

TOWN OF COALHURST POLICY & PROCEDURE MANUAL	SECTION: <i>ORGANIZATION</i>
POLICY: <i>COMMUNITY GRANT PROGRAM</i>	POLICY NUMBER: <i>00-01-28</i>

PURPOSE

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

COUNCIL POLICY

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 Coalhurst, which could be expected to bring economic and/or public relations benefit to the Town.

NOTE: Projects relating to special 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 Coalhurst.
- 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 for funding assistance, in amounts greater than Two Hundred and Fifty Dollars (\$250.00) to a maximum of One Thousand Five Hundred Dollars (\$1,500.00), will be accepted on a semi-annual basis, with the exception of criteria outlined in 3.2: October 31st for events scheduled for the first six months of the next calendar year (January – June), and April 30th for events scheduled for the last six months of the calendar year (July – December).
- 3.2 Applications for funding for amounts of Two Hundred and Fifty Dollars (\$250.00) or less may be requested throughout the year.
- 3.3 Applications must be addressed to the Town of Coalhurst Community Enhancement Committee.
- 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 of 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 Coalhurst Community Enhancement Committee will review all applications and make recommendations to Council for approval. Applicant may 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) 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.