

**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:** 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.
	+ **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.
	+ **Environment:** means a grant sector encompassing activities, initiatives, and events that promote environmentally supported projects that contribute to environmental conservation and sustainable development in the Town of Calmar.
	+ **Recreation:** means a grant sector encompassing activities, initiatives, and events that pull community members together to promote recreational activities, physical well-being, and active living opportunities to the citizens of the Town of Calmar.
* 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.