Administrative Policy

Morinville
Growing Together

Community Grant Policy

Policy Number: CSA3/2016
Approval Date: December 13, 2016
Supersedes Policy: Community Grant Policy CA279/2013

SECTION A

1.0 Policy Purpose

1.1 Morinville has established a Community Grant Policy that offers grants to not for profit community groups, teams, organizations, and associations of Morinville for community development purposes. Projects, events, activities and recreational accomplishments focused on attaining positive outcomes for the community may be funded through the Community Grant Program.

1.2 The community grant program is a strategic tool for Community capacity building by supporting innovation, and addressing community needs which are in line with Council's vision for Morinville.

Morinville, the family choice, embracing the past to build our future through:

- Exhibiting inclusive, open and fiscally responsible governance;
- Maintaining and celebrating small town culture;
- Promoting social and community wellness;
- Encouraging, facilitating and supporting opportunities for a vibrant, diverse and independent economy;
- Efficient and sustainable planning, implementation and protection of municipal infrastructure; and
- Respecting the environment and promoting responsible use of land and resources.

1.3 This policy provides an equitable, efficient, transparent and sustainable framework for Administrative evaluation that assists in the allocation of Council's approved community grant funds to: not for profit community groups, teams, organizations, associations and individuals of Morinville.

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1.4 The purpose of this policy is to establish guidelines and procedures for requests of support (i.e. grants, donations, and funding) from applicants.

1.5 Morinville benefits from not for profit community groups, teams, organizations, associations and individuals that provide a service to the community, host community events of significance, or represent the community at provincial, national, and international events. These activities have a positive impact health and Wellbeing of Morinville through community development, recreation, sport, and arts and cultural programs and activities.

2.0 Definitions

2.1 "Applicants" refers to not-for-profit community groups, teams, organizations associations and/ or individuals of Morinville supporting an eligible project or event that request support under the Community Grant Program. An applicant may also be not for profit from outside of Morinville, but is supporting an eligible project within Morinville.

2.2 "Capital Cost" means one-time expense incurred in goods / equipment that help the applicants accomplish their goals. Capital costs do not include staff, technology, rental, space.

2.3 "Council" means the duly elected officers of the Town of Morinville and the Chief Elected Officer or Mayor.

2.4 "Morinville" means the Town of Morinville and the Department(s) designated by the Chief Administrative Officer (CAO).

2.5 "Not for Profit" means an organization that uses the revenues to achieve the application goal and to not profit from or have excess revenues.

2.6 "Project" is a general term to describe eligible events, services, programs and initiatives.

2.7 "Services in kind" are those services provided by the Town of Morinville to an applicant and are not invoiced for.

2.8 "Volunteer hours" are equivalent on a one to one ratio as per the minimum wage as defined by the Alberta Government (http://culture.alberta.ca/cip/default.aspx).

3.0 Policy Statements

3.1 Funding Categories

3.1.1 Arts/Culture: The application should strengthen and develop literary, visual, performing, heritage, and media arts. It should enhance access and annual participation in creative expression through initiatives that contribute to a vibrant cultural life.

3.1.2 Recreation/Sport Development: The application should celebrate excellence in sport and recreation or enhance development of initiatives that support healthy living through strategies, programs and activities. The initiatives may assist with participation in events of local, provincial, national and international significance that were qualified for through competition and the individual or team will be attending.

3.1.3 Community Development: The application should assist with hosting a significant local, regional, provincial, national and international event, program or activity within the Town of Morinville. Support may be given to significant key activities that have a major role in facilitating community life and well-being. High Priority will be given to applications that demonstrate long term sustainability.

