

# Policy

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## Community Investment Program

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### Policy Statement

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The Community Investment Program is founded on the principle that municipal funding should support projects that benefit the entire community, with resource allocation aimed at enhancing residents' quality of life.

### Purpose

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The Community Investment Program is intended to:

- Provide a transparent and equitable process for distributing financial contributions to eligible organizations, associations and individuals.

### Eligibility Requirements

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To be eligible for community investment funding, applicants must meet the following criteria:

- a) Applications will be accepted from organizations, associations and individuals, including committee members who form a committee/group for the purpose of a specific project or event. Applications will be accepted by individuals 16 years or older.
- b) Grant recipients must provide a complete and accurate accounting of all funds, including documentation of expenditures upon completion.
- c) Applicants awarded a grant who are under 19 years of age must have an adult assume full responsibility for all project-related obligations and compliance with this policy.

### Initiative Criteria

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Successful projects must:

- Be for events, operational funding for an organization, or the purchase of a specific asset.
- Event must be within the District of Tobique Valley.

## **Funding Request**

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- Events cannot be alcohol centered.
- Priority will be given to new, unique initiatives.
- District financial support of up to \$1,000, subject to available resources, may be provided for projects that meet the criteria outlined in this policy and receive District approval.

## **Application Process**

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Applicants must submit a completed grant application to the District which includes the following information:

- The organizational structure of the applicant.
- Key contact information for the applicant, including identification of the individual responsible for leading the proposed initiative and ensuring that granted funds are used exclusively for the stated purpose.
- Implementation plan and schedule for the initiative.
- The District may request additional information as part of the application review process.

## **Application Deadline**

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Applications are due March 31.

## **Evaluation and Award of the Grant**

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- Funding for this program is limited, and as a result, some initiatives may be declined due to insufficient program resources.
- All applications will be reviewed by the Tobique Valley District Council to assess eligibility for the grant.
- Applicants should not assume that their application will be successful. All successful applicants will be notified in writing by the District.
- A public announcement will be made once funds have been disbursed.

## Policy Record

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Date of Approval by Council: February 17, 2026

Resolution No: 202602-06

Next Review Date: 2028

Policy No: GOV-001-002P

Last Review Date: 2026

Replaces: N/A

Lead Role: Chief Administrative Officer

Administrative Review: Legislative and Legal Services

**Application**

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**Community Investment Program Application Form**

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**1. Applicant Information**

**Applicant Name (Individual or Organization):**

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**Mailing Address:**

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**Phone Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Are you applying as:**

- Individual (Must be 16 years or older)
- Organization
- Association
- Committee / Project Group

If applying as an organization, association, or committee:

**Organizational Structure (please describe):**

- Incorporated Non-Profit
- Unincorporated Association
- Informal Committee
- Other (please describe): \_\_\_\_\_

**Description of Organizational Structure:**

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**2. Project Lead Information**

**Name of Person Responsible for the Initiative:**

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**Title/Role:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

If the applicant is under 19 years of age:

**Name of Responsible Adult (Required):**

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**Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

I, the undersigned, agree to assume full responsibility for all project-related obligations and compliance with the Community Investment Program policy.

Signature of Responsible Adult: \_\_\_\_\_

Date: \_\_\_\_\_

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**3. Project / Initiative Details**

**Project Title:**

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**Type of Request (check one):**

- Event
- Operational Funding
- Purchase of Specific Asset

**Event Location (must be within the District of Tobique Valley):**

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**Event Date(s) (if applicable):**

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**Is this event alcohol-centered?**

- Yes
- No

**4. Project Description**

Please provide a detailed description of the initiative, including:

- Purpose and objectives
- How the project benefits the community
- Target audience
- Whether this is a new or unique initiative

Description:

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**5. Implementation Plan & Schedule**

Provide a clear plan outlining how the initiative will be carried out, including key milestones and timelines.

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**6. Budget Information**

Total Project Budget: \$ \_\_\_\_\_

Amount Requested from the District (maximum \$1,000):  
\$ \_\_\_\_\_

Other Funding Sources (if applicable):

Source	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

Detailed Budget Breakdown (attach additional sheet if necessary):

Expense Item	Amount
_____	\$ _____
_____	\$ _____
_____	\$ _____

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**7. Declaration and Agreement**

By signing below, I certify that:

- The information provided in this application is complete and accurate.
- Funds, if awarded, will be used solely for the purpose described in this application.
- A complete and accurate accounting of all funds, including documentation of expenditures, will be submitted upon project completion.
- I understand that funding is limited and approval is not guaranteed.

Applicant Signature: \_\_\_\_\_

Name (Print): \_\_\_\_\_

Date: \_\_\_\_\_

## **Application Deadline**

**All applications must be submitted by March 31.**

Submit completed applications to:

District of Tobique Valley

Mail: 159 Main Street, Plaster Rock, NB E7G 2H2

Email: [office@tobiquevalley.ca](mailto:office@tobiquevalley.ca)