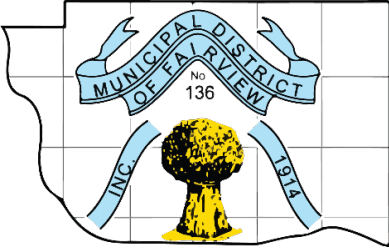


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|---|-------------------------|--|
|  | Policy Number: | CS02 |
| | Policy Title: | Community Assistance Grant Program |
| | Policy Category: | Community Services |
| | Approval Date: | September 10, 2024 |
| | Motion Number: | 24-389 |
| | Effective Date: | September 10, 2024 |
| | Review Date: | First Regular Council Meeting in September, Annually |
| | Rescinds Policy: | N/A |
| | Responsible Department: | Administration |

PURPOSE

The purpose of this policy is to:

- Provide grant funding to not-for-profit organizations in support of the valuable contributions that they make to the residents of the Municipal District of Fairview No. 136 (the “Municipality”) through the delivery of health, wellness, safety, recreation, culture and social services;
- Recognize the importance of not-for-profit organizations who serve the community through the provision of services, which the Municipality could not sustainably provide; and,
- Strengthen the partnership with not-for-profit organizations to empower of citizens to build strong and caring communities.

This policy will allow for a standard application process and consistent, informed decision making in the allocation of funds that will enhance not-for-profit organizations’ ability to deliver services.

SCOPE

This policy applies to all not-for-profit organizations serving the Municipality’s residents and which submitting an application to receive grant funding pursuant to this policy.

DEFINITIONS

Applicant: means a Not-for-profit Organization applying for a funding pursuant to this policy.

Council: means the duly elected Council members of the Municipal District of Fairview No. 136.

Emergent: is considered an unforeseen situation or outcome where urgency exists and the situation must be dealt with in a timely manner.

Funding: means, a grant of non-repayable funds or product disbursed by the Municipality to a recipient pursuant to this policy.

Municipality: means the Municipal District of Fairview No. 136.

Not-for-profit Organization: means a community organization registered as a non-profit group pursuant to applicable legislation and which is recognized by the Municipality as an ‘eligible group’ to receive funding.

1.0 COMMUNITY ASSISTANCE FUNDING

- 1.1 Council will approve a budget annually for funding available pursuant to this policy and will determine the amount allocated for distribution for each funding stream.
- 1.2 The following community assistance funding streams are available pursuant to this policy:
- **Community Health, Wellness and Safety:** For groups or organizations that implement protective measures to safeguard from harm or contribute to maintaining a safe, healthy and well community.
 - **Social Services:** For groups or organizations that provide social programs, activities or experiences that promote human welfare, create more effective organizations, build stronger communities, and foster equity and opportunity.
 - **Culture:** For groups or organizations that provide programs, activities or experiences that express or celebrate the community's values and aspirations. This includes activities that reflect the identity of a community and its people and shape its unique sense of place, including, but not limited to arts and cultural heritage activities.
 - **Event Sponsorship:** For the support of events that contribute to the Municipality's cultural, recreational, or social landscape.
 - **Sports League:** For groups or organizations offering sports programs, activities or experiences.
 - **Recreation:** For groups or organizations offering programs, activities or experiences designed for leisure and which enhance quality of life or promote a healthy, active and fulfilling lifestyle.
- 1.3 Community Assistance Funding pursuant to this policy is intended as a last resort and should be used only after other funding avenues have been pursued and found inadequate.

2.0 ELIGIBILITY

- 2.1 All Applicants must satisfy the following minimum requirements to be considered for funding:
- a) The Applicant must be a registered not-for-profit organization in Alberta, in existence for more than one year as of the deadline date for submitting the application.
 - b) The Applicant must provide services which benefit the Municipality's residents.
 - c) The funding applied for shall be intended and used to further the Applicant's not-for-profit activities and must not either directly or indirectly be intended for or used to further a profit.
 - d) Within the deadlines, the Applicant must file and provide all documents and information outlined in the application.
 - e) The Applicant must demonstrate fiscal responsibility and manage its finances in a responsible manner.

- f) The Applicant shall have an open membership to its organization and programs, except for valid program factors.
- g) The Applicant must have completed the requisite reporting and have shown recognition to the Municipality for any previous funding received pursuant to this policy.
- h) The Applicant shall be in good standing with the Municipality, meaning the Applicant:
 - Owes no outstanding debt to the Municipality;
 - Has no outstanding reporting obligations relating to previous funding received from the Municipality; and,
 - Is not engaged in litigation or arbitration with the Municipality.

