



Community Grant Program Guidelines & criteria



Neighbourhood Connections
Micro-grant and Community
Support Grant - 2024



Program guidelines and criteria

The Town of Coalhurst 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.

There are two different streams of grants available:

- 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.

- 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. Projects and initiatives should be designed to enhance Coalhurst residents' sense of connection and quality of life and/or grow and improve Coalhurst's economic well-being.

Examples may include: a non-profit organization's fundraising event, community concert, beautification project, minor capital project, recreation or cultural event open to the general public, a festival, etc.

Please read these guidelines carefully. If after reading the guidelines you are still uncertain if your project is eligible, please contact the Community Development department at 403-381-3033 for clarity and assistance. Completed grant applications can be submitted by email to: communitydevelopment@coalhurst.ca.

Grant amounts

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.

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.

Application deadline

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

General eligibility criteria

Grant funding is available to:

- residents of Coalhurst
- non-profit community groups and societies
- educational institutions
- 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

Projects must be completed within 12 months of approval.

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.

PLEASE NOTE: 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. Applications for retroactive funding or to cover a deficit will not be eligible for funding.

Budget requirements

Please list all income and expenses as listed on the application form and note that successful applicants will be required to submit a post-event report with a funding accountability report (income and expense statement).

Conditions of funding

When applying for a grant, the applicant agrees that:

- funding will not be used for a private or commercial sector facility, unless the Council-approved application is for an economic development-related initiative.
- if they are hosting an event, all permissions will be in place if the event is being held on property not owned by the organization.
- they bear ultimate planning, coordination and operational responsibility for the project or initiative. All permits and contracts are the responsibility of the applicant.
- they must monitor and abide by all health requirements directed by Alberta Health Services at the time of using the grant dollars.
- they must adhere to all municipal bylaws and policies along with relevant provincial and federal legislation.

By receiving the grant dollars, the applicant agrees to:

- request approval from the Town (in writing) to use the funds in a way that was not previously approved by Council, if the nature of the approved project in the original application changes.
- provide recognition of the Town's contribution to the project as outlined by the CAO.
- use the phrase "funded in part by a Town of Coalhurst Community Grant" when promoting or discussing the initiative. The applicant also agrees that if they want to use the Town's logo on event-related material, that permission will be requested from the CAO (in writing) prior to printing or distributing any such material.
- submit a Post-Event Report 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.
- return any unused portions of a Neighbourhood Connections Micro-grant or Community Support Grant award no later than the date of submission of the Funding Accountability Report.

Application procedures

Applicants must submit a completed Community Grant Program Application Form to be considered for funding. Completed applications may be dropped off at the Town office or emailed to communitydevelopment@coalhurst.ca. Please save a copy of your completed application form for your records.

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.

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.

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.

The following documents can be found on the Town of Coalhurst website at **www.coalhurst.ca**:

- Community Grant Program Application Form
- Community Grant Program Post-Event Report
- Community Grant Program Policy