

TOWN OF MIDDLEBURG POLICY PERTAINING TO TOWN INFRASTRUCTURE GRANTS

All grant awards are subject to the availability of funding in the Town budget

Town Grants

Purpose of Town Grants: The purpose of an infrastructure grant award is to make an investment in positive change in the town of Middleburg. Grants are tools that applicants use to have an impact on issues they care about and should be considered by the applicant from a mission-based perspective. Since the point of a grant award is impact rather than money, the point of a grant proposal is to rally the necessary resources to help the applicant fulfill its purpose.

Goal of Grant Awards from Town's Perspective: The goal of an infrastructure grant award is to ensure the Town of Middleburg makes impactful grants to the right partners. This will be accomplished through a thorough proposal evaluation. An infrastructure grant proposal is a call-to-action for the Town to join the applicant as a partner in achieving a specific result. This will require, at a minimum, a two-way conversation.

Definitions:

“Grant” shall mean a request for a grant from the Town of Middleburg.

“Infrastructure Project”, also referred to as capital projects, shall mean projects related to the basic facility. The infrastructure project should be a permanent component of the building/facility owned or leased by the applicant for its primary operations and shall have a long-term life cycle. For purposes of this Policy, an Infrastructure Project shall not include electronic or similar components, which have short life cycles or are a part of the applicant's operations. Projects shall serve organizations allowed to receive grants from municipalities as defined in Virginia Code Section 15-2.953 and shall include: (1) a charitable organization or institution located within the Town limits or that provides services to Town of Middleburg residents if located outside of the Town limits, providing the organization is not controlled in whole or part by any church or sectarian society; or (2) a public institution of higher education located in Virginia that provides services in the corporate limits of the Town of Middleburg.

“Special Circumstance” shall mean an event or activity that is distinguished by some extremely unusual or extremely exceptional quality or condition.

Application of Grant Policy:

This policy shall apply to all requests for an infrastructure grant unless an exception or special circumstance applies.

Town Grant Regulations

The following shall apply to the application for and issuance of Town infrastructure grants:

- A. All grant requests must comply with the requirements set for in this Policy.

- B. In accordance with Virginia Code Section 15.2-953, the Town of Middleburg is only authorized to appropriate public funds or make charitable donations to (1) charitable institutions or associations located within the Town limits or that provides services to residents of the Town if located outside of the Town limits, provided the institution/association is not controlled in whole or part by any church or sectarian society; and, (2) public institutions of higher education in Virginia that provide services to Town residents. **Accordingly, only non-profit organizations and institutions of higher education in Virginia that provide services in the corporate limits of the Town of Middleburg are eligible to apply for a Town grant.**
- C. **Town grants are not intended to be recurring. Accordingly, no organization may be awarded more than three (3) Town infrastructure grants during any ten (10) year period.**
- D. No organization may be awarded an events grant and an infrastructure grant during the same fiscal year.
- E. Grant awards shall be limited to a maximum of \$10,000 annually.
- F. Applicants may not submit an application for an infrastructure grant and solicit a sponsorship from the Town during the same fiscal year.
- G. The applicant must attend at least one (1) Town grant writing workshop or view the grant writing video prior to submitting a grant application.
- H. Grants may not be awarded for Infrastructure Projects that have already been initiated or completed.

Grant Application and Award Process:

Unless an exemption applies, the following grant process shall be utilized:

Grant Submission: Requests for a Town infrastructure grant shall be submitted on the Town's Grant Application Form, as approved by the Town Council, which is available on the Town's website. Grant applications shall be submitted to the Business Development & Community Partnerships Director a minimum of sixty (60) calendar days in advance of the date of the need for the grant funds. Requests submitted in any other manner and/or incomplete applications will not be advanced for consideration. Applications submitted less than 60 calendar days in advance of the date of the need for the grant funds are not guaranteed to be considered in time to receive a grant award.

Review Process: Grant applications for infrastructure projects shall be reviewed by the Town Manager, who may request additional review by others members of the Town staff as he feels appropriate. Upon determining the grant application is complete, based upon the checklist as approved by the Town Council, the Business Development & Community Partnerships Director shall forward the application to the Town Manager. The Town Manager shall evaluate the application based upon the evaluation criteria identified in this Policy and forward a recommendation to the Town Council. Upon receipt of the Town Manager's recommendation, the Town Clerk shall place the request on the next available Council agenda.

Contract and Grant Award: Upon approval of a grant award and the execution of the Grant Contract, the Town Treasurer/Finance Director shall issue a check in said amount within seven (7) business days of the date of the latest signature on the Contract.

Final Report: Within two months of completion of the event, the applicant must submit a final report to the Town Manager. Said report shall include: (1) the measurements of the Infrastructure Project as agreed to in the grant application; and (2) a complete financial report on the Infrastructure Project, to include receipts confirming the funds were spent for the purpose for which they were approved by the Town. Said report shall be reviewed by the Town Manager following the submission to confirm the applicant's adherence to the grant contract/conditions. Until such a report is provided, future grant applications will not be considered by the Town.

Grant Evaluation Criteria:

The below listed information will be used by the Town of Middleburg in evaluating whether an application for an infrastructure project grant should be approved. Accordingly, the applicant will be required to provide information in their grant application to address each of these criteria.

1. The applicant's background and experience in managing such a project;
2. The applicant's financial health;
3. Whether the applicant has obtained any other partners to assist in managing or funding the infrastructure project;
4. The details of the infrastructure project for which the grant is being sought;
5. The applicant's identification of the costs of the infrastructure project;
6. The applicant's goal for the use of the grant funding;
7. The measures being proposed by the applicant to determine the success of the infrastructure project;
8. The applicant's plan to make the organization self-sustaining to support future infrastructure projects or the maintenance of the infrastructure project that is the subject of the grant or to obtain alternative funding sources within a three-year period from the first grant award;
9. An explanation of how the infrastructure project benefits the greater Middleburg community;
10. The success of any past infrastructure projects or events for which Town grants were received, if applicable.

General Requirements Applicable to Town

In order to ensure success of the Town's Grant Program, the Town shall adhere to the following requirements:

- Aside from Town of Middleburg infrastructure projects, there shall be no individual line item designations in the annual budget for non-profit or Virginia public institutions of education Town infrastructure grants or for the future maintenance of an infrastructure project paid for through a Town grant;
- Assuming the economic environment supports it, the Town Manager shall recommend in the annual budget an amount sufficient to fund the award of Town infrastructure grants, said amount not to exceed \$30,000. The Town Council will determine the ultimate budget amount when it approves the annual budget and appropriates funding;
- A copy of the Town's Infrastructure Grant Policy must be provided to all applicants as a part of the grant application;
- The Business Development & Community Partnerships Director shall hold at least one grant workshop per fiscal year and may meet individually with interested groups if they are not able to attend the workshop.

-As special circumstance awards are intended to occur infrequently, the funding of such awards shall come from the fiscal year budget's Contingency Reserve or General Fund Reserves as identified by the Town Council at the time of approval.