporary application. The requested accreditation will be valid for six months. After this period, the group must be eligible to qualify and access one of the categories of organizations identified below.

**Youth organization** – These organizations are oriented to the development of our youth in areas of intervention related to recreation, sports, culture, or community life. At least 2/3 of the members of the organization must be citizens of the City of Edmundston and the organization must be incorporated or be in the process of becoming incorporated.

**Incorporated Social Club** – These community organizations are primarily aimed at an adult clientele and their fields of intervention are related to community development.

**Groups** – Groups are made up of individuals who share a common interest that is related to the fields of recreation, sports, culture, or community life.

**Institution** – Institutions represent public and parapublic organizations whose mandate is to promote health, education, etc. Groups in this category must hold the majority of their activities in the city of Edmundston. In case of equipment borrowing, they will be responsible for picking up and returning the equipment they will use for their activities.

**Note that organizations are not eligible for a cash contribution. The table below outlines the type of technical support available to each category of recreational organization. The maximum value of all annual support is shown at the bottom of the table. Each service requested by the organization will be counted until the annual maximum is reached. In case of exceedance, the organizations will be charged. Note that the unit cost of the items below is specified in the Recreation and Sports Pricing Policy – No. 15R. (<http://edmundston.ca/fr/hotel-de-ville/politiques-administratives>)**

Services offered by group type	Start-up	Youth Organization	Social Club	Groups & Institutions
<b>Professional support</b>				
Professional support	✓	✓	✓	✓
Training for volunteers	⊘	✓	✓	✓
Annual Communication Session	⊘	✓	✓	✓
<b>Administrative support</b>				
Copies	✓	Max. 1500 copies	✓	✓
Meeting room	✓	✓	✓	✓
<b>Support for dissemination</b>				
Leisure Fair	⊘	✓	✓	✓
Information Directory	⊘	✓	✓	✓
<b>Technical support (value of maximum annual contribution)</b>				
Equipment	\$2 000	\$5 000	\$2 500	\$2 500
Transport				
Labour				

## EQUIPMENT RENTAL

### Equipment rental procedures :

- Recognized organizations have the possibility to make requests for rental/borrowing and/or transport of equipment.
- The Edmundston Recreation and Sports Department oversees all equipment loans and transportation assistance. Any equipment loan requires approval.
- The Municipality will accept the loan and transport of equipment according to availability and that of the assigned personnel.
- Minimum quantities of equipment may be needed to perform the transportation service.
- Maximum quantities of equipment may be fixed, taking into account the availability of equipment and transport personnel.
- The equipment transported must be used only within the City of Edmundston.
- The loan of equipment is temporary and limited to the duration of the activity or event.
- To satisfy all equipment needs, the order of priority of requests is established as follows:
  - requests from municipal services.
  - applications from organizations that are accredited by the Municipality.
  - requests from municipal partners.
  - applications from producers of activities authorized by the municipal council.
- The loan and transport of equipment will be granted on a priority basis to applicants who applied first.
- Priority periods of use of the equipment may be reserved for recurring events supported by the Municipality.
- For any request concerning equipment that is generally used for an event included in the calendar of periods of priority use, the Recreation and Sports department will check the availability with the organizers of the event concerned before authorizing the loan.

- In the case of simultaneous or overlapping activities that are included in the calendar of priority use periods, equipment will be distributed equitably among borrowers, taking into account the need to use the requested equipment.
- Safety deposits may be required for certain categories of equipment.
- The borrower is responsible for the equipment during the loan period. He or she will have to assume the costs of replacement or repair in case of breakage or loss.
- If the transportation of the equipment cannot be assumed by the borrower, it may be done by the staff of the municipality according to the conditions and procedures of this policy. However, certain equipment must be transported by municipal personnel, or a carrier authorized by the Sports and Recreation department.
- The transportation of equipment loaned to recognized organizations for activities held outside the City of Edmundston must be provided by the organizations and at their expense.

## **CONDITIONS AND PROCEDURES**

### **Equipment collected by the organization**

- All requests should be directed to the Facilities and Equipment Coordinator of the Recreation and Sports Department.
- The Facilities and Equipment coordinator of the Recreation and Sports Department must receive the order and prepare a request, which will then be given to the attendant who will ensure that the organization takes possession of the correct equipment and the amount asked.
- The borrower takes possession and returns the equipment directly to the warehouse of the Edmundston Recreation and Sports Department or to an assigned location.
- In case of breakage or loss of equipment or in the event that the borrowed material is not returned on the scheduled date or in the same condition as when it was borrowed, there will be billing by the Recreation and Sports Department.

