

Village of Saranac Lake Cannabis Sales Taxation Funds Grant Program

Grant Program

Program Overview:

The Village of Saranac Lake is establishing the Cannabis Sales Taxation Funds Grant Program to allocate local cannabis sales tax revenues toward community betterment. This program is designed to ensure that funds derived from cannabis sales directly benefit Village residents and enhance the overall well-being and vitality of the community. The program emphasizes transparency, accessibility, and local benefit in all aspects of funding distribution.

Funding Priorities:

The Village is committed to using cannabis sales tax revenue to support projects in three key areas:

- Youth Programs: Activities and programs that serve children and teenagers, particularly supporting educational enrichment or assisting economically disadvantaged youth.
- Support for Seniors: Programs that promote socialization, health, wellness, and independent living for the aging population in the Village.
- Recreational Opportunities: Projects that expand or improve recreational facilities, parks, trails, or community sports and wellness programs for residents.

Eligibility Criteria:

Eligible applicants are local non-profit organizations or organizations with an eligible non-profit as a fiscal sponsor. Projects must align with at least one of the funding priority areas listed above. All funded activities should primarily benefit residents of the Village of Saranac Lake. Additional eligibility conditions include:

- Projects or programs must be new or ongoing (funds will not be awarded retroactively for projects already completed).
- No grant funding may be used for salaries or wages of staff. The intent is to fund programmatic expenses, materials, equipment, events, or other direct costs that benefit the community.
- Applicants must ensure compliance with all relevant local, state, and federal laws in the implementation of their projects. Non-compliance can result in disqualification or required reimbursement of funds.

Funding Limits:

Grant awards are capped at a maximum of \$5,000 per project, unless the applicant provides matching funds from other sources. Proposals requesting larger amounts may be considered if they include significant matching funds, demonstrating additional support and commitment from the applicant or other funders. This matching-fund exception is to encourage leveraging of the Village's grant to attract other investments. By default, no single grant will exceed \$5,000 in Village funds. The program aims to distribute funds to multiple worthy projects rather than deplete the fund on one initiative, ensuring broader community impact.

Application Process:

Grant applications will be accepted on a rolling basis, allowing applicants to apply at any time throughout the year. The process consists of the following steps:

1. **Submission:** Interested organizations must complete the official Village of Saranac Lake Cannabis Tax Fund Grant Application Form (see next section). Applications should include details on the project objectives, target audience, expected outcomes, and a budget breakdown. All applications should be submitted to the Village Clerk's Office. The Village Clerk will serve as the program administrator, managing the intake of applications and the initial review for completeness. Only applications from eligible non-profit organizations (or those with a non-profit sponsor) will be considered, and all required information and documentation (e.g. proof of non-profit status or sponsorship) must be provided upon submission.
2. **Review:** Upon receiving an application, the Village Clerk will review it for completeness and verify that it aligns with the program's funding priorities. During this review, the Clerk may reach out to the applicant for any needed clarifications or additional information. Each application will then be evaluated on its impact, feasibility, and sustainability – in other words, how well the project addresses community needs, the soundness of the project plan and budget, and the likelihood that the project's benefits will persist. The Clerk will prepare a summary of each application's merits relative to the priorities for the Village Board.
3. **Approval:** Completed applications that pass initial review will be presented to the Village Board of Trustees for consideration. All grant awards must be approved by a majority vote of the Village Board at a regular or special board meeting. The Board will review the Clerk's recommendations and may discuss the application with Village staff or the applicant if needed. Approval is based on the project's alignment with priorities, community benefit, and available funds. The decision of the Board will be documented in meeting minutes. Once approved, the Village Clerk's Office will notify the applicant of the award decision. (If an application is not approved, the Clerk may provide feedback and the applicant could revise and resubmit in the future since applications are rolling.)
4. **Disbursement:** For approved grants, funds will be disbursed to the grantee according to the budget and timeline outlined in the application. The Village Clerk and Treasurer will coordinate with the grantee to issue the funds. Funds are typically provided upfront or in stages as appropriate for the project, subject to any conditions the Village Board sets. Grantees must use the funds only for the purposes described in the approved application budget. Any major changes to the project scope or budget after approval must be requested in writing and approved by the Village in advance.