3.1.4 Family Community Support Services: A community's most valuable resources are its people. Investments made in developing and supporting people pay dividends in all areas of community life. Town of Morinville FCSS can support individuals, families, and organizations that present well-designed preventive social programs that benefit our community. This can be accomplished through programs and activities that:

3.1.4.1 Assist community to identify social needs and develop responses to meet those needs
3.1.4.2 Promote, encourage and support volunteer work in the community
3.1.4.3 Inform/ Promote/ Educate Morinville residents of available social services.
3.1.4.4 Promote social development of families
3.1.4.5 Enrich and strengthen family life by developing parenting skills so that families can function more effectively within their own environment.

3.2 Eligibility

Consideration of applications will be given only if the Applicants meet the following criteria:

3.2.1 The applicant is a Morinville not for profit community group, organization, association, team or individual.

3.2.1.1 The applicant may be from outside of Morinville supporting a project occurring within Morinville.

3.2.2 The applicant has demonstrated the significant value and benefits that the project will have to the community by developed partnerships and volunteer opportunities (Schedule B).

3.2.3 Applicants applying for grants must be in good standing with Morinville.

3.2.3.1 Previous applicants will have completed required final reports before new applications will be considered as eligible.

3.2.4 Joint applications are acceptable and encouraged, however responsibility for the finances and accountability must be clearly identified.

3.2.5 Applicants are eligible to submit one project per calendar year.

3.2.6 Priority will be given to applications that demonstrate long term sustainability.

3.3 Application Process

3.3.1 It is recommended that applicants read all documents in this package than complete Schedule A-D.

3.3.2 It is recommended that applicants make arrangements with Community Services staff a minimum of one week prior to application deadline if they require assistance with their application and to ensure the application is complete before the deadline.

3.3.3 Applications must be submitted by the deadline date. Incomplete applications will not be reviewed past the deadline and may be deferred to next granting deadline if event has not occurred.

3.3.4 Applications are accepted three times per year on January 31 (for projects between March 1 and June 30), May 31 (for projects between July 1 and October 31), and September 30 (for projects between November 1 and February 28).

3.3.5 Applications may be accepted outside the application deadlines for events if the following requirement are met and approved by the CAO or designate:

3.3.5.1 Tri annual grant intakes do not allow sufficient time to apply for the Community Grant.

3.3.5.2 Representing Morinville at the event or be a resident of Morinville. (if part of another municipal organization please indicate how you will acknowledge Morinville)

3.3.5.3 Application must be submitted a minimum of 2 weeks prior to the event.

3.3.6 All applications must be legible in Schedule A, B & C. Typewritten applications are recommended.

3.3.7 Administration may request additional documentation to assist in the evaluation of any application prior to council meeting.

3.3.8 Applicants will be notified within 7 working days of the decision regarding the application.

3.4 **Financial**

3.4.1 Eligible activities under the Community Grant may include:

3.4.1.1 Up to 10% transportation Cost

3.4.1.2 Up to 25% Tournament/ event cost

3.4.1.3 Up to 25% Accommodation cost

3.4.2 Funding is awarded 3 times per year, approximately 30 days after submission deadline.

3.4.2.1 Under article 3.3.5 funding may be awarded within 14 days of application approval, if requirements of the article are met.

3.4.3 Funding is subject to the total amount of funds approved by Council as per the approved annual budget. Morinville has the right to refuse any application or reduce amounts as needed or whereas evaluated as appropriate.

3.4.4 The maximum award for any one application is limited to $1,000 with matched or greater funding or 50% of the total related expenses whichever is-less.

3.4.5 If after project expenses are paid and a balance remains, any funds provided to the applicant through a Community Grant must be returned.

3.4.6 Requests for services in kind support is considered part of the total funding applied for on facility use or Morinville services. Combined support of in-kind services and grant awarded shall not exceed a maximum value of $1,000.

3.4.7 Applicants must provide a plan on how they will be financially sustainable after initial assistance has been awarded. (Schedule C).

3.4.8 Community Grants must be used for the specific project applied for and may not be used for capital expenditures.

3.4.9 Disagreement, questions or appeal raised by an applicant may be forwarded in writing to the Chief Administrative Officer for review within 14 days of receiving notice of the application outcome. The CAO's review and decision shall be considered final.