### **Equipment delivered by municipal staff**

- All requests should be directed to the Facilities and Equipment Coordinator of the Recreation and Sports Department.
- The request for equipment must be made at least six weeks before use.
- After analysis, the Recreation and Sports Department confirms the availability of the requested equipment and the quantities that can be distributed. The necessary information is collected as well as arrangements for equipment delivery and return: times, places, etc.
- The Facilities and Equipment coordinator of the Recreation and Sports Department must receive the order and prepare a request that will be given to the attendant who will ensure the delivery of the equipment according to the instructions transmitted.
- The borrower must ensure the reception of the equipment as agreed with the Recreation and Sports Department.
- The borrower must group, fold and stack the equipment to prepare for the return.
- Equipment is picked up by Edmundston staff at the location where it was delivered.
- In the event of breakage or loss of the equipment or in the event that the borrowed material is not returned on the scheduled date or in the same condition as when it was borrowed, an invoice will be sent by the Recreation and Sports Department.
- The cost for a delivery will be 10% of the total amount of equipment used by the organization for its activity.

**How to submit your application?** Simply fill out the attached application form and send it to us before the deadline. After evaluation, a contract will be issued by the Recreation and Sports Department determining the level of support, conditions and expectations of the Municipality towards the organization.

### **COMMITMENT OF THE ORGANIZATION OR PARTNER**

- If the event does not take place or is cancelled, the organization is responsible for notifying the Recreation and Sports Department as soon as possible.
- The organization or partner must provide proof of the event no later than 20 working days after the end of the event. If this proof is not provided, any new application will not be accepted.
- If one of these two conditions is not met, the organization will be denied any further application for a contribution.

**Application Deadline :** You must submit your application at least six weeks prior to the activity/event or the start of the project.

If you have any questions, please contact the Sports and Recreation Department at: (506) 739-2104, 169 Hébert Blvd., P.O. Box 605 Edmundston, NB, E3V 2L3 or by email at [marco.clavet@edmundston.ca](mailto:marco.clavet@edmundston.ca)

Appendix I – *Application Form*



# Non-monetary support for organizations

## Application Form

Name of organization/applicant: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Is your organization accredited by the City of Edmundston?                      Yes      No

                    

If no, please complete the application form in Appendix I and attach it to the application.

Please specify your type of organization. Definitions are available in the *Applicant's Guide* (please check only one choice).

- Start-up Group
- Youth Organization
- Incorporated Social Club
- Institutional Group
- Other, please specify: \_\_\_\_\_

Activity Name: \_\_\_\_\_

Activity Date: \_\_\_\_\_

Location of the activity: \_\_\_\_\_

**Aims and objectives of the activity:** \_\_\_\_\_

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**Target clientele:** \_\_\_\_\_

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**List of equipment requested for the event (show the desired number):**

**Barricades:** \_\_\_\_\_

**Chairs:** \_\_\_\_\_

**Tables (4'x4') :** \_\_\_\_\_

**Tables (8'):** \_\_\_\_ **Stage :** \_\_\_\_\_

**Other (specify the desired equipment and the number requested):**

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**Nature of the request:**

- Equipment will be picked up by the organization
- The equipment will be delivered by the staff of the municipality. Please specify the address for delivery:

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If your organization would like delivery to a specific location at the address mentioned above, please make a site map and clearly indicate it.

**Installation of equipment:**

If your organization wishes to obtain assistance from municipal staff to install the equipment, please make a site plan and clearly indicate how the equipment should be installed. (Note: Fees may apply for installation of equipment.)

Name of signatory (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Please ensure that you include the following documents with your application:

- Explanatory document of your project/initiative (if available)
- All other documents deemed complementary to this request.

Note: Upon receipt of your application, we will contact your organization to clarify the details of the request.

