

---

## Community Grant

---

**Policy Number:** CP193/2025  
**Approval Date:** August 26, 2025  
**Supersedes Policy:** CP343/2024 Community Grant and Support Policy

---

### SECTION A

#### 1.0 Policy Purpose

- 1.1 Morinville has established a Community Grant Policy that offers grants to not-for-profit community groups, teams, organizations, associations, and residents of Morinville for community development purposes. Initiatives focused on attaining positive outcomes for the community may be funded through the Community Grant Program.
- 1.2 The Community grant program is a strategic tool for community building by supporting innovation and addressing community needs which are in line with Council's vision for Morinville.
- 1.3 This policy provides an equitable, efficient, transparent and sustainable framework for administrative evaluation that assists in the allocation of Council's approved community grant funds to not-for-profit community groups, teams, organizations, associations, and residents of Morinville.
- 1.4 To establish clear guidelines under which Council may provide financial support to qualifying individuals or groups.
- 1.5 The purpose of this Policy is to establish guidelines and procedures for requests of support from applicants.

#### 2.0 Definitions

- 2.1 "Applicants" refers to not-for-profit community groups, teams, organizations, associations, and/or residents of Morinville requesting support under the community grant program:

- 2.1.1 Not-for-profit means an organization is incorporated under the Societies Act; Teams means a sport which involves players working together towards a shared objective;
- 2.1.2 Organization/Association means a group of people organized for a joint purpose.  
Volunteer hours are equivalent on a one-to-one ratio as per the minimum wage as defined by the Alberta Government (<http://culture.alberta.ca/cip/default.aspx>); and
- 2.1.3 Resident means a person who lives permanently in Morinville.
- 2.2 “Capital Cost” means a one-time expense incurred in goods and services that the applicant will use for more than one year.
- 2.3 “Chief Administrative Officer” or “CAO” means the Chief Administrative Officer of Morinville appointed pursuant to s. 205 of the Act or the designate of the Chief Administrative Officer;
- 2.4 “Community” refers to the Municipality of Morinville and surrounding municipalities within the Edmonton Metropolitan region.
- 2.5 “Council” means Council of Morinville
- 2.6 “Morinville” or “Municipality” means the Municipal Corporation of Morinville;
- 2.7 “Services in Kind” are those services provided either by the Municipality of Morinville or by a third-party organization, business, or individual at no cost to the applicant, and are not invoiced for. Third-party services or goods must be documented by the applicant at fair market value and verified through receipts, letters of donation, or equivalent records.
- 2.8 “Support” means the act of supporting an event, activity, person or organization financially or through the provision of products or services.

### **3.0 Policy Statements**

- 3.1 Council approves the budget for the Community Grant through the annual budget process.
- 3.2 Eligibility - Consideration of applications will be given only if the Applicants meet the following criteria:

- 3.2.1 The applicants in a Morinville not-for-profit community groups, teams, organizations, associations, or resident will have first priority;
  - 3.2.2 The applicant may be from outside of Morinville if they are a not-for-profit community group, team, organization, or association, with a supporting initiative within Morinville; and
  - 3.2.3 The applicant must match 50% of the requested amount up to \$2,500 either in funds, in-kind (including third-party donated services or goods), or a combination of both.
- 3.3 Accountability Statement – The applicant must demonstrate the significant value and benefit that the application will have to Morinville by enhancing the quality of life for Morinville residents and/or promoting Morinville values to the greater region.
- 3.4 Applicants applying for this grant must be in good standing with Morinville:
- 3.4.1 Not-for-profit community groups, teams, organizations, associations, and resident applicants must not have outstanding fees with the Municipality prior to approval of the application; and
  - 3.4.2 Previous applicants will have completed the required final report before a new application will be considered eligible.
- 3.5 Joint applications are acceptable and encouraged; however, responsibility for finances and accountability must be clearly defined.
- 3.6 Applicants are eligible to submit one application per calendar year.
- 3.6.1 Applicants may submit one (1) additional application each year to be considered if funding is available.
  - 3.6.2 Priority will be given to applicants who are submitting for the first time in the current year over an applicant who has previously submitted an application in the current year.
- 3.7 Priority will be given to applications that demonstrate long-term sustainability.
- 3.8 Fundraising or for-profit applications do not qualify.
- 3.9 Any not-for-profit community group, team, organization or association that receives annual funding from the Morinville' approved operating budget is not eligible (i.e.

Morinville Community Library, Musee Morinville Museum).

- 3.10 Funding is subject to the total amount of funds approved by Council as per the approved annual budget. The CAO or her/his designate has the authority to evaluate, approve, refuse, or reduce funding requests in accordance with this Policy. Applicants may request funding exceeding \$2500 up to a maximum of \$5000 however such requests must continue to meet all requirements within this Policy and will require additional approval by the CAO.
- 3.11 For community-based events, activities, groups or persons that conform with the guidelines set out in this Policy, and are of an emergent nature, the CAO or her/his designate may:
  - 3.11.1 provide financial support of up to \$5000 (Policy annual total) once per calendar year;
  - 3.11.2 provide an applicant exemption from the matching contribution outlined in 3.2.3;
- 3.12 Council delegates the responsibility for the final review and approval of all funding requests under this Policy to the CAO or her/his designate.
- 3.13 Administration will receive and track all Community Grant requests, coordinate the provision of awards, and report to the Community Services Advisory Committee on a quarterly basis.
- 3.14 Marketing Requirements:
  - 3.14.1 Applicants must contact Morinville's Communications Department prior to using Morinville's logo to ensure compliance with corporate identity. Failure to meet corporate logo standards and authorization prior to the use of the logo will result in returning of the full funding allotment. Successful applicants are required to acknowledge Morinville in all promotional material.
  - 3.14.2 Final design of marketing material must be approved by the Morinville's Communication Department.
  - 3.14.3 Failure to comply will result in the applicant being required to return the full funding allotment.
- 3.15 As per the *Election Finances and Contributions Disclosure Act*, direct or indirect political contributions to any political party, constituency association, or candidate for public office are prohibited.

#### 4.0 Review Date

4.1 For the purposes of ensuring that this Policy is revised for ongoing relevancy and necessity, a review will occur prior to December 31, 2028. The Policy shall be brought forth and repassed in its present or an amended form or rescinded.

4.2 This Policy shall remain in effect if the review date passes prior to formal review.

## **SECTION B**

### **1.0 Reference to other Policy and Legislation**

Election Finances and Contributions Disclosure Act

### **2.0 Persons Affected**

Not-for-profit community groups, teams, organizations, associations and residents of Morinville as well as Community Services, Communication and Finance Departments.

### **3.0 Divisional/Departmental Responsibility**

Community and Infrastructure Services / Community Services

### **4.0 Review/Revision History and Author**

Community Grant Policy – CPSA1/2017, CPS3/2016, CA279/2013, CS4/2012, 19/2008, 145/2007

Community Grant Policy CP155/2021 and Morinville Sponsorship Policy CA155/2019

Community Grant and Support Policy CP284/2023

#### **Original Signed**

---

Simon Boersma  
Mayor

#### **Original Signed**

---

Michelle Hay  
Chief Administrative Officer