

# Application Guidelines

## Community Grant and Support

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### 1.0 Purpose

1.1 Morinville benefits from not-for-profit community groups, teams, organizations, associations, volunteer-based groups and residents that provide a service to the community through:

- 1.1.1 Arts and cultural initiatives
- 1.1.2 Host community events of significance in Morinville
- 1.1.3 Represent the community at regional and provincial events
- 1.1.4 And develop preventative social programs

### 2.0 Definitions

- 2.1 “Arts/Culture” means the application should strengthen and develop literary, visual, performing, heritage and media arts. It should enhance access and annual participation in creative expression through initiatives that contribute to a vibrant cultural life.
- 2.2 “Recreation/Sport Development” means the application will encourage active lifestyles and engaged citizenship within sport and recreation. The application will inspire the development of initiatives that encourages program design and delivery, active lifestyles, volunteerism opportunities, professional development for coaches/volunteers, leadership and events that are regional and provincial in scope.
- 2.3 “Community Development” means the application should assist with hosting a significant local, regional, provincial and national program, activity or event within the Town of Morinville.
- 2.4 “Family and Community Support Services (FCSS)” means the application should present well-designed preventative programs that improve the social well-being of individuals, families and our community.
- 2.5 “Volunteer” means an individual who actively and willingly donates their time without monetary compensation, contributing to the project or initiative outlined in the grant proposal.

### 3.0 How to apply for the Community Grant

- 3.1 Complete the Community Grant application in its entirety.
- 3.2 Identify how much financial support you are applying for, along with the matching contribution. You must match up to 50% of the requested amount, up to the \$2,500, either in funds, in-kind, or a combination of both.
- 3.3 Submit your completed application to Community Services in one of the following ways:
  - 3.3.1 In person: Deliver to the Morinville Community Cultural Centre, located at 9502-100 avenue, during regular business hours.

3.3.2 Mail to: Community Grant Application  
c/o Community Services  
10102-100 avenue  
Morinville, AB  
T8R 1L6

3.3.3 Email to: [community@morinville.ca](mailto:community@morinville.ca) with the subject line- Community Grant Application

3.4 Incomplete applications will not be accepted.

3.5 If you require assistance with your application contact Community Services at 780-939-7833 or [community@morinville.ca](mailto:community@morinville.ca) prior to the deadline.

3.6 Application intake schedule for the Community Grant:

Intake	Application Deadline
First	Feb 28
Second	Apr 30
Third	Aug 31
Fourth	Nov 30

3.7 Applications are due at 4:00 p.m. on the deadline day. The Town of Morinville server will be used as the official clock in case of discrepancies.

3.8 Grant monies must be deposited 30 days after being issued.

3.9 Grant monies must be utilized by the end date of the initiative outlined in your application.

3.10 If your application for the Community Grant is successful, you are not eligible to apply for the Support Grant within that calendar year.

3.11 Any modifications to the proposed initiative outlined in your application requires prior approval from the Town of Morinville. Failure to obtain this pre-approval may result in a request for the full Grant allotment to be returned to the Town of Morinville.

3.12 A final report is due 30 days after the initiative end date.

3.12.1 Future Grant applications will not be considered until a final report is submitted.

3.12.2 Failure to provide a final report within 3 months of the initiative end date will result in a request for the full Grant allotment to be returned to the Town of Morinville.

3.13 Eligible expenses include:

3.13.1 Transportation expenses (i.e. a vehicle rental or plane ticket fee)

3.13.2 Hosting Tournament expenses

3.13.3 Hosting Event expenses

3.13.4 Accommodation expenses

3.13.5 Program supplies

3.13.6 Specialized equipment expenses (i.e. technical, stage)

3.13.7 Volunteer expenses

3.13.8 Marketing expenses

3.13.9 Contracted services expenses

3.13.10 Facility Rental Expenses

- 3.13.11 Capital expenses
- 3.14 Ineligible expenses include:
  - 3.14.1 Staff wages, honorariums, or expenses
  - 3.14.2 Alcohol and drug expenses
  - 3.14.3 Expenses prior to application date range
  - 3.14.4 Flow through funds to other organizations
  - 3.14.5 Fundraising
  - 3.14.6 Fuel purchases
- 3.15 In-Kind
  - 3.15.1 This can include tangible items (i.e. food source, team supplies)
  - 3.15.2 Expertise (rate of pay or fee for service,) up to \$500,
  - 3.15.3 Volunteer hours (current min. wage/hour) up to a max. of 25% of applicant's contribution.
- 3.16 Approval of applications:
  - 3.16.1 Approval will be through Community Services Administration.
  - 3.16.2 Must meet all eligible expenses and allotted financial amount and matching contribution.
- 3.17 If the full Grant allotted amount is not utilized, the remaining balance must be returned to the Town of Morinville.
- 3.18 Once the Community Grant funding is fully utilized and distributed, the Grant will be closed until the following year.
- 3.19 If the initiative in your application is deferred or postponed, you can request an extension of up to 3 months from the event or within the 6 months of the approval date.
- 3.20 If you cannot use the allotted funds due to cancellation or other reasons, the funds must be returned to the Town of Morinville immediately.
- 3.21 Disagreement, questions, or appeals raised by an applicant may be forwarded in writing to the Chief Administrative Officer (CAO) or designate for review within 14 days of receiving notice of the application outcome. The CAO's or designate review and decision shall be considered final.

