

**Title: Community Grants**

**Policy No: 8002**

**Effective Date: March 9, 2020**

**Motion Number: 20.03.158**

**Supersedes Policy No: Co 20**

**Review Date: March 10, 2023**



**Purpose:** The purpose of the Community Grants Policy is to provide a framework that ensures grant applications are assessed and awarded in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community.

**DEFINITIONS**

**Community Grant Application form** means the application form available through Greenview Administration and on Greenview’s website.

**Grant Cycle** means the period covering one full calendar year in which there are two opportunities for grant applications.

**Greenview** means the municipal corporation of the Municipal District of Greenview No. 16.

**POLICY**

1. Greenview is committed to supporting sustainable activities that positively impact the social/economic development of the Greenview community, and is faced with allocating a limited amount of resources. This process is intended to help make the best use of limited funds.
2. Greenview will establish guidelines for responding to requests for community grants for non-profit organizations or registered societies in a manner that will maximize the benefits for the Greenview community.
3. **Principles**
  - 3.1 **Accountability:** Greenview requires all Community Grant recipients to be accountable for the Community Grant funds awarded to their not-for-profit organization or society.
  - 3.2 **Recognition:** Greenview requires successful Community Grant applicants to provide recognition of the Community Grant funding in an acceptable manner, as per the tier on Schedule A.
  - 3.3 **Social and Economic Viability:** Greenview may award Community Grant funding to projects or programs that provide a social / economic benefit to the community.
  - 3.4 **Application Submissions:** Greenview Community Grant funding will be awarded

within 90 days of the application deadline for submission.

3.5 **Other Revenue Sources:** Greenview Community Grant applicants are encouraged to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

4. Community Grant requests directed to Greenview must meet a number of criteria in order to be accepted. Each application must contain all required information, include all applicable supporting documentation and be submitted on or prior to the specified deadline.

4.1 The applicant is **ineligible** to receive a grant if any of the following conditions exist:

- The grant application is not complete.
- A current financial statement is not included.
- A detailed budget for the grant expenditure is not included.
- A final report remains outstanding from a previous grant application.

#### 5. **Program Parameters**

5.1 Applicants must be registered under the Ag Societies Act, the Societies Act or the Canadian Corporations Act (non-profit sector).

#### 6. **Discretionary Considerations**

6.1 In consideration of public interest, Greenview 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.

6.2 Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

#### 7. **Funding Conditions**

7.1 Generally, funding should not be used to fund private or commercial sector facilities.

7.2 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the area of facility is under its jurisdiction.

7.3 The applicant bears ultimate development and operational responsibility for the project. All permits and contracts are the responsibility of the applicant.

7.4 The Community Grant recipient may be required to repay Greenview a portion or all of the grant amount if the facility is sold (if owned by the applicant) or the lease/other instrument of occupation is terminated within five years of cheque date. The applicant is responsible for notifying Greenview if either of these circumstances occurs.

7.5 Applicants must provide recognition of Greenview's contribution to the project.

7.6 The grant recipient must establish and maintain proper accounting records of the project.

7.7 The applicant must request approval in writing if the nature of the approved project in the original application changes.

#### 8. **Application Deadlines**

8.1 Greenview will review Community Grant applications semi-annually.

8.2 The first application deadline is October 15<sup>th</sup>.

8.3 The second application deadline will be April 15<sup>th</sup>.

## 9. Greenview Notification Requirement

- 9.1 Greenview Administration will notify applicants of their status within 90 days of the application deadline.

## 10. Council Approval

- 10.1 Community Grants are subject to Council Approval.
- 10.2 Once Council has made the decision to approve, deny or vary a community grant that decision is final.
- 10.3 Applicants may only submit one application each year. Should the applicant desire additional grant funding, or wish to re-apply for grant funding that was denied, they must wait a full grant cycle before resubmitting an application.
  - 10.3.1 Applicants that submitted an application for the October 15 deadline must wait to resubmit an application for the following October 15 deadline.
  - 10.3.2 Applicants that submitted an application for the April 15 deadline must wait to resubmit an application for the following April 15 deadline.

## 11. Freedom of Information and Protection of Privacy Act

- 11.1 The information that you provide for the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, Section 33 (c). It will be used to assess your application. The applicant's personal information is protected by *Alberta's Freedom of Information and Protection of Privacy Act*.

## 12. Depositing of funds

- 12.1 Applicants who do not deposit awarded funds within 90 days will have funds frozen.
- 12.2 If grant funds are unutilized or unaccounted for or an application for extension was not received, funds will be requested to be returned and a new application will be required.