Please send us this completed document and any additional required documents to the attention of:

Recreation and Sports Department Sports and Recreation Department at: (506) 739-2104, 169 Hébert Blvd., P.O. Box 605, Edmundston, NB, E3V 2L3 or by email at [marco.clavet@edmundston.ca](mailto:marco.clavet@edmundston.ca)

# Non-monetary support for organizations

## Activity report

Important – this document must be completed and remitted within 20 business days of the end of the project/initiative or after the event. If this proof is not provided, any new application will not be analyzed. \*\*\*

Name of organization/applicant: \_\_\_\_\_

Name of contact: \_\_\_\_\_

Initiative/Project Name: \_\_\_\_\_

Date of initiative/project: \_\_\_\_\_

Location of the activity: \_\_\_\_\_

Project /Initiative Report :

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Name of signatory (print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date : \_\_\_\_\_

Please be sure to include the following documents with your application:

- Newspaper articles, photos or other documents proving that the project/initiative has been carried out or that your activity has taken place.

Please send us this completed document and any additional required documents to the attention of:

Recreation and Sports Department Sports and Recreation Department at: (506) 739-2104, 169 Hébert Blvd., P.O. Box 605, Edmundston, NB, E3V 2L3 or by email at [marco.clavet@edmundston.ca](mailto:marco.clavet@edmundston.ca)

# Support for organizations

## APPENDIX I – Application Form

### Identification of the organization

Name of organization/applicant: \_\_\_\_\_

Name of contact person: \_\_\_\_\_

Head office address: \_\_\_\_\_

\_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: ( \_\_\_\_\_ ) \_\_\_\_\_

Email: \_\_\_\_\_

Website: \_\_\_\_\_

Do you agree to have your organization's contact information listed in a public directory?

Yes  No

Is this an application for temporary registration? (for new applicants only) Yes  No

### Additional Information

1. The organization has existed for (# years): \_\_\_\_\_

2. Do you hold an annual general meeting? Yes  No

If yes, in what month of the year: \_\_\_\_\_

3. Is your organization properly incorporated? Yes  No

Date of incorporation: \_\_\_\_\_

Incorporation Number : \_\_\_\_\_

4. Does your organization have a charter and general regulations? Yes  No

5. Does your organization have liability insurance? Yes  No

Name of Directors' Liability Insurance Company:

Coverage amount: \_\_\_\_\_ \$

6. What is the nature of your organization (please select):

- a) service club (Richelieu, Rotary, etc.)
- b) sociocultural (dance, music, etc.)
- c) youth (Scouts, Guides, etc.)
- d) seniors
- e) sports, physical activities
- f) community health and wellness
- g) Education (Parents' Committee)
- h) Other (specify) \_\_\_\_\_

7. Target clientele (please select)

- a) children and adolescents
- b) adults
- c) seniors
- d) families
- e) general population
- f) special needs clientele
- g) Other (specify) \_\_\_\_\_

8. How many volunteers take part in the functioning of your group? \_\_\_\_\_

9. Does your organization have a volunteer recruitment plan? Yes  No

10. Does your organization have a training plan for your volunteers? Yes  No

11. Does your organization have a volunteer recognition plan? Yes  No

Please ensure that you include the following documents with your application for

- accreditation: Copy of the minutes of the last Annual General Meeting
- Excerpt from the resolution (example below)
- List of members of the Board of Directors or Executive Committee (please include their name, email address, office and home telephone number and their position on the Board of Directors)

Note: The Recreation and Sports Department reserves the right to request further information.



Name of signatory (in print): \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please send us this completed document and any additional required documents to the attention of:

Mrs. Francoise Savoie Telephone: (506) 737-6934  
Recreation and Sports Department Fax: (506) 737-6850  
P.O. Box 605 Email : [loisir@edmundston.ca](mailto:loisir@edmundston.ca)  
Edmundston, NB  
E3V 3L2

**EXCERPT FROM RESOLUTION**

**Name of organization:** \_\_\_\_\_

**Date of meeting :** \_\_\_\_\_

**Location:** \_\_\_\_\_

**Time:** \_\_\_\_\_

**The following were present:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

It was proposed by \_\_\_\_\_ and seconded by  
\_\_\_\_\_ to ask the City of Edmundston to proceed with the  
recognition of our organization for the next year.

At the same time, our organization and the City of Edmundston are committed to respecting the various  
elements listed in the *Support Policy for Organizations*.

\_\_\_\_\_  
**Secretary**