



THE TOWN OF MORINVILLE

Council Policy

Title: Community Grants Policy

Policy Number: 19/2008

Approval Date: January 10, 2012

Revise Date: January 5, 2010

Motion Number: CS4/2010

Repeal Date: January 12, 2010

Supersedes: 145/2007

Review Date: January 14, 2010

SECTION A

1.0 Policy Purpose

- 1.1 The purpose of this policy is to establish guidelines and procedures for dealing with requests for support (i.e. grants, donations, and funding) from groups, teams, organizations, and individuals.
- 1.2 The Town of Morinville benefits from groups and individuals that provide a service to the community, host community events of significance, or represent the community at provincial, national, and international events. These activities have a positive impact on the community as a whole and the quality of life for the recipients.

2.0 Definitions

- 2.1 **“Council”** means the duly elected officers of the Town of Morinville and the Chief Elected Officer or Mayor.
- 2.2 **“Town”** means the Town of Morinville and the Department(s) designated by the Chief Administrative Officer (CAO) to implement this policy.

3.0 Policy Statements

3.1 Funding Guidelines—Council Community Grants

- 3.1.1 This policy is subject to the total amount of funds approved by Council for Community Grants in any budget year. The Town and Council have the right to refuse any application.
- 3.1.2 The maximum award for any one application is limited to \$2,500.00 or 50% of the total related expenses whichever is less.
- 3.1.3 Applicants must be a not-for-profit entity.

- 3.1.4 Eligible activities for funding under this policy include the following:
- Hosting significant regional, provincial, national, and international events.
 - Assist with travelling to participate in events of provincial, national, and international significance.
 - One-time funding to assist in organization or group start-up costs.
 - A special event of community significance.
 - Other items at the discretion of Council.
- 3.1.5 Applicants must be applying for support of activities that will provide a benefit or service to the Town residents.
- 3.1.6 Support will be granted on a one-time basis; On-going support will not be guaranteed. Approvals for a given cause, group, organization, or individual are limited to one per calendar year.
- 3.1.7 The value associated with requests for support regarding free facility use, program registrations, or Town services are subject to the retail values established by the Town for fees and services in the year that the activities or events are occurring, as well as the maximum award value for Community Grants outlined herein.

3.2 **Application Process**

- 3.2.1 Requests for support must be made in written form by using the Community Grants Application Form.
- 3.2.2 Any changes or amendments to the Community Grants Application Form may be made by the Chief Administrative Officer for the Town.
- 3.2.3 20% of the total annual Community Grants funding will be awarded quarterly amongst the applicants. Quarterly application deadlines are as follows: February 28, May 31, August 31, and November 30 of each year. Another 20% of the annual funding will be utilized flexibly to address emergent applications that require funding between quarterly deadlines or to address high intake volumes in a given quarter.
- 3.2.4 Once application form is complete the applicant shall arrange to meet with a Community Services staff member to complete the Application Checklist. Town administration may then (due to the nature and/or size of the request) choose to address the request directly via a partnership (subject to the same terms and conditions outlined herein for applications approved by Council). Any applications not addressed via a partnership will be forwarded to Council for their review.
- 3.2.5 Applicants will be required to attend Council meeting to answer any questions regarding their application. Additional documentation may also be requested by the Town to assist in the evaluation of any application.

- 3.2.6 In determining the amount of support, the Town and Council shall consider:
- Fundraising efforts undertaken by the individual, group, or organization;
 - Total budgeted cost of the applicable event or activities;
 - The applicants contribution to the event or activities (financial, in-kind, and volunteerism);
 - The benefit to the community and/or the number or persons directly impacted by the donation or funding;
 - The significance of the event or activity; and
 - The marketing value and opportunities being offered to the Town in exchange for any funding.
- 3.2.7 Notification of a decision regarding applications will be issued through written or electronic means by the Town.
- 3.2.8 A follow-up report, including an accounting of expenditures, shall be completed using the template located in the Grant Application Package and submitted to the Town within 60 days of the approved event or activities.

