

Title: Annual Budgeted Operating Grants

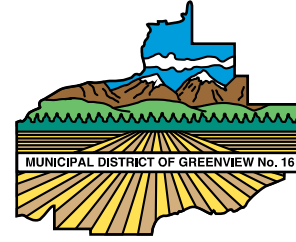
Policy No: 8006

Effective Date: October 12, 2021

Motion Number: 21.10.509

Supersedes Policy No: None

Review Date: October 12, 2024



Purpose: The purpose of the Annual Budgeted Operating Grants Policy is to provide a framework for non-profit organizations that ensures annual grant recipients are awarded funding in a consistent and equitable manner to support sustainable activities that positively impact the economic and social wellbeing of the Greenview community and region.

1. DEFINITIONS

- 1.1. **Annual Budgeted Operating Grant** means a grant for operating expenses that is accounted for in Greenview's annual budget. Generally, a grant agreement will be in place stipulating the annual operating grant contribution Greenview will provide. Occasionally, an annual budgeted operating grant will be for a finite term (such as 3 years, 5 years, etc.)
- 1.2. **Community Grant** means a one-time capital or operating grant subject to the application, reporting and recognition requirements outlined in Policy 8002.
- 1.3. **Greenview** means the Municipal District of Greenview No. 16.
- 1.4. **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.
- 1.5. **Operating Expenses** means an expense incurred through normal business operations. This may include but is not limited to rent, equipment maintenance, inventory costs, marketing, payroll, insurance and funds allocated for development.

2. POLICY STATEMENT

- 2.1. 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 govern the best use of these limited funds.

3. SCOPE

- 3.1. This policy applies to Annual Budgeted Operating Grants. Organizations that require capital funding, or additional operating funding other than the annually budgeted amount,

must submit a Community Grant Application to Greenview by April 15 or October 15 in accordance with The Community Grants Policy 8002.

4. PRINCIPLES

- 4.1. **Accountability:** Greenview may require Annual Budget Operating Grant recipients to be accountable for the funds awarded to their not-for-profit organization or society. Upon Greenview’s request, recipients will be required to provide the previous years’ financial statements prior to funds being released.
- 4.2. **Recognition:** Greenview requires Annual Budgeted Operating Grant recipients to provide recognition of the funding in an acceptable manner to Greenview. Greenview Administration will use Schedule A as a guideline for establishing the level of recognition.

5. PROCEDURE

- 5.1. Funding requirements for Annual Budgeted Operating Grants will be provided through the Greenview budget process.
- 5.2. Greenview may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.
- 5.3. Distribution will be at the discretion of Council and will be part of the budget deliberations.
- 5.4. Recipients must confirm their operational funding requirements August 15 for the upcoming year.
- 5.5. Administration will work with recipients to identify the appropriate level of recognition represented by ongoing contributions for Greenview utilizing Schedule A as a guideline.
- 5.6. The grant recipient must establish and maintain proper accounting records.
- 5.7. Successful recipients may be required to file an accounting statement of grant fund expenditures with Greenview August 15 of the funding year.

6. FUNDING CONDITIONS

- 6.1. Recipients must be a not-for-profit community group or organization.
- 6.2. The Annual Budgeted Community Grants shall be utilized for the specified purpose. Greenview Council approval is required for any changes to the intended use of the funds.
- 6.3. The operating grant accounting statement shall be endorsed by two authorized representatives having legal and /or financial signing authority for the organization.

Schedule A

<p align="center">Greenview Sponsorships *Policy 8006</p>		
<p>PREMIER</p>	<p>\$10,000 +</p>	<ul style="list-style-type: none"> • Regional, Provincial and/or National Reach • Council photo op and cheque presentation • Delegate tickets to event • Greenview banner • Publications • Verbal mentions
<p>PARTNER Advocate Promoter Contributing Presenting</p>	<p>\$2,500 - \$10,000.00</p>	<ul style="list-style-type: none"> • Regional Recognition • Greenview banner • Publications • Verbal mentions • Possible cheque presentation and photo-op with Councillor(s).
<p>COMMUNITY SUPPORT</p>	<p>\$100 - \$2,500</p>	<ul style="list-style-type: none"> • Greenview banner to be displayed • Incorporate Greenview in publications/media • Possible cheque presentation and photo-op with Councillor(s)