Monitoring and Reporting:

Grant recipients are required to report on their progress and the use of funds.

- **Periodic Progress Reports:** For projects lasting more than a few months, recipients may be asked to submit brief progress reports during the project. These reports should outline how much of the grant

has been spent to date, describe activities completed, and highlight progress toward the project objectives. The schedule for any interim reporting will be communicated in the grant award letter (for example, a project might need to report quarterly or mid-way through the project).

- **Final Report:** At project completion, a final report is required from the grantee. This report must detail the outcomes achieved by the project, including the community impact and how it met the stated objectives. The final report also needs to include a financial summary showing how grant funds (and any matching funds) were used, and note any unspent grant funds. (Unspent funds must be returned to the Village unless otherwise authorized.)
- **Documentation:** The Village may request receipts, invoices, or other documentation as part of the reporting to verify that funds were used appropriately. Photographs or testimony of project results are encouraged to help demonstrate the impact to the community.
- **Non-Compliance:** Failure to submit required reports or to use funds as agreed can result in the organization being deemed ineligible for future funding. In cases of serious non-compliance or misuse of funds, the Village may require the grantee to reimburse the grant monies and may pursue other legal remedies.

Compliance and Accountability:

All projects funded through this program must adhere to all applicable local ordinances, New York State laws (including cannabis regulations), and federal laws. The Village reserves the right to audit the use of grant funds and to review project records to ensure compliance. If any expenditure is found to be outside the approved scope or in violation of the terms, the grantee will be required to refund that portion of the money to the Village. By accepting a grant, organizations agree to cooperate with any Village oversight or auditing procedures. This accountability helps maintain the integrity of the program and public trust.

Transparency and Public Reporting:

The Village of Saranac Lake is committed to transparency in how cannabis tax funds are used. An annual report on the Cannabis Sales Taxation Funds Grant Program will be prepared by the Village Clerk's Office summarizing all grants awarded, the amounts, and the general purposes funded. This summary will be presented to the Village Board (e.g. during budget review or a designated annual meeting) and made available to the public on the Village's website or office. In addition, all approved grant awards and their purpose may be published in Village Board meeting minutes (since they are approved via Board resolution) which are public records. The application process itself is designed to be accessible: application materials will be available at the Village offices and on the official Village website, and Village staff will be available to answer questions. Ensuring openness at every step will help the community understand how these funds are benefiting Saranac Lake.

Program Review and Amendment:

This policy and program will be reviewed regularly (at least annually) by the Village Board or a designated committee to assess its effectiveness and demand. The Village Board may amend the grant program's terms or procedures by majority vote as needed to better serve the community. Any significant changes (such as altering funding priorities or limits) will also be made public. The Board intends for this program to adapt over

time, in line with community needs and feedback, while maintaining the core goal of responsibly reinvesting cannabis tax revenue into the community.

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Application

Please complete the following form to apply for a grant. Refer to the Program Policy Document for guidance on eligibility and required information. All sections must be filled out. Submit the completed application to the Village Clerk's Office. Applications are accepted on a rolling basis throughout the year.