4.0 **Yearly Recurring Grants**

- 4.0.1 Recurring grants, as approved by council, shall be presented under the following guidelines, with grant amounts approved yearly as per schedule A.

Community Perpetual Grants

- Victim Services
- Big Brothers/Big Sisters

Budgeted Festival Committee Grants

- St. Jean Baptiste
- Volunteer Appreciation Night
- Christmas Festival

In Kind Grants

- Chamber of Commerce

- 4.0.2 Grant amounts may be changed or discontinued at the discretion of Council annually.

5.0 **FCSS Grants**

- 5.0.1 Applicants are required to complete the application form in the Community Grant Program kit. Upon completion, applicants will be required to meet with the FCSS Coordinator and Community Advisory Board.
- 5.0.2 FCSS Grants will be presented on a bi-annual basis. Application deadlines are May 31 and November 30 of each year.
- 5.0.3 FCSS Grant applications will be reviewed by the FCSS Community Advisory Board. A recommendation will be made to Council by the Board. Final approval remains at the discretion of Council.
- 5.0.4 FCSS Grants will only be allotted to organizations whose activity/program meets the requirements set out by the FCSS Act.
- 5.0.5 Applicants will be notified of a decision by electronic or written means by the FCSS Coordinator.

SECTION B

1.0 Reference to other Policy and Legislation

None

2.0 Review/Revision History & Author

Replaces 145/2007 Community Grants Policy

TOWN OF MORINVILLE

Community Services, Director

R. Lloyd Bertschi, Mayor



Town of Morinville Community Grant Program

Community Grant Application Form

DEADLINES FOR SUBMISSION:

February 28, May 31, August 31 and November 30

Before completing this application please consult the Community Grants Program Application Tool Kit. It contains valuable information on grant eligibility criteria and timelines. Applicants must be a not-for-profit entity.

Part A-Organizational Information

- A. Name of Agency/Organization: _____
- B. Program Name: _____
- C. Mailing Address: _____
- D. Contact Person: _____ Phone # _____
- E. Contact Email Address: _____
- F. Alberta Societies Act Registration Number: _____
(If Applicable)
- G. Check is Payable to: _____

Freedom of Information And Protection of Privacy Act (FOIP) Notice

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and **may become public information.**

Questions regarding the collection of this information can be directed to the FOIP Coordinator at (780) 939-4361 10125 -100th Avenue, Morinville, Alberta T8R 1L6.

For Office Use Only

Date Received: _____ Amount Requested:\$ _____

Decision: Approved Rejected Modified to \$ _____

Decision was made at a Town Council meeting held on _____

Part B– Eligibility For Support

Please read through the entire Application Package including the Community Grants Policy before submitting your request.

Applicants for a Community Grant must meet defined criteria as per the Community Grants Policy. The Town and Council reserve the right to refuse any application.

The maximum amount awarded for any one application will not exceed \$2500.00 or 50% of the total related expenses (whichever is less).

Applicants must be a not-for-profit entity and be applying for support of activities that will provide a benefit or service to town residents. Eligible activities include but are not limited to: hosting a regional, provincial, national or international event; travel to a provincial, national, or international event; organization or group start up costs; a community special event or celebration.

Support can be granted on a one-time basis; On-going support will not be guaranteed. Approvals for a given cause, group, organization or individual are limited to one per calendar year. A follow-up report and budget must be completed and submitted to the Town within 60 days of the approved event or activity.

Please see the attached Community Grants Policy for further information on conditions and eligibility.

Part C– Program Information

Event/Activity Name _____

Please check the box that BEST describes the need for funding:

- Hosting significant regional, provincial, national or international events
- Assist with travelling to participate in events of provincial, national or international significance
- One-time funding to assist in organization or group start up costs
- A special event of significance to the Community
- Other (Please describe) _____

Please attach additional pages if required. Clearly indicate that additional pages have been included.

