

Title: Community Partnership Fund	Classification: <input checked="" type="checkbox"/> Formal Policy of Council <input type="checkbox"/> Operational Procedures <input type="checkbox"/> Service Standard Public Impact: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Signature of Approval: _____ Date: _____
Implementation Date:	
Review Date:	
Issuing Department: Community Services	

Objective

To support the growth, sustainability, and impact of charitable, non-profit, and public service organizations in Gander by providing structured, equitable, and transparent access to municipal funding that enhances community well-being, strengthens local capacity, and aligns with Council’s strategic and inclusive development goals.

Purpose and Application

The Town of Gander shall establish an annual Community Partnership Fund (CPF) to provide financial assistance to registered charitable, non-profit, and recognized public service organizations that deliver programs and services benefiting the residents of Gander. The Fund is designed to foster the growth, resilience, and community impact of these organizations, enhancing the overall well-being of the town’s citizens.

The CPF consists of two distinct funding streams:

1.0 Operating Funding for Core Programs

- 1.1 Organizations may apply once per year for up to \$5,000 in operational support.
- 1.2 Organizations currently receiving operational support from the Town are eligible only if the proposed initiative is clearly distinct from existing activities and demonstrates additional community benefit.
- 1.3 Priority will be given to applicants not currently receiving operational funding from the Town.

2.0 Capital Investment Program

- 2.1 Supports one-time infrastructure or equipment investments that provide a direct public benefit.
- 2.2 Maximum funding of \$20,000 per project.
- 2.3 Organizations are eligible once every five (5) years under this stream.
- 2.4 Funding does not cover ongoing repairs or maintenance, financing costs, non-fixed furniture, or recurring operational expenses.

Accommodation

Town of Gander is committed to fostering a proactive approach in achieving strategic goals, while simultaneously promoting an inclusive and diverse environment. In response to unique circumstances, the Town’s mission is to rigorously assess both typical and atypical situations and fulfill a Duty to Accommodate, ensuring equitable treatment without imposing undue burdens. Council, under its legislative authority, retains the right to vary guidelines and exercise discretion regarding policy accommodations.

Responsibilities

Authority: Council will be responsible for policy approval.

Accountable: Town Clerk or designate is accountable for the overall management and enforcement of this policy.

Responsible: Department head to bring forward suggestions, recommendations for edits, modifications or policy developments.

Responsible: Management to review policy for cross-departmental and organizational impacts.

Responsible: Assigned staff to maintain and ensure accurate updates and distribution of policy amendments.

Consulted: Line departmental staff impacted are to be consulted to assess operational impacts.

Informed: Applicable staff and public.

Definitions

Community Partnership Fund shall refer to an annual fund established by the Town of Gander to provide financial assistance to charitable, non-profit, and public service organizations offering programs and services to the residents of Gander.

Community Groups and Organizations shall refer to charitable, non-profit, or public service entities based in the Town of Gander that offer programs, projects, or initiatives aimed at improving the well-being of the community's residents.

Registered Charity/Non-profit Organization shall refer to a legally recognized entity that is not-for-profit and is registered with appropriate governmental authorities, operating to benefit the community rather than for financial profit.

Core Programs shall refer to essential, ongoing initiatives or services that are central to the mission and operations of an organization or group. These programs typically address key community needs and are fundamental to the organization's ability to fulfill its purpose and objectives.

Capital Investment Programs shall refer to funding initiatives aimed at supporting large-scale projects that require significant financial investment, typically for infrastructure development, equipment purchases, or other major capital expenditures. These programs often seek to attract additional funding or resources to maximize the impact and sustainability of such projects.

Board of Directors shall refer to a governing body established by an organization, responsible for overseeing its operations and decisions.

Adjudication shall refer to the process by which applications for funding under the Community Partnership Fund are reviewed and evaluated by a special review committee appointed by the Town Council. This process assesses the eligibility and quality of the proposals based on set criteria.

Tomorrow's Towns shall refer to a strategic initiative by Municipalities Newfoundland and Labrador (MNL) that promotes community sustainability through themes such as Heritage and Arts, Healthy Built Environment, Food Security, Environmental Stewardship, and Climate Action.

