



Application Guidelines

Community Grant

1.0 Purpose

1.1 The Community Grant Program supports not-for-profit community groups, teams, organizations, associations, and residents of Morinville whose initiatives provide clear community benefit and align with Council's vision for Morinville. Funding supports initiatives that:

- 1.1.1 Strengthen community development
- 1.1.2 Enhance quality of life for Morinville residents
- 1.1.3 Address identified community needs
- 1.1.4 Promote Morinville values to the broader region

2.0 Eligibility

2.1 Applicants must meet all of the following criteria:

- 2.1.1 Be a not-for-profit community group, team, organization, association, or resident of Morinville
- 2.1.2 Applicants from outside Morinville may be considered only if the initiative directly benefits Morinville
- 2.1.3 Be in good standing with the Town of Morinville (no outstanding fees or overdue reports)
- 2.1.4 Not receiving any annual operational funding from the Town of Morinville
- 2.1.5 Not be a fundraising or for-profit initiative
- 2.1.6 Submit no more than one (1) application per calendar year
 - 2.1.6.1 One (1) additional application may be considered if funding remains available
 - 2.1.6.2 Priority is given to first-time applicants

3.0 Funding Amounts and Matching Requirements

3.1 Applicants must provide a 50% matching contribution, up to \$2,500

3.2 Matching contributions may include:

- 3.2.1 Cash
- 3.2.2 In-kind contributions
- 3.2.3 Third-party donated goods or services

- 3.3 Requests over \$2,500 and up to \$5,000 may be considered and require additional approval by the CAO or designate
- 3.4 Matching contributions must be documented and verifiable

4.0 Emergent Initiatives

- 4.1 For initiatives of an emergent nature, the CAO or designate may:
 - 4.1.1 Approve funding up to \$5,000
 - 4.1.2 Grant an exemption from the matching contribution requirement
 - 4.1.3 Funding is limited to once per calendar year

5.0 In-Kind Contributions

- 5.1 In-kind contributions may include:
 - 5.1.1 Tangible goods (e.g. supplies, food, materials)
 - 5.1.2 Donated professional services (fair market value, documented)
 - 5.1.3 Volunteer hours valued at Alberta minimum wage
 - 5.1.3.1 Maximum of 25% of the applicant's total contribution

6.0 Eligible Expenses

- 6.1 Eligible expenses include:
 - 6.1.1 Transportation (vehicle rental, airfare)
 - 6.1.2 Hosting tournament or event costs
 - 6.1.3 Accommodation
 - 6.1.4 Program Supplies
 - 6.1.5 Specialized or technical equipment
 - 6.1.6 Volunteer-related expenses
 - 6.1.7 Marketing and promotional expenses
 - 6.1.8 Contracted services
 - 6.1.9 Facility rental costs
 - 6.1.10 Capital costs (one-time purchases used more than once a year)

7.0 Ineligible Expenses

- 7.1 The following expenses are not eligible:
 - 7.1.1 Staff wages, honorariums, or salaries
 - 7.1.2 Alcohol or drugs
 - 7.1.3 Expenses incurred prior to approval
 - 7.1.4 Flow-through funding to other organizations
 - 7.1.5 Fundraising activities

- 7.1.6 Fuel purchases
- 7.1.7 Political contributions (direct or indirect)

8.0 How to apply for the Community Grant

- 8.1 Complete the Community Grant application in full
- 8.2 Clearly outline:
 - 8.2.1 Initiative details
 - 8.2.2 Community benefit
 - 8.2.3 Budget and matching contributions
- 8.3 Submit your application by 11:59 p.m. on the deadline date

9.0 Submission Methods

- 9.1 In Person
 - 9.1.1 Morinville Community Cultural Centre, 9502 – 100 Avenue, Morinville, AB, T8R 1P6
- 9.2 Mail
 - 9.2.1 Community Grant Application
 - 9.2.2 c/o Community Services
 - 9.2.3 10102 – 100 Avenue, Morinville, AB, T8R 1L6
- 9.3 Email
 - 9.3.1 Community@morinville.ca
 - 9.3.2 Subject: *Community Grant Application*
- 9.4 Incomplete applications will not be accepted.

10.0 Application Intake Schedule

- 10.1

Intake Period	Application Deadline
First	Feb 15
Second	Aug 15

11.0 Approval and Administration

- 11.1 Applications are reviewed and approved by the CAO or designate
- 11.2 Funding is subject to available budget approved by Council
- 11.3 Approved funds must be deposited within 30 days
- 11.4 Funds must be used within the approved initiative timeline

12.0 Marketing and Acknowledgement Requirements

- 12.1 Applicants must contact the Communications Department before using the Town of Morinville logo
- 12.2 All promotional materials must be approved prior to use
- 12.3 Successful applicants must acknowledge the Town of Morinville
- 12.4 Failure to comply will result in the full funding amount being returned

13.0 Reporting and Accountability

- 13.1 A final report is required within 30 days of initiative completion
- 13.2 Future applications will not be considered until reporting is complete
- 13.3 Failure to submit a final report within 3 months may result in repayment of the full grant amount
- 13.4 Any unspent funds must be returned to the Town of Morinville

14.0 Amendments, Extensions and Cancellations

- 14.1 Any changes to an approved initiative require prior written approval
- 14.2 Extensions up to three (3) months may be requested
- 14.3 If an initiative is cancelled, funds must be returned immediately

15.0 Appeals

- 15.1 Applications may submit written appeals to the Chief Administrative Officer within 14 days of receiving the decision. The CAO's decision is final

16.0 Assistance

- 16.1 For application support, contact:
 - 16.1.1 Phone: 780-939-7833
 - 16.1.2 Email: community@morinville.ca

These guidelines are administered in accordance with Community Grant Policy CP193/2025