Applicant Information

- Organization Name: (Legal name of the non-profit organization applying, or the lead agency with a non-profit fiscal sponsor)
- Mailing Address: (Street, City, State, ZIP code)
- Primary Contact Person: (Name and title of the person responsible for this application)
- Contact Information: (Phone number and email address for the primary contact)
- Organization Type/Status: (Confirm non-profit status and/or provide Tax ID number. If using a fiscal sponsor, provide sponsor name and proof of non-profit status)

Project Details

- Project Title: (Name of the project or program for which funds are being requested)
- Funding Priority Area: (Select which of the Village's priority areas this project addresses – e.g. Community Engagement, Youth Programs, Law Enforcement, Support for Seniors, Recreational Opportunities. You may list more than one if applicable, but indicate the primary focus)
- Project Summary: (A brief description of the project, 2-3 sentences. What are you planning to do?)
- Project Objectives: (List the key goals of the project. What specific issues will it address or improvements will it make?)
- Target Audience/Population: (Who will benefit from this project? Describe the population served – e.g. children, teens, seniors, general public – and approximately how many people will be impacted)
- Expected Outcomes: (What results do you expect? How will the community be better off? For example, increased number of youth served, safer public spaces, enhanced facilities, etc. Be as specific and measurable as possible)
- Project Timeline: (Proposed start date, key milestones, and end date. Note if the project is ongoing or seasonal. If this is an event, list event date(s); if a purchase, indicate when it will be made)

- Project Location: (Where will the project or program take place? Specify if it's within the Village of Saranac Lake or benefits Village residents in some way. If different from the organization's address, provide location details)

Budget and Funding

- Total Project Cost: \$_____ (What is the entire cost of the project? Include all funding sources, not just the amount requested from the Village.)
- Amount Requested from Village: \$_____ (How much funding are you requesting from the Village's Cannabis Taxation Funds Grant Program? Maximum \$5,000 unless matching funds are provided.)
- Matching Funds (if applicable): \$_____ (If you are providing or have secured matching funds, list the amount and source. *Note:* Applications seeking over \$5,000 must include at least dollar-for-dollar matching funds from other sources.)
- Budget Breakdown: (Attach or include an itemized list or narrative budget detailing how all funds will be used. Clearly identify what the Village grant would pay for. For example: supplies \$2,000; equipment \$1,500; printing \$500; etc. If matching funds or other grants are part of the project, indicate which budget items those funds cover. The budget should demonstrate that no grant funds will be used for salaries/wages, in accordance with program rules.)
- Sustainability: (If the project will continue beyond the grant period or require ongoing funding, briefly describe how it will be sustained in the future. For instance, will your organization absorb any ongoing costs or seek other grants/donations?)

Additional Information

- Previous Village Funding: (Has your organization previously received funding from the Village of Saranac Lake or collaborated with Village programs? If yes, please briefly describe past funding or partnerships.)
- Other Support: (Are you receiving other grants or donations for this project aside from the Village's funds? If yes, list the sources and amounts.)
- Permits or Approvals: (Does the project require any governmental approvals, permits, or partnerships?)
- Additional Attachments: (You may attach additional pages or documentation if needed, such as project plans, letters of support, photos, or diagrams. Please list any attachments included with your application.)

Applicant Certification and Signature

By signing below, the applicant certifies that the information provided in this application is true and complete to the best of their knowledge. The applicant also acknowledges that all grant funds, if awarded, will be used

only for the purposes outlined in this application and in compliance with the program's requirements and all applicable laws. The applicant agrees that any unused funds or funds not used in accordance with the approved project must be returned to the Village. The applicant furthermore agrees to submit required progress and final reports detailing the use of funds and project outcomes.

- Authorized Representative Name: (Print)
- Title:
- Signature: _____ Date: _____
- For Village Use – Date Received by Village Clerk: _____

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Grantee Reporting Template

All grant recipients must provide reports on their project's progress and outcomes. This template is provided to ensure consistent and complete reporting. A Final Report is required within a specified period after project completion (typically within 30 days of completion). For longer-duration projects, interim progress reports may also be required as outlined in your grant award letter. Keeping the Village informed of your activities helps demonstrate accountability and community impact. In line with program requirements, grantees need to document how funds were used and the progress toward project objectives. The Village Clerk's Office is available to assist if you have questions about reporting.

