

TABLE OF CONTENTS

1. POLICY STATEMENT..... 2

2. PURPOSE AND CONTEXT..... 2

3. OBJECTIVE..... 2

4. DEFINITIONS..... 2

5. GRANT APPLICATION..... 3

6. ELIGIBILITY AND INELIGIBILITY CRITERIA..... 4

7. EVALUATION..... 6

8. ADMINISTRATION..... 7

9. REPORTING..... 7

10. ROLES AND RESPONSIBILITIES..... 7

City of Saint John

Ethnocultural Grant Policy

1. POLICY STATEMENT

The Ethnocultural Small Grant Program will support the successful settlement and retention of newcomer populations in the City of Saint John by enabling ethnocultural groups to enhance or establish critical service delivery. Ethnocultural groups create a sense of belonging, familiarity, and comfort for new residents that are necessary to ensure a high quality of life, while providing essential wrap-around services required for long-term success.

The purpose of this policy is to govern the appropriate dissemination of funds through the Ethnocultural Small Grant Program in support of local ethnocultural groups.

2. PURPOSE AND CONTEXT

The Ethnocultural Small Grant Program is designed to assist new and existing ethnocultural groups in obtaining incorporation, and when incorporation has been successfully attained, to support select initiatives that will further strengthen member recruitment and newcomer retention. Well-established ethnocultural groups significantly increase the city's value proposition to new and existing immigrants. These recognizable and comforting groups aid in the recruitment and long-term retention of immigrants, international students, and extended family members.

The City of Saint John is committed to fostering a welcoming, inclusive, and opportunity-filled community. The 2022-2032 Succeed & Stay Immigration Strategy set a goal of increasing the attraction, settlement, and retention of new and existing immigrant populations, while enhancing the overall newcomer experience in the region. In order to become a destination of choice for newcomers in New Brunswick, and to achieve the targets set out in the strategy, the city must continue to support its local ethnocultural associations.

The Ethnocultural Small Grant Program will act to further improve quality of life, cultivate community pride, foster diversity and inclusion, grow and support the newcomer population, and reinforce a welcoming brand for Saint John.

3. OBJECTIVE

The objective of the Ethnocultural Small Grant Program is to support new and existing ethnocultural groups with incorporation, growing their membership, and increasing service delivery within the City of Saint John, resulting in increased settlement and retention rates of newcomers.

4. DEFINITIONS

"Ethnocultural Community Group" is defined by a shared country of origin or ancestry among members of the group;

City of Saint John

Ethnocultural Grant Policy

“**Succeed and Stay**” refers to the Saint John Immigration Strategy which includes Ethnocultural support work;

“**Grant**” refers to financial assistance provided for either;

- incorporation of an Ethnocultural Group or;
- marketing or promotional support.

“**Ethnocultural Grant Jury**” refers to five (5) City of Saint John employees from different departments selected by the Commissioner of Growth and Community Services to serve as a voting member of the Jury to assess the merit of Ethnocultural Small Grant Program applications.

5. GRANT APPLICATION

Applicants may complete the online application form in English or French, located on the City of Saint John website under the Community section found at www.saintjohn.ca/en/community or www.saintjohn.ca/fr/community

Incomplete applications will not be considered. Groups are not eligible to receive more than one community grant from the City of Saint John within the same fiscal year as per the [City of Saint John Grant Policy](#). Applicants are expected to work with city staff to identify the most appropriate avenue for funding. Applicants that are eligible for funding through a separate community grant program may be rendered ineligible and redirected accordingly. The city reserves the right to end the program at any time.

5.1 Grant Types

5.1.1 Ethnocultural Establishment Grant

Funding of up to \$1000 or in-kind equivalent

This grant is geared towards new groups that wish to become formally established and incorporated as a not-for-profit.

5.1.2 Ethnocultural Awareness Grant

Funding of up to \$2500 or in-kind equivalent

This grant is applicable to groups that are formally established as a not-for-profit and wish to promote their association or to attract new members.