## 13. Accounting of Funds

- 13.1 Recipients of funds must file a statement of grant fund expenditures with Greenview upon completion one year from the date of grant approval. If the project is not completed within the required one year time frame the applicant may request an extension. All extension requests must be submitted by the applicant in writing to the Greenview Administration Office and the decision on these requests will be communicated in writing to the applicant.
- 13.2 The accounting must be signed by two authorized representatives having legal and /or financial signing authority for the organization and must show how the Community Grant was expended.
- 13.3 If the actual costs are less than the approved budget, the applicant has two choices. They can submit a written request to change the scope of the project, and if approved, could apply the unexpended funds to this purpose or sent in to the Greenview Administration Office a cheque payable to Greenview for the remaining unexpended funds once the final amount has been confirmed by the Greenview Administration Office.
- 13.4 Future year applications will require all prior grant requirements to be completed.

## 14. Recognition

- 14.1 Greenview requires successful Grant applicants to provide recognition of the grant funding from Greenview in their event promotion and/or advertising, including the use of Greenview branding where appropriate and in accordance with Greenview's Sponsorships Policy 1026.

### Procedure

#### 1. Instructions

- 1.1 All grant applicants will be required to file a Grant Application Form, which is available through Greenview's website: <http://mdgreenview.ab.ca/programs-services/departments/community-services/community-grants-program/> or at any Greenview Administration Office.
- 1.2 The applicant shall retain a complete copy of the grant application for their records.
- 1.3 The applicant shall ensure that any attachments provided are clearly marked with the organization's legal name to facilitate matching their backup documents with the application.

#### 2. Application Requirements

##### 2.1 Name of Organization

- 2.1.1 Full legal name of the organization as registered under Corporate Registries or the Societies Act.

##### 2.2 Mailing Address of Organization

- 2.2.1 This should include full address and postal code.

##### 2.3 Contact Name(s)

- 2.3.1 First and last name of contact(s). This should be a person who has worked on the application and is readily available to answer questions.

##### 2.4 Contact Telephone Number(s)

- 2.4.1 Please include a phone number with message capabilities, cell phone or work number if possible since most calls from Greenview will come during the day.

##### 2.5 Position Held

- 2.5.1 The person making the application should normally be a member of the executive of the organization or be specifically appointed by way of motion.

##### 2.6 Purpose of the Organization

- 2.6.1 Outline in a few sentences the purpose of the organization, including how long it has been in operation and its overall objective(s). Include an overall budget for the next year of operations.

##### 2.7 Purpose of the Application

- 2.7.1 Outline in a few sentences the intended use of the funds and attach a detailed budget for the proposal. The outline should include the estimated number of participants/users impacted, other social or economic impacts of the application, cooperation with or funding from other groups and the impact on the organization/users if the grant is denied. If your organization is not the registered titleholder, you must include a letter of support from the registered titleholder of the facility.

##### 2.8 Project Budget

- 2.8.1 If there is an existing operating surplus or other funding sources available, explain why they are not being allocated to this project. All revenues must be supported by your financial statements and letters from funders. No retroactive funding is permitted for costs that have already been incurred prior to application submission deadline. All anticipated expenses must be supported through quotes and/or sources of estimates. Be sure to provide details regarding any donated labour/services including a description of the work being provided and how it directly relates to the project.

**2.9 Mandatory Attachments**

- 2.9.1 Quotes, estimates. If these are not available, provide sources of estimates.

- 2.9.2 You must include a signed Community Grant agreement.

**2.10 Social and Economic Viability**

- 2.10.1 Outline in a few sentences the social and economic benefit the grant will provide to the Greenview community.

**2.11 Recognition**

- 2.11.1 Outline in a few sentences the manner Greenview will be recognized for their contribution in accordance with Greenview's Sponsorships Policy 1026.

- 2.11.2 Recipients of community grants will provide Greenview a vector or print ready copy of their logo, if available.

**2.12 Past Financial Statements**

- 2.12.1 Provide a current approved copy of your most recent financial statements. If statements are not audited, they must be signed by two Board Members and include a copy of your most recent bank statement

**2.13 Funding Sources that Denied this Application**

- 2.13.1 List other funding sources applied to that denied this application. Greenview encourages applicants to seek other revenue opportunities. Greenview may provide not-for-profit organizations or registered societies with a letter of support.

**2.14 Previous Grant and Reporting History (if applicable)**

- 2.14.1 List all grants received from Greenview within the last two (2) years, including purpose and amount. Final reports must be filed with Greenview within one (1) year of completion of the grant expenditure. Failure to provide a final report will result in rejection of all future applications until applicable report(s) are filed.

**3. Final Report Content**

- 3.1 Within one (1) year of the completion of the grant expenditure, a report must be filed with Greenview verifying expenditure of the grant. This report should include:

- 3.1.1 Name of the organization.

- 3.1.2 A summary of actual expenditures of grant funds compared to submitted budget.

- 3.1.3 Include the method Greenview was recognized for their contribution.

- 3.1.4 A short written description of activities, number of participants, successes etc.
- 3.1.5 Signatures of two members of the organization's executive.
- 3.1.6 Failure to provide final report requirements will require repayment of funds to Greenview 3 months after award anniversary date (or 15 months following award).