

Community Action Grant Policy

3C.012

Section: 3.0 Planning and Community Services
- C. Community Association Support

Authority: General Manager of Planning and Community Services

Statement

The Municipal District of Bonnyville (M.D.) is committed to providing assistance to eligible community organizations for events and projects that contribute to the vitality of the M.D. as well as supporting events that provide residents an opportunity to engage in their community. The M.D. understands the importance of supporting recreation and cultural opportunities for all individuals. Grant funding is available to identified community organizations in support of the valuable social and recreational contributions that they make to M.D. residents.

Purpose

The purpose of the Community Action Grant Policy is to provide guidelines and a transparent process to administer grant funding to eligible community organizations that are outside of Council approved associations and that submit applications for eligible events, programs or capital projects within the M.D. and its urban neighbors.

Policy

- (1) The M.D. shall establish the Community Action Grant to support:
 - (a) Events and programs undertaken by eligible community organizations where the events and programs are aimed at inclusivity, community wellness, arts, culture, recreation and/or sport and;
 - (b) Capital projects undertaken by eligible community organizations who are renovating, retrofitting or upgrading a facility's current infrastructure.
- (2) Annual deadlines will be implemented, and all community organizations must apply to be considered.

Guidelines

The following guidelines shall be established to ensure transparent and consistent administration of the grant:

- (1) Eligibility criteria: in order for an organization to be deemed eligible to apply for the Community Action Grant, the organization must meet the following:
 - (a) registered not-for-profit or registered charitable organization;
 - (b) based within the M.D. or one of the urban neighbors;
 - (c) primary mandate must be to provide inclusivity, community wellness, arts, culture, recreation and/or sport;
 - (d) have demonstrated sustainability;
 - (e) not be a current recipient of any M.D. operating grants or funding;
 - (f) not be a current recipient of any agricultural society funding.

- (2) Event or project criteria: the event or project must meet at least one of the following:
 - (a) provide a service to residents within the M.D. and its urban partners;
 - (b) provide a benefit to residents within the M.D. and its urban partners;
 - (c) an event or program that impacts awareness for a not-for-profit group.
- (3) The project must not:
 - (a) be used for purchase of land or buildings;
 - (b) be used for any costs required to sustain an organization including employees, rent, and utilities;
 - (c) be used for payments to a committee or committee member.
- (4) Interested organizations must submit their application to the M.D. attention of the Director of Parks, Recreation & Culture no later than:
 - (a) the 15th of March for capital projects and;
 - (b) the 15th of March, June, or October for program or event applications.
- (5) New events/programs that require time to create and maintain sustainability may be eligible for two (2) consecutive years of funding. All other applications will only be considered every second year. All applications must include the following:
 - (a) complete application form;
 - (b) most recent financial statements;
 - (c) proof of filing of annual return from Corporate Registries;
 - (d) confirmation of matching funds;
 - (e) project budget;
 - (f) detailed description of the program, event or project;
 - (g) letters of support from the community;
 - (h) provide an 'in-kind' list and volunteer hours for the program, event or project;
 - (i) \$20.00 per hour for unskilled labour
 - (ii) \$40.00 per hour for skilled labour specific to the program, event or project
 - (iii) \$75.00 per hour for heavy equipment
 - (i) demonstrate that additional sources of funding were investigated, applied for or received.
- (6) All applications under \$1,000.00 that are received by the deadlines can be approved by the Director of Parks, Recreation & Culture provided all criteria is met and subject to budget availability.
- (7) The Director of Parks, Recreation & Culture will report monthly to Council with a list of funding recipients.
- (8) All applications over \$1,000.00 that are received by the deadlines will be provided to the application advisory committee for consideration.
- (9) The Application Advisory Committee will provide its recommendation to Council.
- (10) Application Evaluation: the application advisory committee may consider providing funding to applicants by considering the following:
 - (a) the demographics of the community who will be served by this event or project;

- (b) how the event or project will benefit the community;
 - (c) how the event or project makes use of volunteers and/or other community groups.
- (11) M.D. Council will consider the recommendation and select the grant recipient(s).
- (12) Funding criteria: the Application Advisory Committee shall also consider the availability of funding for the current year's grants. Due to financial limitations, all requests may not receive funding. Some requests may receive partial funding. The maximum funding will be \$5,000.00 for any one event or program and \$25,000.00 for a capital project.
- (13) Reporting requirements: the grant recipient must submit a report within sixty (60) days of the event, program, or capital project with the following:
- (a) a summary of the outcomes and the community impact;
 - (b) a signed financial statement of all income and expenses related to the event, program or project including receipts.
- (14) During the annual budget process, Council shall determine the maximum amount of funds available for the Community Action Grant program for the year.
- (15) M.D. Council shall have the discretion to provide additional funding for the Community Action Grant program in excess of what was originally budgeted, if deemed appropriate.

Review Period

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Previous Policy Number: (prior to July 24, 2019)	70.74.06
Related Documentation: (plans, bylaws, policies, procedures, etc.)	