

**Title: Greenview Sustaining Grants**

**Policy No: 8014**

**Effective Date: November 14, 2023**

**Motion Number: 23.11.672**

**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 Sustaining Grant program. Greenview Sustaining Grants provides ongoing funding to Non-profit Organizations which administer community services in Greenview by operating and maintaining Greenview owned facilities.

## 1. DEFINITIONS

- 1.1. **Greenview** means the Municipal District of Greenview No. 16.
- 1.2. **Greenview Sustaining Grants** means providing ongoing funding to Non-profit Organizations which provide strategic or community services in Greenview by operating and maintaining Greenview owned facilities or services that have a direct benefit to residents of Greenview.
- 1.3. **Grant Cycle** means the period covering one full calendar year in which two grant application opportunities exist.
- 1.4. **Needs Assessment** means a projected analysis provided by the applicant detailing:
  - A) Organizational inputs, whether in-kind or financial;
  - B) Historical and current financial statements;
  - C) Expected project or organizational outputs; and
  - D) Any other information requested by Greenview.
- 1.5. **Operating Cost** means all expenses, costs and disbursements incurred in conjunction with the ownership, management, maintenance, repair and operation of a Greenview owned or operated facility.

## 2. SUSTAINING GRANTS

- 2.1. Greenview supports non-profit organizations by assisting with operational expenses related to Greenview owned or operated facilities.

- 2.2. Grant limits are based on the Needs Assessment provided by the Applicant with regard to the previously approved Sustaining Grant budget.
- 2.3. A Sustaining Grant is a one-time annual request and may only be used for operating purposes.
  - A) In the event there is an urgent requirement for funding, an organization may request additional funds from Council on a case-by-case basis.
- 2.4. The following community operated facilities are eligible for Greenview Sustaining Grants:
  - A) Agricultural Societies of DeBolt, Grovedale and Valleyview;
  - B) Community Halls of DeBolt, Goodwin, Grovedale, Little Smoky, New Fish Creek, Sturgeon Heights, Sunset House, and Sweathouse;
  - C) Museums of DeBolt and Grovedale; and
  - D) Recreation Boards in Crooked Creek, East Smoky, and Grovedale.
- 2.5. The following organizations, associations, and initiatives are ineligible to apply for a Sustaining 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;
  - F) Capital expenses; or
  - G) Operational expenses which are not related to a Greenview owned or operated facility.

### 3. APPLICANT RESPONSIBILITIES

- 3.1. An applicant must apply through the Greenview Grant Portal to be considered for a Sustaining Grant.
- 3.2. Applicants must annually demonstrate funding needs through a Needs Assessment by August 15<sup>th</sup>. For the purpose of this policy, a Needs Assessment shall contain:
  - A) Organizational inputs, whether in-kind or financial;
  - B) Historical and current financial statements;
  - C) Expected project or organizational outputs; and
  - D) Any other information requested by Greenview.
- 3.3. Applicants who are seeking subsequent Sustaining Grants are required to submit an outcomes report annually. For the purposes of this policy, an outcome report shall contain:
  - A) A statement detailing past-year operations and associated costs;
  - B) Results of operations during the year;
  - C) Any remaining funds, if applicable; and
  - D) A Needs Assessment.
- 3.4. Where an organization has excess funds at the end of a fiscal year, the applicant must:
  - A) Request the reallocation of funds to be approved by Council; or
  - B) Return the funds to Greenview.

3.5. Organizations which receive a Sustaining Grant must provide recognition to Greenview as detailed in Policy 1026 “Greenview Grant Recognition.”

3.6. Applicant organizations may be required to present to the Committee of the Whole.

3.7. Where an applicant has excess funds at the end of a fiscal year, said applicant must

- A) Request the reallocation of funds to be approved by Council; or
- B) Return the funds to Greenview;

**4. COUNCIL RESPONSIBILITIES**

4.1. Council shall have authority over reviewing and decision-making regarding the inclusion of Sustaining Grants in the annual budget.

4.2. Council may hear emergency funding requests for organizations with a funding agreement.

**5. ADMINISTRATION RESPONSIBILITIES**

5.1. Administration shall annually prepare the Greenview Grant Portal to accept applications for the Sustaining Grant.

5.2. Administration shall prepare the applications and an estimated budget for Council’s consideration.

5.3. Once the budget is approved, Administration shall disperse funds to the successful applicants.