

**Title: Community Impact Grants**

**Policy No: 8015**

**Effective Date: November 14, 2023**

**Motion Number: 23.11.671**

**Supersedes Policy No: 8006**

**Department: Community Services**

**Review Date: November, 2026**



**Legal References:**

Agricultural Societies Act, R.S.A. 2000, c. A-11.  
 Societies Act, R.S.A. 2000, c. S-14  
 Canada Not-for-profit Corporations Act (Canada), S.C. 2009, c.23  
 Income Tax Act (Canada), R.S.C. 1985, c. 1 (5th Supp.).

**Cross References:**

Policy 1026 "Greenview Grant Recognition"

**Purpose:** To provide a framework for the administration of Greenview's Community Impact Grant program.

## 1. DEFINITIONS

- 1.1. **Chief Administrative Officer (CAO)** means the Chief Administrative Officer of Greenview.
- 1.2. **Grant Cycle** is the period covering one full calendar year in which applications must be submitted by April 15<sup>th</sup>.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **Non-Profit Organization** means an organization which provides products or services to improve or benefit a community. Any money made by a Non-Profit Organization is not for the personal gain of its directors, members, or officers, but whose excess revenue goes back into the organization to further its aims and projects. For the purposes of this policy organizations incorporated under the following acts of Alberta or Canada are considered Non-Profit Organizations:
  - A) *Agricultural Societies Act*;
  - B) *Societies Act*;
  - C) *Canada Not-for-profit Corporations Act*; or
  - D) Registered as a charity under the *Income Tax Act*.
- 1.5. **Stacked Funding** means being awarded more than one funding stream to cover a single project.

**2. POLICY STATEMENT**

- 2.1. Greenview deems it desirable to provide stable funding agreements to Non-Profit Organizations which provide direct and indirect benefits to Greenview residents and surrounding communities.
- 2.2. The following organizations, groups, and initiatives are ineligible to apply for a Community Impact Grant:
  - A) Individuals;
  - B) For-profit organizations;
  - C) Political organizations;
  - D) Federal and provincial governments, and affiliated bodies;
  - E) Applicants who request funding for programs, activities or facilities which are the mandate or responsibility of the federal or provincial governments, including but not limited to health care, education, religious, housing and childcare programs and facilities.
- 2.3. Non-profit Organizations seeking operating and capital assistance must apply for each funding stream separately.

**3. COMMUNITY IMPACT GRANT - OPERATING STREAM**

- 3.1. Grant limits are based on the Needs Assessment the Applicant provided regarding the previously approved Sustaining Grant budget.
  - A) Operational funding cap of \$40,000.00.
  - B) Applicants requesting a grant greater than \$40,000.00 must present to the Committee of the Whole.
- 3.2. Operating funding may be used for all costs and expenses incurred with respect to the ownership, maintenance, and operation of a project or organization.

**4. COMMUNITY IMPACT GRANT - CAPITAL STREAM**

- 4.1. Grant limits are based on the Needs Assessment the Applicant provided regarding the previously approved Sustaining Grant budget.
  - A) Capital funding cap of 50% of the total project or program cost, up to a maximum of \$100,000.00.
  - B) Applicants requesting a grant greater than \$100,000.00 must present to the Committee of the Whole.
- 4.2. Capital funding may be used for expenses incurred in the improvement of any project or organization, including extraordinary repairs, additions, alterations, modifications, or restoration of assets.

**5. APPLICANT RESPONSIBILITIES**

- 5.1. Applicants shall annually submit their applications through the Greenview Grant Portal by April 15<sup>th</sup> to be considered for a Community Impact Grant.
- 5.2. Applicants must submit a Needs Assessment, which shall include:
  - A) Organizational inputs, whether in-kind or financial;
  - B) Budgetary estimates;
  - C) Historical and current financial statements;
  - D) Expected project or organizational outputs; and
  - E) Any other information requested by Greenview.

- 5.3. Applicants may be required to enter into a funding agreement with Greenview.
- 5.4. An applicant shall submit an outcome report within two (2) months upon termination of the program. An outcome report shall contain:
  - A) A statement detailing past-year operations and associated costs;
  - B) Results of the program;
  - C) Any remaining funds, if applicable; and
  - D) Any other information requested by Greenview.
- 5.5. Where an applicant has excess funds at the end of a fiscal year not exceeding \$2000.00, said Non-profit Organization must request the reallocation of funds by the CAO. Where excess funds exceed \$2000.00, said Non-profit Organization must:
  - A) Request the reallocation of funds to be approved by Council; or
  - B) Return the funds to Greenview.
- 5.6. Non-profit Organizations which receive an operating grant must provide recognition to Greenview as detailed in Policy 1026 “Greenview Grant Recognition.”
- 5.7. Applicant Non-profit Organizations may be required to present to the Committee of the Whole.

**6. COUNCIL RESPONSIBILITIES**

- 6.1. Council is responsible for reviewing the inclusion of Community Impact Grants within the annual budget.
- 6.2. Council shall have sole discretion regarding the reallocation of surplus grant funds exceeding \$1000.00.

**7. ADMINISTRATION RESPONSIBILITIES**

- 7.1. Administration shall annually prepare the Greenview Grant Portal to accept Community Impact Grant applications.
- 7.2. Administration shall assemble and prepare grant applications for Council’s decision-making during budget deliberations.