



Community DEVELOPMENT FUND

EFFECTIVE DATE: JANUARY 1, 2023



1. PURPOSE AND SCOPE

This policy aims to establish the parameters necessary for community contributions made to enhance the quality of life for New Brunswickers living in the Chaleur, Restigouche and Acadian Peninsula regions. The goal is to enable the Belledune Port Authority (hereinafter called " BPA ") to fulfill its role and promote BPA as a good corporate citizen.

2. OBJECTIVE

The Community Development Fund (CDF) aims to help foster positive and prosperous communities in Northern New Brunswick by providing assistance to:

- Community capital projects;
- Cultural or sporting events;
- Projects assisting in the establishment and development of facilities relating to tourism and recreation; and
- Municipal projects that are regionally focused

The BPA will be responsible for the overall management of the CDF.

All funding/donation applications under the CDF will be received, assessed, and evaluated by the BPA. The President of the BPA will have authority to approve funding for projects.

3. ELIGIBILITY

The fund is available to:

- Not-for-profit incorporated organizations; and
- Municipalities, Regional Service Commissions and First Nations

Note: Funding under this program will be provided to the owner of the asset.

Eligible expenditures include but are not limited to:

- Expenditures deemed reasonable and necessary for the successful implementation of the project.

Ineligible Expenditures:

- Cost of land or any interest therein, and related costs;
- Cost of licensed vehicles;
- Reduction of deficits or the retirement of debts;

- Fundraising campaigns;
- Taxes for which the recipient is eligible for a tax rebate and all other expenditures eligible for rebates;
- Hospitality expenses (for example, alcoholic beverages, meals and gifts);
- Travel is an eligible expense only if it is directly related to the project and must respect BPA travel policies;
- Municipal administrative buildings (town halls, garage);
- Funding to any organization that has not completed the terms of any previous contribution;
- Activities that serve primarily the membership or purposes of religious or political organizations;
- Legal fees;
- Financing charges and interest costs;
- Mergers; and
- Volunteer labour costs.

4. PROJECT FUNDING

Through the CDF, the BPA may assist in the form of a non-repayable contribution. Only one contribution is available for each project. Funding may be done at the following levels:

LARGE PROJECT APPLICATIONS

- Large projects are defined as projects having a total cost of more than \$6,500.
- Up to 50 % of contribution toward total eligible expenditures for a maximum project cost of \$50,000.
- This funding program will not provide incremental assistance to, or replace, existing programs delivered by provincial government and funding will be done on a reimbursement basis after the applicant has submitted a claim for eligible costs complete with invoices and proof of payment.
- The amount of detail and supporting evidence to be provided in an application will be relative to the size, complexity and funding amount requested. Due to limited resources however, not all projects meeting eligibility criteria will necessarily be approved.

SMALL DONATION APPLICATIONS

- Small donations are defined as requests having a total cost of \$6,499 or less.
- Up to 100% contribution toward total eligible expenditures.
- This funding program will not provide incremental assistance to, or replace, existing programs delivered by provincial government and funding and can be applied for as a donation.
- Applicants must fill out the donation request form found online. Due to limited resources however, not all projects meeting eligibility criteria will necessarily be approved.

5. LARGE PROJECT APPLICATION

The application will be evaluated against the following eligibility and assessment criteria:

- i. The proposed project benefits, and their value to the province / region
- ii. The project viability
 - The likelihood that the proposed project can be realized / completed as proposed
- iii. The project sustainability
 - The probabilities that the project or the intended effects of the project can be maintained once it has been completed
- iv. The applicant viability
 - The state of the operational and financial stability of the applicant
- v. The applicant capacity
 - The management and financial capacity of the client to meet costs associated with the delivery of the project.

All proposal submitted for assessment are subject to applicable environmental assessment requirements and to the duty to consult policy/legislation where applicable.

6. SMALL DONATION APPLICATION

All donation requests must be made via the donation request form located on the BPA's website.

7. MONETARY LIMITS - ANNUAL BUDGET

The BPA shall establish an annual budget for the CDF, which shall be included in BPA's Annual Operating Budget and approved by the Board as part of the Annual Operating Budget approval process. The BPA allocates 60% of the budget to LARGE PROJECTS and 40% of the budget to SMALL DONATIONS.

8. AUTHORITY AND RESPONSIBILITIES

COMMITTEE

Management will create a staff committee each year to manage the requests. The staff committee will be at least three employees and will be referred to as the Donations Committee.

AMENDMENTS AND APPROVAL

The authority and responsibility for approval, amendment and implementation of the policy are as follows:

The Donations Committee shall:

- i. recommend the policy and its amendments to the Board;
- ii. recommend to the Board the Annual Budget for contributions and donations;
- iii. Provide a quarterly report to the Board of Directors on donations paid to the community;

The Board of Directors shall:

- iv. approve the policy;
- v. approve the Annual Budget for contributions and donations; and
- vi. receive quarterly and annual reports on contributions and donations from the President & Chief Executive Officer and/or the Donations Committee.

9. EVALUATION AND APPROVAL PROCESS

The Donations Committee (in consultation with the President & CEO as needed) shall evaluate the request based on the policy and approve or receive approval of the request, if appropriate.

10. PAYMENT PROCEDURES LARGE PROJECTS

- All applicants will be subject to the following to receive any payments related to a project:
 - Applicants must complete, sign and forward a claim form including copies of all pertinent documentation relating to the project for reimbursement of expenditures.
 - Cash payments will not be eligible for reimbursement.
 - Donations of materials, equipment, or services are not eligible to be included in the claim as they are not actual costs incurred (paid out) on the project. Only actual costs incurred are eligible for reimbursement. Expenditures can be reimbursed in installments, or one lump sum at the end of the project.
 - Payments will be made by direct deposit service only.



11. SMALL DONATIONS PAYMENT

- Payments will be made by direct deposit or by cheque.

12. LEGISLATIVE RESTRICTION

This policy is subject to the Code of Conduct and its application as provided in Article 5.1 of the Letters Patent of the BPA and detailed in Schedule E of the latter.