

Title: Financial Assistance for Achievement Recognition

Policy No: 7002

Effective Date: April 27, 2021

Motion Number: 21.04.229

Supersedes Policy No: AD 14

Review Date: April 27, 2024



Purpose: To provide a guideline when awarding financial assistance to non-profit organizations, school participants or groups, or individuals not associated with a school or non-profit group in offsetting costs when participating in provincial, national or international events.

1. DEFINITIONS

- 1.1. **CAO** means Chief Administrative Officer of Greenview.
- 1.2. **Greenview** means the Municipal District of Greenview No. 16.
- 1.3. **Non-Profit** means organizations that provide products or services to improve or benefit a community. Any money made by a Non-Profit is not for the personal gain of its directors, members, or officers, but goes back into the organization to further its aims and projects.

2. POLICY STATEMENT

- 2.1. Greenview may financially assist non-profit organizations and school groups or individuals when they qualify to compete at provincial, national and/or international levels to recognize their significant achievement.
- 2.2. Individuals not associated with non-profit organizations or school groups may also apply for financial assistance from Greenview.

3. PROGRAM PARAMETERS

- 3.1. Applicants must be a resident of Greenview or of the incorporated municipalities within Greenview.
- 3.2. Applicants must be attending a recognized provincial, national or international event.

4. GREENVIEW NOTIFICATION REQUIREMENT

- 4.1. Greenview Administration will notify applicants of their status within 90 days of receiving the application.

5. COUNCIL RESPONSIBILITIES

- 5.1. Council may provide funding to individuals or teams that compete at provincial, national and/or international competitions.

5.2. Grant applications over \$2,000.00 are subject to Council approval.

6. ADMINISTRATION RESPONSIBILITIES

6.1. The CAO will inform Council of all payments made under this policy.

6.2. The CAO may authorize the payment of a base grant of \$200.00 plus \$100.00 per participant, to a maximum of \$2,000.00 subject to available funds in the established annual budget.

7. FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT

7.1. The information that the applicant provides for the grant application form is collected under the authority of the Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, Section 33(c). Information gathered will be utilized to assess the application. The applicant's personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act.

8. DEPOSITING OF FUNDS

8.1. If grant funds are unutilized or unaccounted for or an application for extension was not received, funds shall be returned to Greenview, and a new application will be required.

9. PROCEDURE

9.1. Instructions

- A) All grant applicants will be required to submit electronically a Financial Assistance for Achievement Recognition Grant Application, which is available through the Greenview website.
- B) The applicant shall retain a complete copy of the grant application for their records.
- C) The applicant shall ensure that any attachments provided are clearly marked with the organization's or individual's legal name to facilitate matching their backup documents with the application.