#### **4.0 How to Apply for the Support Grant**

- 4.1 Complete the Support application in its entirety.
- 4.2 Identify how much financial support, up to \$5,000, you are applying for and if you are providing a contribution to the initiative.
  - 4.2.1 Council or CAO may provide an applicant exemption for matching contribution outlined in Policy CP155/2021, 3.2.3
- 4.3 If the initiative is of an emergent nature, clearly identify this in your application.
- 4.4 Submit your completed application to Community Services in one of the following ways:
  - 4.4.1 In person: Deliver to the Morinville Community Cultural Centre, located at 9502-100 avenue, during regular business hours.
  - 4.4.2 Mail to: Community Grant Application  
c/o Community Services  
10102-100 avenue  
Morinville, AB  
T8R 1L6

- 4.4.3 Email to: [community@morinville.ca](mailto:community@morinville.ca) with the subject line - Support Grant Application
- 4.5 Incomplete applications will not be accepted.
- 4.6 If you require assistance with your application contact Community Services at 780-939-7833 or [community@morinville.ca](mailto:community@morinville.ca) prior to the deadline.
- 4.7 Application intake schedule for the Support:

Intake	Application Deadline
One time	Anytime

- 4.8 Applications are due at 4:00 p.m. on the deadline day. The Town of Morinville server will be used as the official clock in case of discrepancies.
- 4.9 Support monies must be deposited 30 days after issued.
- 4.10 Support monies must be utilized within 6 months of grant approval date.
- 4.11 If your application for the Support Grant is successful, that applicant cannot apply for the Community grant within that calendar year.
- 4.12 Any modifications to the proposed initiative outlined in your application requires prior approval from the Town of Morinville. Failure to obtain this pre-approval may result in a request for the full Grant allotment to be returned to the Town of Morinville.
- 4.13 A final report is due 30 days after the initiative end date.
  - 4.11.2 Future Grant applications will not be considered until a final report is submitted.
  - 4.11.3 Failure to provide a final report within 3 months of the initiative end date will result in a request for the full Grant allotment to be returned to the Town of Morinville.
- 4.12 Eligible expenses include:
  - 4.12.2 Transportation expenses (i.e. a vehicle rental or plane ticket fee)
  - 4.12.3 Hosting Tournament expenses
  - 4.12.4 Hosting Event expenses
  - 4.12.5 Accommodation expenses
  - 4.12.6 Program supplies
  - 4.12.7 Specialized equipment expenses (i.e. technical, stage)
  - 4.12.8 Volunteer expenses
  - 4.12.9 Marketing expenses
  - 4.12.10 Contracted services expenses
  - 4.12.11 Facility Rental expenses
  - 4.12.12 Capital expenses
- 4.13 Ineligible expenses include:
  - 4.13.2 Staff wages, honorariums, or expenses
  - 4.13.3 Alcohol and drug expenses
  - 4.13.4 Expenses prior to application date range
  - 4.13.5 Flow through funds to other organizations
  - 4.13.6 Fundraising\*
    - \*Council or CAO may provide an applicant exemption for fundraising
  - 4.12.7 Fuel purchases

- 4.14 In-Kind
  - 4.14.2 This can include tangible items (i.e. food source, team supplies),
  - 4.14.3 Expertise (rate of pay or fee for service,) up to \$500,
  - 4.14.4 Volunteer hours (current min. wage/hour) up to a max. of 25% of applicant's contribution.
- 4.15 Approval of the applications
  - 4.15.2 Approval will be through CAO or Council.
  - 4.15.3 Must meet all eligible expenses and allotted financial amount and matching contribution unless exempt as per Council.
- 4.16 If the full Grant allotted amount is not utilized, the remaining balance must be returned to the Town of Morinville.
- 4.17 Once the Support Grant funding is fully utilized and distributed, the Grant will be closed until the following year.
- 4.18 If the initiative in your application is deferred or postponed, you can request an extension of up to 3 months from the event or within the 6 months of the approval date.
- 4.19 If you cannot use the allotted funds due to cancellation or other reasons, the funds must be returned to the Town of Morinville immediately.
- 4.20 Disagreement, questions, or appeals raised by an applicant may be forwarded in writing to the Chief Administrative Officer (CAO) or designate for review within 14 days of receiving notice of the application outcome. The CAO's or designate review and decision shall be considered final.