Grantee and Project Information

- Grantee Organization Name: (Name of the organization that received the grant)
- Primary Contact Person: (Name, title, and contact information of the person reporting)
- Project Title: (Name of the project or program funded)
- Grant Award Amount: \$_____ (Total amount of Village funds granted for this project)
- Project Timeframe: (Original expected start and end dates; note actual completion date if different)
- Report Date: (Date of this report submission. If this is a progress report, indicate the period it covers, e.g. "Q1 Progress Report covering January–March 2026.")

Project Outcomes and Activities

- Summary of Activities: (Describe what has been accomplished with the grant funds so far. What activities or services were carried out? If this is the final report, summarize the entire project's activities. Keep it concise but informative – e.g., dates of key events, number of sessions held, equipment purchased, etc.)
- Outcomes Achieved: (Detail the outcomes and impact of the project. Refer back to the objectives and expected outcomes from your application. Did you achieve what you set out to do? Provide specific results or metrics if available – for example, number of people served, survey results, improvements observed. Explain how the project benefited the Saranac Lake community, especially in the priority area(s) identified.)
- Community Feedback (if any): (Share any feedback you received from participants or the community. This could include testimonials, survey responses, or quotes that illustrate the project's impact. This section is optional but strengthens understanding of the project's success.)

Use of Funds

- **Budget Report:** (Provide an itemized accounting of how the grant funds were spent. You may present this in a simple list or table format. For example: "Supplies – originally budgeted \$2,000, spent \$1,950 on art supplies for workshops; Equipment – budgeted \$1,500, spent \$1,500 on laptop and projector; Printing – budgeted \$500, spent \$400 on flyers," etc. Ensure the expenses listed align with the approved budget. Include matching funds usage as well, if applicable, to show the full project funding picture.)
- **Variance Explanation:** (If there are any significant differences between the proposed budget and actual spending, explain them here. For instance, if a certain expense was higher or lower than expected, or if you reallocated funds between budget lines with Village approval, note those changes.)
- **Unspent Funds:** (State whether there are any grant funds that remain unspent. If yes, provide the amount and explain why. According to program policy, any substantial unspent funds should be returned to the Village unless otherwise authorized. Coordinate with the Village Clerk for returning funds or getting approval for alternate use if you propose to repurpose a small remaining amount.)

Evaluation and Future Plans

- **Challenges Encountered:** (Describe any challenges or obstacles faced during the project. This could include delays, staffing or volunteer issues, higher costs than expected, lower participation than hoped, etc. Explain how you addressed these challenges or any lessons learned that might benefit future projects.)
- **Successes and Lessons Learned:** (Highlight what worked well and any key lessons learned. This helps the Village and other community organizations understand the factors for success. You can also note if the project had any unexpected positive outcomes.)
- **Future Plans:** (If this project or program will continue beyond the grant period, describe your plans for the future. Will it continue next year or become an annual event? How will it be funded or sustained moving forward? If this was a one-time project, you can state that no further action is planned or describe how the community will continue to benefit from the completed project.)

Grantee Certification

I hereby certify that the above information is accurate and that all funds provided by the Village of Saranac Lake were used in accordance with the approved grant application and the program guidelines. All supporting documentation (receipts, invoices, etc.) are available for review if requested. The project was conducted in compliance with all applicable laws and regulations. I understand that failure to provide truthful information or comply with the terms of the grant may impact eligibility for future funding.

- **Reported by (Name and Title):** _____

- Signature: _____ Date: _____
- Organization Authorization: (If the person reporting is not the head of the organization, have an executive or board officer of the organization review and sign below to affirm the report's accuracy.)
 - Authorized Officer Name/Title: _____
 - Signature: _____ Date: _____

Please submit this completed report to the Village Clerk's Office. You may attach additional pages or supplemental materials (photos, press clippings, participant testimonials, etc.) that demonstrate the project's impact. The Village of Saranac Lake thanks you for your commitment to our community and for responsibly administering public funds.

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