

Policy Title:	Community Grant Program
Policy Number:	C-08
Policy Owner:	Council
Effective Date:	February 6, 2024

1. Purpose

The Town of Coalhurst (the Town) is committed to empowering citizens to implement projects, programs and events which develop community leadership, foster deep cultural and social connections, and benefit the community as a whole.

The Community Grant Program is designed to provide financial assistance to residents, non-profit groups, and organizations offering a variety of recreation, culture and social-based programs, events, or activities aimed to enhance Coalhurst's overall identity and its residents' sense of connection and quality of life. Economic development initiatives that help grow and improve Coalhurst's economic well-being are also considered.

This policy guides the Community Grant Program to:

- a) provide financial resources to: local recreation, culture, or social events; minor capital projects; community programs; family and social programs; and/or economic development initiatives.
- b) attract investment in support of local businesses and the community.
- c) ensure accountability and transparency for the use of public funds.
- d) clarify, prioritize and communicate Council's involvement in providing financial assistance to residents and organizations who are seeking help from the municipality to offer programs, events or activities, or pursue economic development initiatives.

2. Scope

This policy applies to residents, non-profit groups, and organizations of Coalhurst requesting funding from the Town to support recreation, culture and social programs, events, activities, and capital project-related costs. Organizations based outside of Coalhurst may also apply for funding so long as the proposed initiative, event, program or activity benefits residents within Coalhurst.

3. Definitions

“Administration” means the department assigned the responsibility of managing the grant program pursuant to this policy.

“Applicant” means an individual, community association, non-profit organization, neighbourhood group, commercial or for-profit organization applying for a grant pursuant to this policy.

“Chief Administrative Officer (CAO)” is the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as their designate.

“Council” means the Council of the Town of Coalhurst, in the Province of Alberta.

“Economic development” means to capitalize on opportunities to improve the economic well-being and quality of life for the Town of Coalhurst.

“Educational institutions” means any registered elementary, secondary, or post-secondary institution that acts under the Ministry of Education in the Province of Alberta.

“Policy” means this Town of Coalhurst policy together with all attachments hereto as amended from this time.

“Town” means the municipal corporation of the Town of Coalhurst.

4. Policy

4.1 Grant Program Streams

There are two different streams of funding available:

- a) The purpose of the **Neighbourhood Connections Micro-grant** is to supplement a range of neighbourhood projects, gatherings, or activities that foster deep cultural and social connections, inclusion, and well-being. Successful applications will demonstrate how the grant supports residents to connect and engage with each other. Applicants are encouraged to be creative with their submission.

Examples may include: building a free library, hosting a movie night outside, hosting a ‘meet the neighbours’ event, community clean-up activities, neighbourhood beautification projects, offering to share skills and knowledge with neighbours, hosting a ‘bake off challenge’ or wood craft making event for youth, etc.

- b) The purpose of the **Community Support Grant** is to supplement a range of one-time projects or initiatives, community events, one-time or ongoing social programs or events, or economic development initiatives that are designed to enhance Coalhurst residents' sense of connection and quality of life and/or grow and improve Coalhurst's economic well-being.

4.2 General Eligibility Criteria

- a) Funding is available to: residents of Coalhurst; non-profit community groups and societies; educational institutions; and neighbourhood groups. Commercial and for-profit organizations are only eligible if requesting funds for an economic development initiative to benefit Coalhurst's overall economic well-being.
- b) Projects must be completed within 12 months of approval.
- c) Non-profit organizations hosting a fundraising event may apply for grant funding; however, funding provided by the Town must be used for event-specific expenses only.
- d) Applications must demonstrate the following, where applicable:
- clear community benefit.
 - program or activity aims to improve the quality of life for residents of Coalhurst.
 - program or activity strengthens community leadership, capacity and pride.
 - program or activity aims to increase awareness of Coalhurst to draw visitors, business, and/or prospective new residents from outside the community.
 - promotion of the municipality as a destination for visitors, new residents, or business investment.
 - dedication to community participation, collaboration, volunteerism, and partnerships.
 - the grant 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 or used to further a profit venture. Excluding applications that are considered "economic development" in nature.
 - the applicant's fiscal responsibility and management of its finances in a responsible manner.
- e) Applications for retroactive funding or to cover a deficit will not be eligible for funding.

4.3 Grant Amounts

- a) **Neighbourhood Connections Micro-grants** of up to \$500 per application are available for individual grants. Applications are available until the funds for the year are expended. Applicants can only receive a grant once per year/neighbourhood or block.

- b) **Community Support Grants** of up to \$2,000 per application are available for individual grants. Applications are available until the funds for the year are expended. Applicants can only receive a grant once per year.
- c) Some applications may not receive full funding or may be declined.

4.4 Application Deadline

Applicants are encouraged to apply at any time. Applications are reviewed by Council, which makes the determination to approve or deny requests.

4.5 Discretionary Considerations

In consideration of public interest, Council may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.

