

Title: Council Community Grant Policy**Resolution: 112-2015, 2017-0014 Jan 23/17****Revised: Jan 23/17****Special Notes/Cross Reference:****Next Review Date: Budget 2018****POLICY STATEMENT :**

The Town of Westlock has established a Community Grant Program to provide financial assistance towards projects or events that are Community driven to enhance and enrich the Town of Westlock. Through the program, the Town of Westlock wishes to encourage initiatives from locally-based, registered, non-profit organizations that will impact a broad cross-section of the community, which are innovative in nature and promote Council's vision of *A Community with Spirit!*

PURPOSE :

The Town has established a Community Grant Policy to offer grants to not for profit community groups, teams or organizations within the Town of Westlock for community development purposes. Projects, events, activities and recreational accomplishments focused on attaining positive outcomes for the community may be funded through this program.

The community grant program supports innovation while addressing community needs that are in line with Council's goals for Westlock.

- Westlock is a Community that People are Proud of.
- Westlock is Ready for the Future
- Westlock has Increased the Assessment Base and Achieved its Growth Targets
- Westlock is a Leader in Building Relationships.

GUIDELINES / PROCEDURES / RESPONSIBILITIES**PART 1****DEFINITIONS**

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

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

Council means the Town of Westlock Council.

Fundraising is where funds are being requested for a project or event that will take place in the Town of Westlock.



Matching Funds is 50% of the project costs to be contributed via cash, services in-kind, equipment, materials or volunteer hours.

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

Services in Kind are those services provided by the Town of Westlock or volunteers for the Organization towards the project to which the applicant will not be invoiced for.

Volunteer Hours are equivalent to:

\$15.00 per hour for unskilled labour working directly on the project.

\$60.00 per hour for heavy equipment (including operator) working directly on the project.

\$30.00 per hour for skilled labour working directly on the project.

Donated labour that is not eligible as matching funding for a project includes any other volunteer time that provides general benefit to the organization such as volunteer hours relating to fundraising, time spent preparing the grant application, time spent in meetings or any activities related to planning for the project or any other planning activities for the organization.

1.0 GUIDING PRINCIPALS

Initiatives must support the Town of Westlock's Vision and Goals as previously noted, as well as meet one or more of the following:

- 1.1 Meet a need or fill a gap in the community
 - Show an understanding of our community, its needs, and existing services
 - Respect our community's diversity
 - Identify creative, innovative and practical approaches
- 1.2 Strengthen organizational capacity when required
 - Enhance community organizations' capacity to deliver services
 - Address organizational stability/sustainability
 - Leverage financial and in-kind support
- 1.3 Promote collaboration and sharing among agencies to reduce duplication of programs or improve effectiveness of services.
 - Complement existing initiatives in the community in a positive and useful way
 - Develop new partnerships or networks
- 1.4 Contribute a new understanding about community issues
- 1.5 Enhance public buildings and spaces
- 1.6 Promote and encourage volunteerism and community spirit by enhancing the work of local volunteer organizations.
- 1.7 Host a Community wide event or do a project that promotes and/ or enhances our Community.
- 1.8 Engage in the development of youth



2.0 FUNDING CATEGORIES

2.1 Areas of Consideration are:

- a) **Arts/Culture:** The application should strengthen and develop literary, visual, performing, heritage, and media arts.
- b) **Recreation/Sport Development:** The application should enhance development of initiatives that support healthy living through strategies, programs and activities.
- c) **Community Development:** Support may be given to significant key projects that have a major role in facilitating community life and well-being, and demonstrates long term sustainability.
- d) **Seed Grants:** Funding to help launch a new project, program or initiative.
- e) **Capital Grants:** Funding for equipment, repairs and renovation
- f) **Project/Program Grants:** Funding for a specific and/or recurring initiative with specific objectives and a predetermined cost.

3.0 ELIGIBILITY

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

- 3.1 The applicant is a Westlock area locally-based, registered, non-profit organization or association.
 - 3.1.1 The applicant may be from outside of the Westlock area, supporting a project occurring within the Community.
- 3.2 The applicant has demonstrated the significant value and benefits that the project will have to the community by developed partnerships and volunteer opportunities.
- 3.3 Applicants will have completed previous, required final reports before new applications will be considered as eligible.
- 3.4 If a request falls within one of the categories below, it will not be considered:
 - Deficit funding
 - Debt Retirement
 - Emergency Funding
 - Salaries, Wages and Benefits
 - Religious or faith based organization – that focus on one spiritual tradition
 - Gaming Activities
 - Purchase of alcohol
 - Any expenses incurred prior to the Council's decision date
 - Political organizations
 - Facility Fees to Town operated facilities



- Registration, Certification/Professional Associations/Auditor

- 3.5 Prior funded projects will receive a lower priority.
- 3.6 Major source of funding from other government grants will receive a lower priority.