2.2 Recipients of funding through the Fairview Family and Community Support Services (FCSS) program may not be eligible to receive funding pursuant to this policy.

3.0 REQUIRED DOCUMENTS

3.1 All applications for funding must include:

- a) Completed Application Form;
- b) Annual audited financial statements for prior year;
- c) Society Annual Return or proof of filing;
- d) A current list of Board of Directors with names and positions;
- e) Current year operating and capital budgets;
- f) Funding year operating and capital budgets (if approved prior to the date of submission);
- g) A detailed proposal of funding expenditures; and,
- h) Documentation demonstrating efforts to secure alternative funding.

3.2 Council reserves the right to request additional information from any Applicant; failure to provide requested information will result in the denial of the requested funding.

4.0 APPLICATION AND APPROVAL PROCESS

4.1 Each Not-for-profit Organization is permitted to submit only one application per year, regardless of the number of funding streams available.

4.2 Applications must be submitted in the prescribed form, with all requisite documents.

4.3 Applications must be submitted by October 15th of the year prior to the funding year. Applications that are received after the deadline may be considered pending approval by the Chief Administrative Officer.

4.4 Applications of an Emergent nature, as defined herein, may be submitted year-round to the Municipality for consideration by Council. Emergent applications will be prioritized by the Municipality and scheduled to be considered at the next available Council meeting. The Applicant must appear as a Delegation at said Council meeting and must be prepared to defend the request as Emergent.

4.5 Council will review all Applications and have sole and unfettered discretion to determine which Applicants receive funding, and in what amount.

4.6 Applications will be evaluated by Council in two phases:

- (1) The first phase will consist of a review of each application to ensure that:
- The application was received prior to the established deadline;
 - The Application Form was completed and duly executed; and,
 - All requisite documents accompany the application.
- (2) The second stage will consist of an evaluation of the applications based on the criteria listed below and the Municipality will have the sole and unfettered discretion to award up to the maximum number of points for each criterion.

| Evaluation Criteria | Weighting |
|---|------------|
| Alignment of the proposed outcomes with the strategic priorities of the Municipality. | 20 |
| Applicant's capacity and demonstrated success in achieving proposed outcomes. | 10 |
| Anticipated benefit to or impact on Municipal residents. | 30 |
| Past performance and professionalism with the Municipality. | 10 |
| Quality of Application; whether the Application includes a well-organized plan (with performance measures). | 5 |
| Demonstration of financial need of the Applicant. | 15 |
| Demonstration of efforts to secure alternative funding. | 10 |
| Total Score: | 100 |

4.7 Council will not consider applications for funding pursuant to this policy, until grant funding through the Fairview FCSS Program has been approved.

4.8 The Municipality has the right, in its own interests, to waive any informality, insufficiency, error or irregularity in any Application received.

5.0 FUNDING CONDITIONS

5.1 Funding is available for both operational and capital expenses.

5.2 Funding is limited to a single year; multi-year funding will not be approved.

5.3 Approved funding can only be expended as proposed in the application. Changes in expenditures which are not within the scope of the original application may be requested by way of written submission of the same to Council for approval. If approval of the change(s) is/are not received, the balance of funding must be returned to the Municipality.

5.4 Submission of an application for funding does not guarantee receipt of funding. Further, approval of funding in one year shall not guarantee receipt of funding in subsequent years or on an ongoing basis.

5.5 Funding may be provided as money or as an in-kind donation. In-kind donations will be provided a monetary value and considered funding of that amount.

5.6 All Applicants will be notified in writing (by regular mail or email) of the outcome of their submission.

6.0 REPORTING

6.1 All recipients of funding must submit a written report to the Municipality detailing the outcomes achieved and including a financial account of funds expended.

7.0 RECOGNITION

7.1 Recipients of funding must publicly acknowledge the contributions of the Municipality in accordance with the guidelines provided upon approval.

8.0 NON-COMPLIANCE

8.1 Failure to comply with the reporting or recognition requirements of the Municipality may result in the organization being ineligible for future funding.

8.2 Failure to comply with the Policy CS02 – Community Assistance Grant Program, the terms and conditions of the Application for Community Assistance Grant, or the provisions of any Community Assistance Grant Funding Agreement, may result in an organization being required to return the funding, or being ineligible for future funding.

9.0 AMENDMENTS AND REVIEW

9.1 This policy will be reviewed annually by the Council (at the first regular meeting of Council in September) to ensure its effectiveness and alignment with community needs and municipal priorities.

FORMS AND REFERENCES

- Community Assistance Grant Application Form

DOCUMENT HISTORY

| Action | Date |
|--|--------------------|
| Approved as Policy CS02 – Community Assistance Grant | September 10, 2024 |