Overall Community Impact shall refer to the extent to which the proposed program, project, or initiative will positively affect the residents of Gander, contributing to their well-being, safety, or overall quality of life.

Economic Impact shall refer to the potential or measurable influence a project or initiative may have on the local economy, including but not limited to job creation, local business support, and community development.

Social Determinants of Health shall refer to the social and economic factors that influence the health and well-being of individuals and communities, such as income, education, housing, and access to services

Values

Integrity, Transparency, and Accountability – The Town of Gander is committed to prioritizing honesty, openness, and ethical conduct in its interactions and operations. The Town understands the importance of maintaining clear, accurate, and accessible information. Council officials and municipal employees are held accountable for their conduct and performance. In doing this, Town of Gander can build trust with the community and provide demonstrate its commitment to serving the best interests of the public.

Compassion – The Town of Gander recognizes residents and employees all face their own challenges. It is our commitment to demonstrate empathy and understanding where possible. By fostering a sense of solidarity and community care, support can be provided to those in vulnerable situations.

Community Engagement – The Town of Gander is actively engaged with residents to encourage their participation and gather feedback ensuring citizens have a voice in shaping projects, fostering inclusive and responsive governance.

Accessibility and Inclusivity – The Town of Gander is committed to ensuring that all individuals, regardless of their background and ability, have equal access to opportunities and services. Through the implementation of practices and policies that promote diversity, equity, and inclusion, all individuals can be supported.

Quality of Life - The Town of Gander is dedicated to enhancing the quality of life for its residents through various initiatives, including, but not limited to, allocating resources to obtain quality healthcare, affordable housing, educational opportunities, developing and maintaining infrastructure, supporting local businesses, ensuring access to essential services, and promoting community safety through municipal enforcement.

Continuous Improvement – Periodic reviews shall take place to ensure policies remain relevant and effective to the Town of Gander's organizational goals.

Policy Guidelines

The following objectives offer precise guidance for the implementation of this policy and the attainment of targeted goals.

1.0 To qualify for funding under the Community Partnership Fund, applicants must meet all of the following conditions:



- 1.1** The applicant must be a registered charity, non-profit, or incorporated organization headquartered and actively operating within the Town of Gander.
- 2.1** The organization must have a formal and active Board of Directors responsible for governance and oversight.
- 2.2** The organization must allow for membership or participation by Gander residents and ensure accessible programming or services for the local community.
- 2.3** The proposed programs or services must be specifically designed to benefit residents of the Town of Gander.
- 2.4** The applicant must provide programs or services that are specifically designed to benefit the residents of Gander.
- 2.5** The organization must have no outstanding debts or unresolved financial obligations with the Town of Gander.

3.0 Funding Limitations and Restrictions

- 3.1** Organizations may apply for capital funding only once every five (5) years to promote equitable access and long-term planning.
- 3.2** Organizations currently receiving operational support from the Town may only apply for additional operational funding if the proposed initiative is clearly distinct from existing activities and demonstrates added value to the community.

4.0 Financial Accountability

- 4.1** Applicants must provide a copy of their most recent financial statements, certified bank balance, and a complete list of current Board members as part of their application.
- 4.2** All successful applicants must submit a post-funding report detailing how funds were used and the impact of the initiative on the community.

5.0 Ineligible Organizations or Uses

- 5.1** Funding will not be provided to individuals, for-profit businesses, political or religious groups for proselytizing purposes.
- 5.2** Funding cannot be used to cover accumulated deficits, debt retirement, or fundraising events where the primary intent is to generate profit.

6.0 Multi-Year Planning and Funding

- 6.1** Organizations may outline multi-year initiatives, but funding is only approved on an annual basis and must be reapplied for each year.
- 6.2** Future funding is not guaranteed, and decisions are made based on annual budget availability and demonstrated performance.

7.0 Recognition of Town Support

- 7.1** Organizations receiving funding must publicly acknowledge the support of the Town of Gander in promotional materials, social media, or at events associated with the funded initiative.