4.6 Funding Conditions

4.6.1 Pre-funding

- a) Generally, the funding should not be used to fund private or commercial sector facilities, unless an applicant has been approved for an economic development-related initiative.
- b) If hosting an event, the applicant must ensure permissions are granted should the event be held on property not owned by the organization.
- c) The applicant bears ultimate planning, coordination and operational responsibility for the project or initiative. All permits and contracts are the responsibility of the applicant.
- d) The applicant must monitor and abide by all health requirements directed by Alberta Health Services at the time of using the grant dollars.
- e) The applicant must adhere to all municipal bylaws and policies along with relevant provincial and federal legislation.

4.6.2 Post-funding

- a) The applicant must request approval from the Town in writing if the nature of the approved project in the original application changes.

- b) Applicants must provide recognition of the Town’s contribution to the project as outlined by the CAO.
- c) As the Town is not the organizer of the event, program or initiative, it is not appropriate to feature the Town’s logo on event-related material unless expressly permitted in writing by the CAO. Grant recipients are encouraged to use the phrase “funded in part by a Town of Coalhurst Community Grant” when promoting or discussing the initiative.
- d) A Post-Event Report must be submitted by the funding recipient within 60 days of the completion of the project, event or initiative. This will include a Funding Accountability Report (income and expense statement) and narrative for the project outlining how funds were spent. See Appendix B.
- e) The Funding Accountability Report must accompany the Post-Event Report of the completion of the initiative. Administration will be responsible for tracking the received report and providing the same to the CAO and Council for the purposes of deeming whether applicants are eligible for future funding. Failure to provide this report will result in denial of other funding associated with the fund. The Town reserves the right to withhold or reclaim funds and to decline any subsequent requests for funding through the Community Grant Program, at its discretion.
- f) Any unused portions of a Neighbourhood Connections Micro-grant or Community Support Grant award must be returned to the Town, no later than the date of submission of the Funding Accountability Report.

5. Procedure

5.1 Application Process

- a) Applicants must complete and submit the Community Grant Program Application Form (Appendix A of this policy) to Administration to be considered for funding.
- b) Applications must contain the following:
 - Name, address, contact information of the resident, organization or group.
 - The amount of financial support being requested.
 - A description of the program, event or initiative with associated dates and timelines.
 - A description of how the program, event or initiative will develop community leadership, foster deep cultural and social connections, and benefit the community as a whole.

- An explanation of how the funds will be utilized and how the Town's support will be recognized throughout the program, event or initiative.
 - A budget identifying the proposed revenues of the program, event or initiative (such as: income from other government agencies, community groups, private donors, sponsors, etc; donations, fees/admissions of those attending, etc.)
 - A budget identifying the proposed expenditures of the program, event or initiative (such as: advertising, entertainment, equipment rental, Honorariums, food and beverage supplies, insurance, materials/supplies, permits/licenses, venue rental, etc.)
 - Letters of support may be attached to the application to assist in determining the level of community support for the program, event or initiative.
- c) As per Section 5.3, Administration will review all applications, and once confirmed to be complete, will place the application on the agenda of the next Regular Meeting of Council for Council's review and consideration as per Section 5.2.
- d) Applicants will be advised in writing of the status of their application within 60 days of the Town receiving the application and five (5) business days of Council's decision.

5.2 Council's Responsibilities

- a) Council will consider the following factors when reviewing applications:
- the policies of Section 4.
 - the extent to which an application demonstrates there is a need in the community.
 - the degree to which the grant will support the enhancement of Coalhurst's overall identity, a sense of connection and a positive quality of life for Town residents.
 - the extent to which the organization has obtained other funding, if available.
 - the availability of Town funds.
 - the need(s) of the organization requesting the funding.
 - the degree of demonstrated economic development, community development or social benefit that may be generated by the award of a Neighbourhood Connections Micro-grant or Community Support Grant.
- b) Council must pass a motion regarding the decision on the application. The motion must include the name of the program and the total sum of financial support allocated as per Section 4.3.
- c) Should the applicant violate any terms of this policy following Council's approval of a grant, Council has the right to withdraw or deny funding; and must do so by a motion of

Council at a Regular Meeting of Council.

5.3 Administration’s Responsibilities

- a) Advertise and promote the program.
- b) Accept and review applications prior to submitting them to Council for review.
- c) Communicate with applicants throughout the process to ensure information is complete and process is understood and followed.
- d) Facilitate the application to be placed on a Regular Meeting of Council Agenda.
- e) Notify applicant of Council’s decision.
- f) Prepare documentation as required.
- g) Track and receive Post-Event and Funding Accountability Reports and forward the information to the CAO and Council as per Section 4.6.2(e).
- h) Track and report financial information and program outcomes to Council.

5.4 Applicant’s Responsibilities


- a) Submit a completed Application Form and include all required documentation.
- b) Upon approval of funding and completion of the project/event/initiative, submit a completed Post-Event and Funding Accountability Report.

6. Appendices / Forms

Appendix A: Community Grant Program Application Form

Appendix B: Post-Event Report

7. Revision History / Amendments

Review Date	Description	Approved By:
24-Feb-13	This policy rescinds policy 00-01-28 (COMMUNITY GRANT PROGRAM)	 _____ Mayor