

**POLICY**

**Policy No. 2024-110 Approval Date: April 02, 2024**

**Title: Community Grant Program**

**Department: Council Revision Date:**

**Mayor:** **CAO:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose:**

The purpose of this Policy is to provide financial assistance towards programs, projects, and/or activities that enhance and enrich the community. Through this program, Calmar wishes to encourage and support initiatives from non-profit organizations that will impact a broad cross-section of the community while promoting positivism.

**Policy Statement:**

Calmar values the contributions the non-profit sector makes toward social, personal, and/or environmental enhancements, and therefore commits support funding through this policy. As resources are limited, Council will review the policy and its budget allocation on a yearly basis.

**Definitions:**

* **Agreement:** means an agreement signed by the Applicant and the CAO regarding the grant funding and the reporting to Council.
* **Applicant:** means a non-profit organization or an individual acting on behalf of an organization applying for a grant pursuant to this policy.
* **Arts, culture, and heritage:** means a grant sector encompassing visual arts (painting, drawing, ceramic, mural, etc.), media arts, performing arts, literacy arts (storytelling, creative writing, poetry, etc.), culture celebration, education, and awareness, as well as other initiatives with the purpose of promoting art, culture, and heritage.
* **Budget:** means the listing of revenues and expenses projected to be forthcoming.
* **Capital Expenditures:** means an expenditure that has a value of more than $5,000, a life span of more than one year, and usually refers to machinery and equipment, vehicles, buildings, land, or infrastructure.
* **Community spirit and events:** means a grant sector encompassing activities, initiatives, and events that pull community members together, aim at increasing inclusion, positivism, and the enjoyment of life in Calmar. These initiatives are typically conducted over a short period of time but can be done multiple times during a calendar year (ex: community breakfast or BBQ, a community market, etc.)
* **Community well-being and fitness:** means a grant sector encompassing activities, initiatives, and events that promote being active and/or an active lifestyle, providing opportunities to improve and/or heal bodies and minds, for one or many groups within the community, while increasing inclusivity and providing additional opportunities throughout the year.
* **Council:** means the individuals elected to sit as Town Council under the Local Authorities Election Act and the Municipal Government Act of Alberta.
* **Initiative:** means a project, a program, an event, or an activity for which an organization is seeking a grant.
* **Grant:** means a financial assistance mechanism through which money and/or direct assistance is provided by the Town to carry out approved initiatives.
* **Grant Coordinator:** means the employee appointed by the CAO to receive and process and application, present the Request for Decision (RFD) report to Council, and coordinate for signatures between the Applicant and the CAO should an application be successful.
* **Operating Expenditures:** means an expenditure that supports the ongoing day-to-day operations of the organization and is used up in the normal operating cycle of the organization (e.g. personnel costs, office supplies, utilities, machine costs or rentals).
* **Organization’s Budget:** means the budget of the organization applying for the grant.
* **Town:** means the Town of Calmar.
* **Town’s Budget:** means the Town’s budget approved by Council under the Municipal Government Act.
* **Town Manager:** means the Chief Administrative Officer (CAO) as appointed by Council, or the Chief Administrative Officer’s designated individual.

**Policy:**

**Responsibilities:**

* Council will:
	+ Approve by resolution this policy and its amendment from time to time.
	+ Consider the allocation of resources for successful implementation of this policy in the annual budget process.
	+ Approve the annual distribution of Community Grant Program funding.
* CAO will:
	+ Appoint the FCSS Coordinator as the Grant Coordinator.
	+ Ensure that the policy is implemented and brought to Council for review as required.
* Grant Coordinator will:
	+ Act as a liaison with the Applicants and a supporting resource as needed for the application process.
	+ Receive the application and prepare RFD’s for Council’s consideration.
	+ Inform the Applicants of Council’s decision regarding their application, and if successful, coordinate the signing of the Agreement.

