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## COMMUNITY GRANT PROGRAM

### **PURPOSE:**

The Rural Municipality of Milton No. 292 will award a maximum grant of \$2,500.00 for up to 4 community organizations to enable projects that create new community programs and services, or improve current community programs and services within the R.M. of Milton No. 292, including the Village of Marengo. Funding each year is subject to budget approval by the municipal council.

### **ELIGIBLE APPLICANTS**

Any not for profit or community group currently active in the R.M. of Milton No. 292 or the Village of Marengo.

### **TERMS AND CONDITIONS**

1. Deadline for Applications is **October 1<sup>st</sup>** of each year
2. Project or program must be conducted within the Rural Municipality of Milton No. 292 or the Village of Marengo.
3. Projects must benefit or have a positive impact on the community.
4. Priority will be given to projects/programs that provide new services to the community.
5. The grant must not be used for any purpose other than the approved project.
6. Organizations shall maintain proper financial records for the project and a final financial statement and follow-up report for the project should be submitted to the municipal office no later than September 30<sup>th</sup> of the following year after their application deadline.
7. Failure to provide the follow up report and sufficient financial data will result in the organization becoming ineligible for future funding.
8. All eligible project costs will be reimbursed by the municipality once the completed follow-up report and corresponding receipts are received by the municipality.
9. Projects must be completed within one year of project approval date.
10. Applicants shall be responsible for obtaining all required licenses, permits, insurances, permissions and other authorizations, including for the use any photographs, copyright materials, property, or other rights belonging to third parties that are used for the project.

11. The Rural Municipality of Milton No. 292 shall not be held liable for any failure to acquire necessary permissions, or for any components or actions of organization.
12. Successful applicants must publicly acknowledge the Rural Municipality of Milton No. 292 for funding received, and should display the support logo provided in any publications or display advertising used.

### **INELIGIBLE EXPENSES**

- Insurance premiums or expenses
- Alcoholic beverages
- Donations
- Membership fees
- Prizes, cash, gifts, honorariums, trophies, plaques and badges
- Out of town activities and travel
- Subsidization of wages

### **APPLICATION PROCESS:**

1. Submit an application form to the municipality office by 4:00 p.m. on October 1st of each year. If the form is not complete in its entirety, the project will be deemed ineligible.
2. Applications will be reviewed by the municipal council at the October meeting of council to ensure requests meet the grant program criteria. It will also be checked to ensure that no project expenses fall within the above-listed ineligible expenses.
3. Municipal council to select and approve projects.
4. Letters released to successful applicants following council approval.
5. Follow-up reports and supporting documentation are to be completed and submitted to the R.M. of Milton No. 292 by September 30<sup>th</sup> of the following year and after completing the proposed project.