



## Municipality of Crowsnest Pass Policy

Policy No.:	1201-04
Policy Title:	Community Funding and Support Policy
Approval Date:	16-January-2018
Revision Date:	16-January-2018
Department:	Community Services

### SECTION A

#### 1.0 Reason for Policy

This policy sets out the guidelines and process for the provision of Council funding and/or support) to community groups.

#### 2.0 Definitions

**“Adult”** means a person 18 years of age or older.

**“Adult Organization/Group”** means an organization, club, or group that does not qualify as a Youth Organization/Group, and whose activities are not of a commercial nature or in support of a commercial venture.

**“Category 1 Requests”** means those funding and support requests associated with organizations that provide the Municipality with an operational service. Examples of this include Museum operations and Trail maintenance.

**“Category 2 Requests”** means those funding and support requests associated with organizations that coordinate and offer annual events/activities to the general public within the Municipality. Examples of this include the Annual Rodeo and Annual Lifestyle Show.

**“Category 3 Requests”** means all those funding and support requests that do not qualify as Category 1 or 2 Requests.

**“Council”** means the duly elected officers of the Municipality of Crowsnest Pass and the Chief Elected Officer or Mayor.

**“Manager”** means the Manager of the Municipality’s Community Services Department, or the employee(s) designated by the Manager to implement this Policy.

**“Facility”** means those Community Services Department operated venues that are available for User Bookings or Spontaneous Use, including Facility equipment, venues, and associated Facility grounds.

**“Municipality” or “Municipal”** means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

**“Youth”** means a person less than 18 years of age.

**“Youth Organization/Group”** means an organization, club, or group with at least 75% of its membership or participants composed of individuals less than 18 years of age, and whose activities are not of a commercial nature or in support of a commercial venture.

### **3.0 MUNICIPALITY OF CROWSNEST PASS RECOGNITION**

3.1 The Applicant must clearly outline how they will recognize the contribution by the Municipality of Crowsnest Pass.

Examples may include:

- (a) The municipal logo posted on all social media
- (b) Printed recognition of the contribution of the Municipality of Crowsnest Pass
- (c) Signage and banner placements at the event and/or facility
- (d) Permanent and semi-permanent signage
- (e) Pictures, screenshots, etc., of the recognition in the post-event report
- (f) Any additional opportunities of recognition as presented.

### **4.0 CATEGORY 1 REQUESTS**

4.1 Council will review these requests for funding and support annually during the budget development process.

4.2 No later than September 30 of each year, applicable organizations will be required to submit to Council a Category 1 Grant Funding Application, a brief annual report outlining the service provided, operational issues and highlights, the most recent year’s financial statement, and a request for annual funding and/or support.

4.3 Organizations may be asked to make presentation to Council.

### **5.0 CATEGORY 2 REQUESTS**

5.1 Council will review these requests for funding and support annually during the budget development process.

5.2 No later than September 30 of each year, applicable organizations will be required to submit to Council a Category 2 Grant Funding Application, a brief annual report outlining the funded annual event/activities highlights, budgeted/actual

expenditures, the most recent year's financial statement and their request for annual funding and/or support.

5.3 Organizations may be asked to make presentation to Council.

## **6.0 CATEGORY 3 REQUESTS**

6.1 Funding and support available is subject to the total amount of funds approved by Council for this area in the applicable budget year.

6.2 Applications will be considered on a "first come, first served" basis.

6.3 Eligible activities for support under Category 3 Requests include the following:

- This request for funding will be for new initiatives only
- Hosting charitable events or community events of significance
- Representing the Municipality at events of provincial, national, or international significance
- Other projects, and activities deemed eligible by Council

6.4 Any funding and support approved is done so on a one-time basis. On-going annual support should not be assumed and will not be guaranteed.

6.5 Funding and support will be limited to one application per calendar year for each cause, group, organization, or individual.

6.6 If applicable, the current rates for use of Municipal Facilities, equipment, and labour/services must be included and detailed in the application.

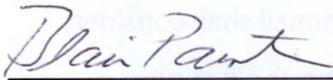
6.7 Each award of funding and support will not exceed a maximum amount of \$1,000 in total value (funding and in-kind support), or 50% of the total applicable costs to a maximum of \$1,000.00 – whichever amount is less.

6.8 In determining the amount of funding and support to grant, Council shall consider:

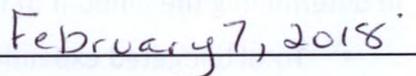
- Total budgeted expenditures for activities outlined in the application
- Fundraising and external funding commitments garnered by the applicant
- The applicant's contribution to the initiative or event (i.e. financial, in-kind, and volunteerism)
- Youth and family events and organizations will receive preference
- The impact on the Municipality, which can be measured by economic impact, number of attendees, length of the event, or overall value/significance to the community

- The marketing value and opportunities being offered to the Municipality in exchange for any funding
  - The profitability of the event
  - Other municipal grant funding provided to the applicant
  - Any other factor that Council feels is warranted
- 6.9 Requests for support must be made in written or electronic form by using the Community Funding and Support Application Form (attached as Appendix A).
- 6.10 Applications will be received by the Manager and undergo administrative review to ensure accuracy and completion. During this process, Municipal administration may (due to the nature and/or size of the request) choose to address the request directly via a partnership.
- 6.11 Any applications not addressed via a partnership will be forwarded to the next Regular Meeting of Council for review. Applicants may be asked to attend Council as a delegation to speak to their application and provide additional documentation (if requested).
- 6.12 Notification of a decision regarding applications will be issued through written or electronic means by the Municipality.
- 6.13 A follow-up report, including an accounting of expenditures, shall be submitted to the Municipality within 30 days of the applicant's funded/supported activities occurring. Grant recipients who do not provide adequate reporting will not be able to access future grant funding.
- 6.14 Expense Reports and supporting documentation are subject to the Freedom of Information and Protection of Privacy Act and may be disclosed to the public upon submission of a FOIP Request.

**MUNICIPALITY OF CROWSNEST PASS**

  
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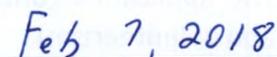
Mayor

  
\_\_\_\_\_

Date

  
\_\_\_\_\_

Chief Administrative Officer

  
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Date