

TITLE:	COMMUNITY GRANT POLICY
POLICY NUMBER:	2015-002
EFFECTIVE DATE:	February 23, 2015
AMENDED:	December 18, 2017 January 14, 2019

OBJECTIVE:

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

PURPOSE:

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:

1. Grant Categories:

- 1.1. Arts and Culture/Civic – for local community programs/events that enhance and benefit the artistic expression and cultural traditions of our residents.
- 1.2. Parks/Environment – for outdoor opportunities or environmental initiatives within the Town.
- 1.3. Recreation/Leisure – 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 meet one or more of the following criteria:

- 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 will be accepted throughout the calendar year and must be submitted/received at least two (2) months prior to the event date.

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

3.3. Community Services Standing Committee will be the deciding body for funding requests up to \$2,500.00. Community Services standing committee will make recommendations to Council for final decision requests exceeding \$2,500.00 dollars.

3.4. 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.

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

3.6. 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 may be declined.

4. Approval Criteria:

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

- a) Community enhancement/enrichment
- b) Overall use of volunteers
- c) Effective use of funds requested
- d) Number of people impacted
- e) Recognition of sponsorship

5. Accountability of Funds:

5.1. Applicants provided financial support in amounts of \$1000 or greater, pursuant to this policy, will be required to provide a final report on their event including how the grant funding was expended, and the benefits to the community and participants.

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.

DATE APPROVED BY COUNCIL: January 14, 2019



Mayor



Chief Administrative Officer