Note: The City of Saint John will not transfer funds directly to the organization for the purpose of incorporation under the Ethnocultural Establishment Grant. Proponents submitting an application for the Ethnocultural Establishment Grant will be required to work with a certified incorporation provider, upon approval of their grant submission.

City of Saint John

Ethnocultural Grant Policy

The applicant must work with city staff to establish direct billing with the incorporation provider. Please review **Section 6** 'Eligibility and Ineligibility Criteria'.

6. ELIGIBILITY AND INELIGIBILITY CRITERIA

The organization must exist or intend to operate most of its activities within the City of Saint John. Associations must support a single ethnic group or group of ethnicities that share a common geography. The applicant must be in good standing and have no outstanding arrears with the city or outstanding outcome reports from previous grant awards.

6.1 Application Requirements

The application must be completed accurately and in full through the online application form or by in-person submission at City Hall. Grant applications do not automatically transfer into future years. Successful applicants must complete and send to the city an outcome report by December 31 in the year the grant is received.

The organization must have a defined governance structure that holds specific individuals accountable for the use of the grant and for the intended outcomes. If requesting financial support, the applicant must include a simple budget to accompany their proposal and indicate any additional sources of funding received or solicited for their project. Applicants must:

- demonstrate how the group intends to use the funds requested;
- identify other funding solicited or received related to the request;
- describe how the group will recognize support provided by the city;
- not be affiliated with any political party or religious denomination; and
- be a registered non-profit *or* intend to become a registered non-profit holding its principal activities within the City of Saint John.

The Ethnocultural Small Grant Program Jury reserves the right to request additional information not captured within the funding application, including but not limited to, financial statements, board member contacts, proof of insurance, annual reports, and a Terms of Reference should one exist.

6.2 Eligible Expenditures

The following are examples of projects and activities that could be considered eligible for funding or the equivalent of in-kind support. Other projects and activities may be considered upon request at the discretion of the Grant Program Jury.

6.2.1 Ethnocultural Establishment Grant

- guidance or payment of incorporation fees;
- assistance in creating a Terms of Reference;
- payment of name search;

City of Saint John

Ethnocultural Grant Policy

- guidance on setting up a bank account;
- room rentals for initial meetings;
- purchasing cheques and necessary office materials;
- guidance on establishing a board of directors.

6.2.2 Ethnocultural Awareness Grant

- room or equipment rentals for select events or ceremonies;
- group transportation to city events;
- creation of a group website and web hosting fees;
- support in creating social media platforms;
- creation of a logo to represent the group;
- branding and marketing assistance;
- welcome or arrival signage;
- purchase of country flag for flag raisings.

6.3 Ineligible Expenditures

Expenditures made prior to the grant award are ineligible. The City of Saint John can only consider expenditures that are in accordance with **Section 6** *'Eligibility and Ineligibility Criteria'*. Where the city will not transfer funds directly to the applicant for incorporation fees under the Ethnocultural Establishment Grant, the applicant will be expected to work with city staff to establish direct billing with a certified incorporation provider. The City of Saint John, through its Chief Financial Officer, will only issue monetary payment to applicants under the Ethnocultural Awareness Grant, referred to in **Section 5** (5.1.2), on the direction of the Grant Program Jury. Other ineligible expenditures include:

- costs related to fundraising events;
- payment of alcohol or meals;
- funding of deficits or debts;
- free or discounted tickets to an event;
- lobbying of municipal, provincial or federal government;
- fellowships, scholarships or bursaries; and
- conferences or professional development.

Grants are non-transferable and must be used for the purposes outlined in the submitted application and for which the grant was approved. Any financial support that is approved by the city will be conveyed in writing. Unused grant funds shall be returned to the city unless an approved extension is received and communicated in writing to the applicant from the Grant Program Jury.

City of Saint John

Ethnocultural Grant Policy

7. EVALUATION

The Ethnocultural Small Grant Program will be monitored throughout each grant cycle for opportunities of fund dispersion. A Grant Program Jury will be established to review grant applications. Staff will recommend five (5) jury officers from a variety of city departments to the Commissioner of Growth and Community Services.

