

**THE RURAL MUNICIPALITY OF PINEY**

**“Bilingual Signage Grant Policy (Pilot Program)”**

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**Subject: Bilingual Signage Grant Policy (Pilot Program)**

**Effective Date: June 24, 2026**

**Replaces Policy: New**

**Resolution No.: 171/2026                      Resolution Date: June 23, 2026**

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**1. Purpose**

The Rural Municipality of Piney has established the Bilingual Signage Grant Program to support the installation of bilingual (English and French) signage throughout the municipality. The program is intended to increase the visibility of both official languages in public spaces, strengthen community identity, and support the objectives of the Association of Manitoba Bilingual Municipalities (AMBM) Bilingual Municipal Signage Program.

This initiative is being delivered as a two-year pilot program and enables community organizations to participate directly in the expansion of bilingual signage within the RM.

**2. Program Structure and Funding**

The program will operate over two municipal fiscal years, with a maximum of \$13,333 available in each year. Applications are accepted on an ongoing basis and reviewed as they are received until the annual allocation has been fully committed.

Projects are funded on a shared-cost basis. The total project cost must be divided equally between the applicant and the grant. Community organizations are required to provide a minimum of fifty percent of the total project value. This contribution may be provided in the form of cash, in-kind contributions such as labour or materials, or a combination of both.

The remaining fifty percent of the project cost will be funded through the grant, ensuring alignment with AMBM requirements for matching contributions.

### **3. Eligibility**

Applicants must be community-based organizations operating within the RM of Piney and providing a broad public benefit. Organizations are expected to have an established governance structure and mandate consistent with the RM's definition of an eligible organization.

Eligible projects include the design, production, and installation of bilingual signage in publicly accessible locations. Signage must clearly present both English and French and meet recognized standards for visibility, quality, and durability.

### **4. Application Requirements**

Applications may be submitted at any time during the program period. Each submission must describe the project in clear terms, including the type and location of signage, the number of signs, and a proposed timeline.

Applicants are required to submit a financial summary outlining the full project cost and demonstrating how at least fifty percent of the value will be provided by the organization. Where in-kind contributions are included, the application must explain how those contributions are valued.

Supplier quotes or estimates must be included to support the project budget.

### **5. Evaluation and Approval**

Applications will be reviewed administratively and brought forward to Council for consideration. Evaluation will focus on the project's contribution to bilingual visibility, its benefit to the community, and the completeness and reliability of the financial information provided.

Council retains full authority for project approval.

### **6. Project Completion, Reimbursement and Reporting**

This program operates as a two-step reimbursement process, with all funding tied directly to completed work. Once a project is approved by Council, the organization may proceed with the work as described in its application. Approval confirms that funding has been conditionally allocated, but no funds are advanced at that stage.

After the project is completed, the organization must submit a final package to the RM. This submission must include invoices and receipts for all project costs, along with photographs showing the installed bilingual signage. A final financial summary must also be provided, confirming the total cost of the project and clearly demonstrating that the organization has contributed at least fifty percent of the total value. This contribution may consist of cash, in-kind support, or a combination of both, as originally proposed.

The RM will review the submission to confirm that the project was completed as approved, that all costs are eligible, and that the required cost-sharing has been met. Once verified, the RM will reimburse the organization for the approved grant amount, up to a maximum of fifty percent of the total eligible project cost. All reimbursements are subject to the Municipality receiving the corresponding funds through the AMBM program. Documentation collected through this process will be used by the RM to meet its financial and reporting obligations under that program.

## **8. Compliance**

Organizations that do not complete the project as approved, fail to provide required documentation, or do not meet the cost-sharing requirements may be required to repay funding and may be excluded from future grant opportunities.

# Application Form

## RM of Piney – Bilingual Signage Grant Program

### Organization Information

- Organization Name:
- Contact Person:
- Email:
- Phone:

### Project Description

Provide a clear description of the proposed bilingual signage project, including its purpose, location, and type of signage:

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### Project Details

Indicate the estimated number of signs, whether they are new or replacements, and the proposed start and completion dates.

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### Financial Summary Statement

- Total Project Cost:  
\$ \_\_\_\_\_
- Applicant Contribution (minimum 50%):  
\$ \_\_\_\_\_
  - Cash Contribution:  
\$ \_\_\_\_\_

- In-Kind Contribution:  
\$ \_\_\_\_\_
- Grant Requested (maximum 50%):  
\$ \_\_\_\_\_

Include a brief explanation of any in-kind contributions and how their value was determined.

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### **Supporting Documentation**

Attach supplier quotes or estimates supporting the proposed budget.

### **Declaration**

I confirm that the organization will provide at least fifty percent of the total project value and that all submitted information is accurate.

Name: \_\_\_\_\_

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

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