3.4.10 Retroactive funding for projects that have been completed will not be considered. Applicants assume the financial risk of the project as there is no guarantee the project will be funded.

3.4.11 The following items are not eligible for funding under this program.

- 3.4.11.1 Fundraising or for-profit applications do not qualify.
- 3.4.11.2 Facility fees for Morinville operated facilities (services in kind may be considered).
- 3.4.11.3 Maintenance or repairs of any existing structures.
- 3.4.11.4 Certification/Professional Associations/Auditor/ Coaching/ food or wages of any kind.

3.5 Other Requirements

3.5.1 Successful applicants are required to acknowledge Morinville in promotional material.

- 3.5.1.1 Applicants must contact Morinville's Communications Coordinator prior to using Morinville's logo to ensure compliance with our corporate identity.

3.5.2 A follow up report, including an accounting of expenditures and copies of any advertisements/publications of event showing Morinville sponsorship, shall be completed using the template located in the Grant Application Package and submitted to Morinville Community Services Department within 60 days of the completed project. (Schedule D)

3.5.3 Applicants that do not submit the required follow up report as indicated in section 3.5.2 must return the full community grant allotment within 30 days of the final report deadline and will not be eligible to apply for future community grants until all requirements have been met (section 3.2.3).

4.0 Expiry Date

4.1 For the purpose of ensuring that this Policy is revised for ongoing relevancy and necessity, a review shall occur no later than the end of November 2019 in conjunction with the annual budget process. The policy shall be brought forth and repassed in its present or an amended form or rescinded.

4.2 This policy shall remain in effect if the review date passes prior to Administrations review.

SECTION B

1.0 Reference to other Policy and Legislation

2.0 Persons Affected

Community Services department
Corporate Communications Coordinator
Community Grant applicants

3.0 Review/Revision History and Author

Community Grants Policy CA279/2013
Community Grants Policy 4/2010
19/2008
145/2007

Andrew Isbister
Chief Administrative Officer

Community Grant Application Form

Submission Deadlines: January 31, May 31, and September 30

Submit completed applications to:

Community Services Department
Monday – Friday – 8:00 am – 4:30 pm
9502 – 100 Avenue
Fax: 780-939-7889
Email: info@morinville.ca

For assistance with completing your application, please contact Community Services at 780-939-7839.

Incomplete applications will NOT be accepted.

Office Use Only:

Date Received: _____
Time: _____
Initials: _____
Application reviewed by: _____

Grant Checklist: application must include (Please check boxes):

- ☐ A completed and signed original Application Form, including budget.
- ☐ Amount requested does not exceed maximum $1,000 and is matched / exceeded by organization.
- ☐ Application submitted prior to the deadline of January 31, May 31, and September 30 or falls under article 3.3.5 attending sport or recreational event.
- ☐ Application meets all required criteria.
- ☐ Applicant to attend upcoming Council meeting designated for Community Council Grants.

Under Section 38 of the Freedom of Information and Protection of Privacy Act, Municipalities must protect the personal information it collects by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or destruction. Also, Municipalities must comply with Section 39 and 40 when using and disclosing personal information.

Schedule A: Applicant Information

Name of Organization:		
Name of President/Chair of Organization:		
Mailing Address of Organization:		
Town:	Province:	
Postal Code:		
Telephone No:	Cell Phone No:	
Email Address:	Website Address:	
Is your organization a registered charity or non-profit:	Yes	No
Alberta Registry No:	Date of Incorporation:	
Provided a photocopy of registry	Yes	No
If not available, why: _____		
Is your organization located within Morinville:	Yes	No
If no, where is the organization located: _____		
Cheque is made payable to:		

Contact person for application:			
Position:	Telephone No:		
Email address:	Preference of Communication:	email	phone
Secondary contact person:			
Position:	Telephone No:		
Email address:	Preference of Communication:	email	phone

