MUNICIPAL GRANT-IN-AID PROGRAM
Program Guidelines and Funding Policy

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1. PURPOSE AND PROGRAM OBJECTIVE

The Town of Bridgeville Grant-in-Aid Program provides financial assistance to eligible organizations and community initiatives by supporting organizations, programs, services, events, and projects that address local needs, encourage community participation, promote civic pride, and strengthen the town's social, cultural, recreational, and economic well-being.

The Town of Bridgeville recognizes that community organizations, nonprofit groups, volunteers, and local institutions play an important role in delivering services and opportunities that benefit residents. Through this program, the Commissioners seek to support these efforts while ensuring responsible, transparent, and accountable use of public funds.

2. ELIGIBLE APPLICANTS

Applications may be submitted by organizations that demonstrate a clear connection to the Town and a commitment to providing a community benefit. Preference is given to organizations located or operating within the Town of Bridgeville, or that serve residents of the Town of Bridgeville and/or the Woodbridge School District.

Eligible applicants may include:

- Registered nonprofit organizations and charitable organizations.
- Civic, service, and community associations.
- Youth and senior organizations.
- Recreational and sports organizations.
- Community-based volunteer organizations.
- Other groups or institutions providing a demonstrated public benefit, subject to Town approval.

3. ELIGIBLE PROJECTS AND ACTIVITIES

Funding may be considered for initiatives that demonstrate a clear community purpose, including but not limited to:

A. Community Development

- Community improvement and neighborhood enhancement projects.
- Projects that promote civic pride and resident engagement.
- Initiatives that strengthen community connections.

B. Recreation and Youth Development

- Youth programs and activities.
- Sports, recreation, and wellness initiatives.
- Programs that increase access to recreational opportunities.

C. Arts, Culture, and Heritage

- Cultural programming and community events.
- Historic preservation and heritage initiatives.
- Projects celebrating local history and identity.

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D. Social Services and Community Well-Being

- Programs supporting seniors, families, and vulnerable residents.
- Food security and basic-needs initiatives.
- Accessibility and inclusion projects.
- Mental wellness and community support programming.

E. Environment and Beautification

- Community gardens and greening initiatives.
- Tree planting and environmental stewardship.
- Public-space beautification and cleanup projects.
- Sustainability and conservation education.

F. Education and Skills Development

- Educational workshops and community learning.
- Skills training and mentorship programs.
- Youth leadership and volunteer development.
- Public awareness and educational initiatives.

4. INELIGIBLE EXPENDITURES

Grant funding shall not be used for:

- Private benefit or personal financial gain.
- Political campaigns, partisan activities, or lobbying.
- Religious activities that do not provide an inclusive public benefit.
- Retroactive expenses incurred before funding approval, unless expressly authorized.
- Debt repayment, fines, or penalties.
- Alcohol, tobacco, cannabis, or recreational substances.
- Fundraising activities where the primary benefit is private or restricted to members.
- Capital expenses that do not demonstrate a clear public benefit or municipal authorization.
- Regular operating expenses (including wages), or ongoing expenses without a demonstrated community purpose.
- Any activity contrary to municipal policy, law, or public interest.

The Town of Bridgeville reserves the right to determine the eligibility of any expense.

5. FUNDING ALLOCATION AND GRANT LIMITS

FOR THE FY27 BUDGET YEAR, REQUESTS ARE LIMITED TO $500 PER APPLICATION.

The Commissioners of Bridgeville shall establish an annual Grant-in-Aid funding allocation through its approved operating budget.

Funding shall be distributed based on the merits of applications, the anticipated community benefit, the availability of funds, and the Town of Bridgeville's established priorities.

Applicants are encouraged to demonstrate additional financial or in-kind contributions through fundraising, donations, volunteer hours, sponsorships, or partnerships.

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The Commission may provide full or partial funding and is not obligated to fund the full amount requested.

6. APPLICATION REQUIREMENTS

Applicants must submit a completed Grant-in-Aid application that includes:

1. Organization or group name and contact information.
2. Description of the organization's mission and activities.
3. Description of the proposed project, program, or initiative.
4. Explanation of how the project benefits Bridgeville residents.
5. Number and demographics of residents expected to benefit, where reasonably available.
6. Project timeline and proposed completion date.
7. Total project budget and amount requested.
8. Identification of other funding sources and contributions.
9. Description of how grant funds will be spent.
10. A signed non-discrimination statement (provided by the Town).
11. The Commission may request additional information where necessary to assess an application.

7. FUNDING CONDITIONS AND AGREEMENT

Grant recipients must use the funds only for the approved purpose. Any significant change in project scope, budget, or use of funds must receive prior written approval.

Funding shall not be transferred to another organization or project without authorization.

8. ACCOUNTABILITY AND REPORTING

All funding is required to be used within six months of award, and grant recipients are required to provide a brief final report within 30 days of project completion unless otherwise directed by the Commission.

The final report shall include:

1. A summary of activities completed.
2. An explanation of how the project benefited the community.
3. The number of residents or participants reached, where applicable.
4. A summary of actual expenditures.
5. Copies of receipts or other supporting financial documentation, as requested.
6. Photographs or other documentation demonstrating project completion, where appropriate.

Any unused funds or funds spent outside the approved purpose must be returned to the Town of Bridgeville unless otherwise authorized.

Organizations that fail to meet reporting requirements may be deemed ineligible for future funding until outstanding obligations are resolved.

9. CONFLICT OF INTEREST

The Commissioners of Bridgeville shall not participate in decisions where a conflict of interest exists, in accordance with applicable municipal policies and legislation.

10. ANNUAL REVIEW

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The Grant-in-Aid Program shall be reviewed annually to assess its effectiveness and continued relevance to community needs.
The review may consider:

- Total funding distributed.
- Number and types of organizations supported.
- Geographic and demographic reach of funded projects.
- Community outcomes and reported benefits.
- Demand for funding and unmet community needs.
- Opportunities to improve accessibility and fairness.
- Recommendations for future funding priorities.

The Town of Bridgeville may amend these guidelines as necessary, subject to appropriate municipal approval.

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