8.0 Application Completeness

- 8.1** Incomplete applications or those submitted after the deadline may not be reviewed. Applicants are responsible for ensuring all documentation is submitted as outlined in the application form.



Policy Procedures

- 1.0** Community groups and organizations seeking financial assistance through the Community Partnership Fund must submit a completed application annually by the published deadline.
- 2.0** Applications must clearly outline the nature, objectives, and expected outcomes of the proposed initiative. All submissions must include the following supporting documentation:
 - 2.1** Description of the initiative and its expected impact on quality of life.
 - 2.2** Most recent financial statements (preferably from the previous fiscal year).
 - 2.3** Certified bank balance (issued within 30 days of the application date).
 - 2.4** List of current Board members.
 - 2.5** Details of confirmed or potential funding sources and partnerships.
 - 2.6** Explanation of alignment with one or more themes of MNL's Tomorrow's Towns initiative (e.g., Heritage and Arts, Healthy Built Environment, Food Security, Environmental Stewardship, Climate Action).
 - 2.7** Proof of registration as a non-profit, charity, or incorporated organization (if applicable).
 - 2.8** Optional: Additional supporting materials (e.g., letters of support, photos, quotes, promotional plans).
- 3.0 Adjudication**
 - 3.1** Applications will be reviewed by a designated Community Partnership Review Committee, appointed by Town Council. The committee will assess applications based on the following criteria:
 - 3.1.1 Overall Community Impact** - The extent to which the initiative contributes to the well-being, resilience, or vibrancy of Gander's residents.
 - 3.1.2 Organizational Reach and Demographics** - Size, composition, and diversity of the organization's membership, as well as its inclusivity and accessibility to the community.
 - 3.1.3 Collaboration and Community Partnerships** - Strength and scope of partnerships with other community groups, institutions, or businesses to enhance the initiative's reach and effectiveness.
 - 3.1.4 Sustainability and Capacity** - Evidence of planning for long-term viability, including funding diversification and internal organizational capacity.
 - 3.1.5 Alignment with Social Determinants of Health** - Impact on key factors such as education, housing, access to services, employment, physical and mental health, and community safety.
- 4.0 Application Deadline and Notification Timeline**
 - 4.1** Unless otherwise indicated, applications must be submitted no later than March 31st each year. Funding decisions will be communicated to all applicants by May 31st.

5.0 Appeal or Reconsideration Process

- 5.1** Unsuccessful applicants may request a reconsideration by submitting a written request outlining specific concerns within 30 days of receiving notice. Council will review and respond within 30 days.

6.0 Funding Disbursement Process for Capital Projects

- 6.1** Up to 25% of approved capital funding may be held back until submission of a satisfactory final report and verification of project completion.
- 6.2** All successful applicants will be required to sign a formal Funding Agreement prior to the release of any funds. This agreement will outline the terms and conditions of the funding, including the approved use of funds, reporting obligations, recognition requirements, timelines, and provisions for repayment if terms are not met.

7.0 Use of Funds and Restrictions

- 7.1** Funds must be used only for the purposes outlined in the approved application. The Town reserves the right to request a return of funds if they are used for ineligible expenses or the project does not proceed as proposed.

Statement of Jurisdiction

Town of Gander is obligated to comply with all relevant policies, acts, regulations, and legislations that govern municipal operations. It is imperative to note that the Town does not possess the authority to supersede mandates established by higher levels of government. If conflicts arise between Municipal, Provincial or Federal Acts/Regulations, the higher level of jurisdiction will prevail.

Appeals/Review Process

Appeals that are eligible to be heard by the Central Newfoundland Regional Appeal Board may be submitted to URPA.Appeals@gov.nl.ca. For complete information, please visit <https://www.gov.nl.ca/mpa/for/appeals/>.

Council may hear requests for internal review and additional appeal methods may be made available through Policy of Council or other judicial processes.

APPENDIX A
POLICY AMENDMENTS AND MOTIONS OF COUNCIL

DRAFT - April 6, 2025

Amendments & Resolutions

Policy Adopted	Date: May 14, 2025	Resolution:
	Date:	
	Date:	

DRAFT - April 6, 2025