



**POLICY MANUAL  
TOWN OF INNISFAIL**

**POLICY NUMBER:** 2015 - 002  
**EFFECTIVE DATE:** February 23, 2015  
**THIS POLICY REPLACES POLICY 2012 - 003**

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**GENERAL STATEMENT OF POLICY:** Community Grant Program

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**OBJECTIVE:**

The Town of Innisfail will provide funding for programs, special events or activities that enhance and enrich our community. Community Services Standing Committee Council will make decisions based on local needs, community vision, approved budget and strategic goals.

**THE PURPOSE OF THIS POLICY IS TO:**

Provide guidelines for the provision of financial assistance to community organizations for programs, special events or activities which enhance recreational, sport and cultural opportunities in the community.

**GUIDELINES / PROCEDURES:**

1. Grant Categories:

- 1.1. Recreation/Leisure – for athletic or leisure opportunities not offered or available in Town.
- 1.2. Arts and Culture – for local community programs/events that enhance and benefit the artistic expression and cultural traditions of our residents.
- 1.3. Parks/Environment – for outdoor opportunities or environmental initiatives within the Town.
- 1.4. Civic – for community events promoting the Town of Innisfail, which could be expected to bring economic and/or public relations benefit to the Town.

NOTE: Projects relating to social preventative well-being of the community are eligible for FCSS grant funding and will not be considered under this Community Grant program.

2. Eligibility:

- 2.1. Funding is available to community groups and organizations based in Innisfail.
- 2.2. Projects must be short term (must be completed within 12 months of approval).
- 2.3. Support of community programs, events and activities shall be limited to those that:

- a) Demonstrate a need for financial support from the Town;
- b) Are held for the enjoyment and benefit of the general public;
- c) Recognize significant milestone events.

- 2.4. The following are not eligible for support under this policy:

- a) Capital facilities and equipment;
- b) School Reunions; Private functions; religious or political functions; or events promoting self-interest;
- c) Services or programs that are the responsibility of another level of government; organizations that offer duplicate services;
- d) Debt repayment or subsidy donations to a third party; ongoing facility operational expenses including property taxes, utilities, or any other municipal service fees.

### 3. Application Process:

- 3.1. Applications are accepted on a semi-annual basis: October 31<sup>st</sup> for events scheduled for the first six months of the next calendar year (January – June), and April 30<sup>th</sup> for events scheduled for the last six months of the calendar year (July – December).

- 3.2. Applications must be addressed to the Town of Innisfail Community Services Standing Committee.

- 3.3. Applications must contain the following:

- a) Name, address and contact information of the organization;
- b) The amount of financial support being requested;
- c) A description of the program, event or activity with associated dates and timelines; and how the program, event or activity will enhance and enrich the community. (See Approval Criteria – Clause 4.1)
- d) A budget identifying the proposed revenues and expenditures of the program, event or activity;
- e) An explanation on how the funds will be utilized; and how the Town's support will be recognized during the program, event or activity;

- f) Letters of support may be attached to the application to assist in determining the level of community support for the program, event, or activity.

3.4. The Town of Innisfail Community Services Committee will be the deciding body on all applications. Applicant will be requested to appear before the Committee to make a presentation on their proposed program, event or activity.

3.5. Applicants will be advised in writing of the status of their application.

NOTE: Funding is subject to available funds; as such some applications may not receive full funding or maybe declined.

#### 4. Approval Criteria:

4.1. The following factors shall be considered during the approval process:

- a) Degree of direct impact on target population (15)
- b) Overall public good (15)
- c) Overall use of volunteers (15)
- d) Degree of organizations mandate focus towards event being offered/hosted (15)
- e) Applicants ability to deliver the service (10)
- f) Efficient use of funds requested (10)
- g) Demonstrated pursuit of partnerships (7.5)
- h) Number of people impacted (7.5)
- i) Demonstrated progress towards independence from Community Grant Program (5)

#### 5. Accountability of Funds:

5.1. Applicants provided financial support pursuant to this policy will be accountable for the expenditure of funds provided.

5.2. The program, event or activity will be undertaken without alteration from the description in the application.

5.3. The entire amount of financial support provided must be used exclusively for the program, event or activity identified in the application.

5.4. If the organization is unable to conduct the program, event or activity in the current year, a written letter of request for an extension must be submitted. If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided by the Town.

5.5. The Town's support must be recognized during the program, event or activity in the manner described in the application.

5.6. Programs, events and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes and regulations.

5.7. Organizations receiving support pursuant to this policy must repay to the Town any unexpended portion of the funds provided, or any amounts expended for the purposes other than those specified in the application.

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**DATE POLICY APPROVED BY COUNCIL:** February 23, 2015.

**REVISION HISTORY**

Date of Revision	Council Resolution	Revision Details
December 14, 2015	338.12.14 - Community Grant Program Policy Revision	The Community Services Standing Committee will accept/review grant applications on a semi-annual basis with deadlines of October 31 for the first six months of the year, and April 30 for the latter six months of the year.

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Mayor

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Chief Administrative Officer