4.0 APPLICATION PROCESS

- 4.1 An organization is eligible to apply if they are a registered non profit organization serving the greater Westlock area. The organization must be a non-profit, registered for a minimum of one year under provincial or federal statute.
- 4.2 Applicants will be required to complete the Community Grants Application.
- 4.3 Applicants are required to provide the most recent approved Society Annual Return from Service Alberta.
- 4.4 Applicants must provide the current year Financial Statements.
- 4.5 Late or incomplete applications will not be accepted.
- 4.6 Only one application per organization will be considered in a calendar year.
- 4.7 Council has the discretion to waive criteria for specific applications.
- 4.8 All applications must be legible on Schedule A, B, C. Typewritten applications are recommended.
- 4.9 Council may request additional documentation to assist in the evaluation of any application prior to council meeting.
- 4.10 Applicants will be notified within seven (7) working days of Council decision.
- 4.11 Applicants that do not submit the required final report as indicated in Section 6.0 must return the full community grant allotment within thirty (30) days of the final report deadline and will not be eligible to apply for future community grants until all requirements have been met.

5.0 FINANCIAL

- 5.1 Applications funding deadlines are March 31 and September 30 at 4:30 p.m.
- 5.2 Funding will be awarded approximately thirty (30) days after submission deadline.
- 5.3 Funding is subject to the total amount of funds approved by Council as per the budget.
- 5.4 Council has the right to refuse any application or reduce requested amounts.
- 5.5 Funding is limited to a maximum of \$2,500.00 for any one application.

- 5.6 Matched funding from the applicant must be at a minimum, fifty percent (50%) of the total related expenses.
- 5.7 Requests for services for in kind support from the Town of Westlock is considered part of the total funding applied for. Combined support of in-kind services and grant awarded shall not exceed a maximum value of \$2,500.00.

6.0 ACCOUNTABILITY

6.1 Grant recipients must:

- a) Be prepared to enter into a "Letter of Agreement" with the Town of Westlock if the application is approved;
- b) Be prepared to meet an insurance requirement;
- c) Agree that any project cost shortfalls or resulting ongoing funding requirements will be their responsibility;
- d) Agree to recognize the Town's contribution to the project in all related public information, printed material and media coverage, Contact the Economic Development Officer at 780-349-4444 and;
- e) Agree to provide the Town of Westlock with a final report on the project supported by the grant. This report is to be received no later than sixty (60) days following completion of the project and must include a budget summary indicating how the grant monies were expended.

7.0 REVIEW PROCESS

- 7.1 Administration shall check that applications are complete and that the required documentation is included.
- 7.2 Council will review the applications.
- 7.3 Administration may make changes to Schedules A, B C, D as required.



PART 2 - Small Grant Process \$0 - \$500.00

1.0 Does not require a grant application, requires a letter of application.

- 1.1 Small grant process to maximum of \$500.00.
- 1.2 Funding is subject to the total amount of funds approved by Council as per the budget.
- 1.3 Small grant process is to be administrated by Administration.
- 1.4 Open year round application process.
- 1.5 Limited to once per calendar year; per individual, team, or organization.
- 1.6 Due to timing of events, if approved, funds may not be disbursed until after the project.
- 1.7 Letter of application must include the following:
 - a) Full name of the individual, team, or organization
 - b) Complete address for individual, team, or organization
 - c) Are you part of a larger organization, and if so the name and address
 - d) What is the project?
 - i) Date, location
 - ii) Number of individuals supported by the project
 - e) Total cost of project
 - f) Proposed revenue - list
 - g) Proposed expenses – list
 - h) Contact name and phone number for the applicant(s)
 - i) Cheque is made payable to:
 - j) Will the cheque be picked up or mailed?
- 1.8 The Westlock Town logo must be clearly displayed on sponsorship materials. Contact the Economic Development Officer at 780-349-4444.
- 1.9 The Town may request further clarification or further information.

2.0 Eligibility

A. Travelling Out of the Westlock Greater Area

- 2.1 Individuals, Teams, and Organizations travelling out of the Westlock greater area (out of their league, region).
Examples but not limited to: festivals; provincial tournaments; training opportunities; workshops.
- 2.2 Financial assistance may be considered, based on demonstrated need to a maximum of two hundred dollars (\$200.00).




B. Westlock as Host

- 2.3 Individuals, Teams, and Organizations hosting a project in Westlock.
Examples but not limited to: festivals; provincial tournaments; training opportunities; workshops.
- 2.4 Financial assistance may be considered for hosting an event, based on demonstrated need to a maximum of \$300.00.

C. Special Projects

- 2.5 Requests for funding of special projects may be considered based on demonstrated need to a maximum of \$500.00.



Mayor, Ralph Leriger

CAO, Dean Krause