Target Audience

Please indicate the audience this project aims to serve:

| Demographic | Amount | % |
|--------------------------|---------------|----------|
| Preschool | | % |
| Adolescents(6-12) | | % |
| Youth (13-17) | | % |
| Adults | | % |
| Seniors | | % |
| Families | | % |
| Total | 100 | % |

Other Funding Sources

Please describe any other funders who have been involved in the past and/or are now involved in supporting this activity/event.

Participants

Please estimate the number of participants you expect for this activity/event.

d. The significance of your event or activity to the Town:
(i.e.– fosters sense of community, promotes Town, aids resident development)

e. The marketing value and opportunities being offered to the Town in exchange
for any funding:
(i.e.– Listed as a sponsor in advertising)

Part E-Program Budget

Please provide a copy of the proposed budget for the activity/event outlining the income and expenses. If this is the first time this event/activity has taken place fill in the third column only. If the event/activity has previously been operational please fill in the first two columns.

| Income | Current Budget | Current Year End Projected | Proposed Budget |
|--------------------------|----------------|----------------------------|-----------------|
| Program Generated | | | |
| Community Grant | | | |
| Donations | | | |
| Grants | | | |
| Other | | | |

| | | | |
|---------------------|--|--|--|
| Total Income | | | |
|---------------------|--|--|--|

| Expense Details | Current Budget | Current Year End Projected | Proposed Budget |
|-----------------------------|----------------|----------------------------|-----------------|
| Transportation | | | |
| Accommodation | | | |
| Contracted Services | | | |
| Food | | | |
| Administration | | | |
| Other (Please list): | | | |
| | | | |
| | | | |
| | | | |

| | | | |
|-----------------------|--|--|--|
| Total Expenses | | | |
|-----------------------|--|--|--|

Part F-Application Checklist (To be completed with staff)

Please call 780-939-7839 to schedule an interview with Community Services staff once your application is complete.

- Applicant is a not-for-profit entity;
- Maximum amount requested does not exceed \$2500.00;
- Activity will provide a benefit or service to Town residents;
- Funding will assist with: hosting or travel expenses to a significant event, start up costs, a special community event, or another item as fully described on page two;
- Application has been submitted prior to deadline of February 28, May 31, August 31 or November 30;
- All forms in application have been filled out and signed;
- Budget completed and included;
- Applicant to attend upcoming Council meeting;
- Applicant aware of final report due within 60 days of event/activity.

Decision on Application

All applicants will receive a decision regarding their application through written or electronic means by the Town.

Declaration

I certify that to the best of my knowledge the information provided in this application is accurate and complete.

Applicant signature

Date

Submit Applications To:
Community Services
Town of Morinville
9502-100th Avenue
Phone: 780-939-7839
Fax: 780-939-7889

Town of Morinville Community Grant Program

Final Report

Prepared by:

Name

Phone Number

Date

Activity/Event Name: _____

Name of Applicant: _____

Name of Contact: _____

Date(s) Event Held: _____

Please note:

This report must be completed and submitted within 60 days of the event/activity to the Town of Morinville.

Date Due: _____

Executive Summary

The summary should be approximately 200 words and provide an overall description of the project.

Goals and Objectives

Please list the project goals & objectives as described in the application and detail whether they were met or not.

Partners and Partnerships

Please list the partners that have provided cash and in-kind contributions to the project.

Communication Activities

Please include summary information regarding:

To whom, when, where, etc. the project results & achievements have been communicated and how the Town of Morinville's contribution to the project has been acknowledged/recognized.

Financial Summary

Please indicate the project revenues and expenditures for the activity or event.
A separate sheet may be used.

| Event Summary | | | |
|--|-------------|----------------|--------------|
| <i>Revenue</i> | <i>Cash</i> | <i>In-Kind</i> | <i>Total</i> |
| (List Contributing Partners) | | | |
| | | | |
| | | | |
| TOTAL REVENUE | | | |
| <i>Expense</i> | <i>Cash</i> | <i>In-Kind</i> | <i>Total</i> |
| (List project activities and/or expenditure items) | | | |
| | | | |
| | | | |
| TOTAL EXPENSES | | | |

Final Summary

Please provide any final information regarding the event or activity that you feel would be of interest to Council.