

## TOWN OF GIBBONS - ALBERTA

TITLE: Community Grants Policy

AUTHORITY: Community Services Board      Effective Date: October 6, 2010      Policy No. CSB 1-10

APPROVAL: Council      SUPERSEDES: CSB 1-09

### POLICY STATEMENT:

The Town of Gibbons recognizes that community organizations are a vital aspect to the health, well being and development of the community and may assist these organizations with financial and in-kind support where and when appropriate.

#### 1. General Guidelines:

- a) This policy is subject to the total amount of funds approved by Council for community grants in any budget year. The Town and Council is the final approval body for all grants and shall be the final appeal body.
- b) The maximum award for any one application is limited to \$1,000.00 or 50% of the total related expenses whichever is less.
- c) Applicants must be a not-for-profit entity.
- d) Applicants must be applying for support of activities that will provide a benefit or service to the Town residents.
- e) Support will be granted on a one-time basis. Ongoing support will not be guaranteed. Approvals for a given cause, group, organization or individual are limited to one per calendar year.
- f) Deadline for applications are the second Friday in January and the second Friday in June of each year. No late applications will be considered.
- g) The Community Services Board will review all applications and make recommendations to Council for approval by February 15<sup>th</sup> and July 15<sup>th</sup> of each year. Notification of a decision regarding applications will be issued through written or electronic means by the Town. The payment of approved grants shall be processed by March 15<sup>th</sup> and August 15<sup>th</sup> of each year.
- h) The deadline for project completion is December 31<sup>st</sup> of the year of funding and a detailed report/accounting statement must be submitted by January 31<sup>st</sup>, of the following year. No further grant will be considered if this report is not completed.

#### 2. Application Process:

- a) Requests for support must be made in written or electronic form by using the Community Grants Application Form (attached as Appendix A).
- b) Any changes or amendments to the Community Grants Application Form may be made by the Chief Administrative Officer for the Town.
- c) Applications will receive a preliminary administrative review by the Town to ensure they are complete.
- d) Applicants may be asked to provide additional documentation or to clarify information regarding their application in order to assist in the evaluation of any application.

### 3. Criteria

In determining the amount of support, the Town shall give preference to applications that demonstrate one or more of the following:

- a) Demonstrate significant volunteer involvement
- b) Alternative fund-raising efforts undertaken by the organization
- c) Generate significant local spending and economic impact
- d) Maintain open public access to the event or project
- e) Demonstrate partnership with other levels of government and community organizations
- f) Show large event attendance and local involvement
- g) Have limited access to alternative funding sources
- h) Generate awareness of the Town of Gibbons
- i) Create a sustainable public and social benefit
- j) Involve youth and seniors

Receive and Revision History:

This policy supersedes Policy No. CSB 1-09 dated October 21, 2009

**PURPOSE:** The Purpose of this policy is to establish guidelines and procedures for dealing with requests for support (i.e. grants, donations and funding) from groups, teams, organizations and individuals.

The Town of Gibbons benefits from groups and individuals that provide a service to the community as these activities have a positive impact on the community as a whole and the quality of life for the recipients.

**DEFINITION:** “Council” means the duly elected officers of the Town of Gibbons and the Chief Elected Officer or Mayor.

“Town” means the Town of Gibbons and the Department(s) designated by the Chief Administrative Officer (CAO) to implement this policy.

**\*\*Note-** If you are applying for a grant to waive rental fees, please use the dollar value currently listed in the Town of Gibbons Facility handbook.\*\*