**Criteria:**

* Community Grant Program funding is available to registered non-profit organizations or established groups, based within Calmar corporate boundaries. The Grant Program is also available to external entities that would conduct their initiative within the Town boundaries.
* The initiative must be associated with one or more of the following sector(s):
	+ Arts, culture, and heritage,
	+ Community spirit and events,
	+ Community well-being and fitness,
	+ Environment, or
	+ Recreation.
* In order for an application to be considered, the following criteria must be met:
	+ The organization must be in Calmar or in the process of establishing itself in Calmar (new initiative).
	+ Only 1 application can be made per year per organization.
	+ The application form (Schedule A) must be properly completed, signed, and submitted within the prescribed timeline.
	+ The organization must demonstrate the following:
		- Membership,
		- Planning and management capabilities,
		- Other active fund-raising efforts,
		- A need for the funds requested,
		- Level of financial stability,
		- Adequate insurance coverage,
		- Benefit to the community of the initiative.
	+ Applications will only be accepted from August 1st to October 31st each calendar year and reviewed during budget consideration for the upcoming year (January – December). An exception will be made for 2024, being the first year of the program. Applications will be accepted from April 1st to May 31st, 2024 for initiatives occurring in 2024.
	+ Applications must be initiative based and will not be eligible for the following:
		- Work done or materials obtained before the grant is approved,
		- Initiative that other bodies or levels of government have a clear, legislated responsibility for (i.e. health, education).
	+ Applications may be considered for Capital Expenditures or Operating Expenditures but not both.
	+ Applicants may apply for
		- Up to a maximum of $1,000 for an initiative requiring Operating Expenditure, or
		- Up to a maximum of $2,000.00 for an initiative requiring Capital Expenditure.
	+ The initiative must be started and completed in the year of the grant.
* At its sole discretion, Council can waive and/or amend the criteria due to special circumstances, by passing a resolution.

**Grant recipient duties:**

* Grant recipients must:
	+ Enter into an Agreement following the confirmation of their successful application.
	+ Agree that any project cost shortfalls or resulting ongoing funding requirements will be their responsibility.
	+ Agree to recognize the Town's contribution to the project in all related public information, printed material, and media coverage.
	+ Agree to provide Council with a follow-up report on the initiative supported by the grant. This report is to be received no later than 60 days following completion of the initiative.

**Review and/or amendment:**

* This policy shall be reviewed annually in conjunction with the Town’s budget process.

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| A logo with text and flowers  Description automatically generated |  **Schedule A** **Application Form** |

**Organization Details**

|  |  |
| --- | --- |
| **Name:** |  |

|  |  |
| --- | --- |
| **Mailing address:** |  |

|  |  |
| --- | --- |
| **Contact person:** |  |

|  |  |
| --- | --- |
| **Phone and** **email:** |  |

|  |  |
| --- | --- |
| **Registration** **number:** |  |

|  |  |
| --- | --- |
| **Number of** **members:** |  |

**Please provide proof of insurance with your application.**

**In which of the following areas is the organization involved (check all that apply)?**

|  |  |  |  |
| --- | --- | --- | --- |
| Arts |  | Environment |  |
| Community spirit |  | Heritage |  |
| Community well-being and/or fitness |  | Recreation |  |
| Culture |  |  |  |

**Initiative Details**

|  |  |
| --- | --- |
| **Initiative name:** |  |

|  |  |
| --- | --- |
| **Initiative location,****Date, and time:** |  |

|  |  |
| --- | --- |
| **Initiative** **description:** |  |

|  |  |
| --- | --- |
| **Grant amount****requested:** |  |

|  |  |
| --- | --- |
| **Are volunteers or other organizations involved?****(if yes, please described)** |  |

|  |  |
| --- | --- |
| **How will this** **initiative impact** **the community?** |  |

**Financial Details**

**Please identify the anticipated expenses and revenues associated with the initiative (including the grant request amount)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Anticipated expenses** | **Amount ($)** | **Anticipated revenues** | **Amount ($)** |
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| **Total** |  | **Total** |  |

**If you receive less than your request, would you still be able to conduct the initiative (Please circle one): yes or no**

**Other Details:**

**You can submit any additional information with this application, that you believe pertinent to Council’s understanding of the initiative and/or your organization.**

**Submissions will be accepted between August 1st and October 31st for initiative in the upcoming year.**

**Decisions will be made by the Council prior to December 31st and in conjunction with the Town’s budget adoption.**

**Complete application must be submitted to:**

**Attention: Grant Coordinator**

**PO Box 750, 4901 – 50 Ave, Calmar AB T0C 0V0**

**Or**

**By email at:** **grants@calmar.ca**

|  |  |
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| A logo with text and flowers  Description automatically generated |  **Schedule B** **Review Form (for Administration)** |

**Application completeness:**

1. **Date of application received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Has all the required information been submitted? Yes\_\_\_ No\_\_\_**

**If not and the window for application is still open, please contact the applicant. If complete, skip to point 4.**

1. **Date of completed application: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Is the organization existing \_\_\_ or new \_\_\_**
3. **Is the organization involved in an area supported by this grant program? Yes\_\_\_ No\_\_\_**

**Financial information:**

1. **Does the applicant have partner(s)/volunteers? Yes\_\_\_ No\_\_\_**
2. **Are there other potential sources of funding besides the applicant and the Town? Yes\_\_\_ No\_\_\_**
3. **Is the Grant Funding vital to the initiative? Yes\_\_\_ No\_\_\_**

**Other information:**

1. **Date at which the RFD will be presented to Council: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **Notification to the client of presentation date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_ email \_\_\_ phone \_\_\_ in-person**