Schedule B: Project Plan

Name of Project:				
Date of Event:		Anticipated number of participants:		
Target Population: (please circle appropriate target)				
children/youth	adults	seniors	families	other
Please specify: _____				
Please circle the box that BEST describes the category of funding as per Grant Guidelines:				
Arts and Culture	Recreation / Sport Development	Community Development	Family and Community Support Services	

Is this the first time the organization has requested funding for this project?	Yes	No
Do you require assistance from the Town:	Yes	No
Do you require a festival/special event planning manual:	Yes	No
Will your event/project require road closures:	Yes	No

Attach a copy of documentation

If no contact Community Services at 780 939-7839 for assistance with documentation.

Location of the event in the community:

_____

_____

Goals: (Please describe what you would like to achieve overall with this project. If more space is required attach documentation to this application)

Financial Sustainability: Please explain how your organization plans to be sustainable after funding.

Marketing of your project:
What publications and media tools will you be using to promote the event/project. (Please circle appropriate lines.)

Brochures	Poster/Flyers	Information Booklets	Other
Local Newspapers	Website	Radio	Social Media

Morinville logo is clearly displayed on marketing materials meeting corporate identity standards:	Yes	No

If no state reason:

_____

_____

For logo information contact Morinville's Communications Coordinator at 780-939-4361 once grant approval has been given.

Final design of logo on marketing material must be approved before printing has started.

Resident Impact: Please describe how your event/project significantly impacts the residents of our community.

Volunteers:

Total # of volunteers _____ Total # of volunteer hours _____

Roles of volunteers:

_____

_____

Community Partnerships: please list below the project partnerships for this program/event

Name:

_____

Their role in the program/event:

_____

_____

_____

_____

_____

Schedule C: Event/Project Budget

Income	Proposed
Organization Funding:	
In Kind Calculation:	
Earned Revenue from project/event specific programs:	
Donated material & equipment (In Kind):	
Total:	
Council Community Grant Request: (Max $1,000 with matched or greater funding provided by the applicant.)	
Council Total:	
Project Income Total:	

Expenses	Proposed
Contracted services:	
Rentals:	
Transportation:	
Marketing Material:	
Volunteer Expenses:	
Start Up:	
Event Insurance:	
Other: _____	
Project Expenses Total:	

Note: If budget shows a surplus (excess of revenue over expenditures), a statement of intended use must be included in this application.

Declaration

I certify that to the best of my knowledge the information provided in this application is accurate and complete.

_____

Applicant Signature (Chairperson) Date

_____

Applicant Signature (Board Member) Date

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Community Grants Application
Final Report

Schedule D

Please note: This report must be completed and submitted within 60 days of the event/program.

Final Report Checklist: has been completed

- ☐ Event/program summary
- ☐ Partnership/Volunteer List
- ☐ Financial Summary
- ☐ Marketing material including media coverage provided

Name of Project:

_____

Name of Organization:

_____

Name of Contact Person for Application:

_____

Date Event:

_____

Actual # of Participants: _____

Final report prepared by: _____

Date: _____

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Project Summary *(In 200 words or less summarize your project)*

If additional space is required please attach documentation to this report.

List of Partners	**Their role in project**
Actual # of volunteers _____	Actual # of volunteer hours _____
Volunteer's role in project:	
_____	
_____	
_____	
_____	
_____	
_____	

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Financial Summary

Income	Proposed Revenue	Actual Revenue
Organization Funding		
In Kind Calculations		
Earned Revenue from Event		
Donated Material and Equipment		
Council Community Grant		
Total		

Expenses	Proposed Expenses	Actual Expenses
Contracted Services		
Rentals		
Transportation		
Marketing material		
Volunteer Expenses		
Event Insurance		
Other: _____		
Total		

Marketing Material & Media Coverage:		
Photocopies provided and attached to this report:	Yes	No
If no state reason: _____		

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