7.1 Project Eligibility Selection Matrix

Jury selection of successful applicants will follow a rating number percentage system by each member based on the authenticity of the applicant group, level of community support, level of financial support requested, and expected outcomes. During the evaluation of applications, preference will be given to organizations that are based in the City of Saint John and:

- are directly requested from an ethno-specific community group;
- display diversity and inclusion specific to their ethnocultural group;
- impact the group's ability to obtain incorporation status;
- display specific outcomes to be achieved;
- demonstrate a plan to accomplish stated outcomes;
- support Common Council priorities;
- result in positive long-term benefits or impact;
- demonstrate a level of community support and engagement;
- generate cooperation between citizens and other organizations;
- exhibit an ability to acquire other sources of funding or in-kind support;
- identify an ethno-cultural group or community need or priority;
- do not duplicate efforts that already exist in Saint John;
- impact a broader number of residents or newcomers;
- demonstrate the need for financial or in-kind support; and
- include a budget with sources and a plan for use of funds or in-kind support.

7.2 Grant Program Jury

The Ethnocultural Small Grant Program Jury will consist of up to five (5) staff members of a variety of City of Saint John Departments. The Jury will be selected by the Commissioner of Growth and Community Services. Their tenure will follow the application and selection process. Jury members may be asked again in the future, or a new membership of Jurors may be selected each year.

7.3 Guiding Principles for Grant Program Juror(s)

Grant Jury members may not participate in the jury process if they have a conflict of interest with any application being reviewed. If a Juror or member of their immediate family is or appears to be a candidate on any of the applications being assessed, or if a Jury member would benefit financially if a grant were awarded, the Juror cannot sit on the committee and a substitute member shall be appointed.

City of Saint John

Ethnocultural Grant Policy

If for any reason a Jury member or staff member feels that there could be an appearance of conflict with an application, even without financial gain, the Jury member must declare the possible conflict during the grant committee meeting. The Jury member may participate in the discussion if other members agree but may not vote on the application.

Grant Committee meetings are confidential. The list of Jury members, applicant files, discussions, ratings, and member comments are not to be divulged. A summary of member feedback for each application will be recorded by staff during the Grant Program Jury meeting. This summary may be discussed by phone with the applicant upon request.

8. ADMINISTRATION

Applications will open on **January 1** and remain open until **September 31** of the year of application, or until funds are exhausted. Expenditures that occurred prior to the application or while waiting for a final decision on the award of the grant will not be considered.

8.1 Grant Award Cycles

Grant Cycle (1) will be awarded between April 1 and June 31

Grant Cycle (2) will be awarded between July 1 and September 31

9. REPORTING

The Grant Program Jury shall conduct a grant close-out review of all outcome reports annually by February 15 for the following purposes:

- to determine compliance with this policy;
- to determine if the organization is eligible to apply for future grant funding;
- to determine if any funds should be returned to the city.

The Department of Growth and Community Services will report to the City of Saint John Growth Committee at the end of the year on fund dispersion and grant outcomes. Outcome reports shall be made available to the public on the City of Saint John website.

10. ROLES AND RESPONSIBILITIES

The dedicated staff member assigned to the Ethnocultural Small Grant Program will screen all applications to ensure that they meet the eligibility criteria of the program in question. The staff member will coordinate the Grant Program Jury process and chair the meeting accordingly. The staff member will not take part in any discussion or evaluation of the applicants' files but can answer questions regarding the program. The Jury shall review each

City of Saint John

Ethnocultural Grant Policy

outcome report and the staff member assigned to chair the Grant Program Jury meetings shall sign off on each report to signify close-out. It should be understood that:

- the Ethnocultural Grant Jury decisions are final;
- applications and grant dispersion are subject to fund availability;
- the city may choose to end the program at any time;
- the Chief Financial Officer will issue grants to applicants on the direction of the Grant Program Jury; and
- funds must be spent by December 31 of the year in which the application is submitted.