



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 Application 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