



DRUMHELLER

C O U N C I L P O L I C Y



Council Policy # C02-18

Community Assistance Policy

POLICY PURPOSE:

The purpose of this policy is to define the process by which the Town of Drumheller provides financial assistance to local organizations and groups to support operating costs associated with the delivery of programs, services and events that promote active, safe and sustainable communities and improve quality of life in the Town.

BACKGROUND

The Town of Drumheller is committed to ensuring that recreational, cultural and community improvement programs and opportunities are available to meet the needs of Town residents. These grants are only available to organizations and groups that work on a not-for-profit basis.

DEFINITIONS:

Capital: any tangible asset with an estimated useful life exceeding one year, including:

- Land or Buildings;
- Facility Construction, renovation or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

Town: the municipal corporation of the Town of Drumheller having jurisdiction under the *Municipal Government Act* and other applicable legislation.

Freedom of Information and Protection of Privacy Act: *Freedom of Information and Protection of Privacy Act*, RSA 2000, Chapter F-25, as amended thereto, also known as FOIP.

Municipal Government Act: *Municipal Government Act*, RSA 2000, c. M-26 and amendments thereto also known as MGA.

Operating: funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure.

POLICY STATEMENT AND GUIDELINES:

AUTHORITY

Administration makes recommendations to Town Council. Town Council awards community assistance grants through a budget established on an annual basis.

ELIGIBILITY

Community- based volunteer groups and non-profit organizations may apply for a Community Assistance Grant.

PROCESS

Applications are to be submitted to the Town of Drumheller **ATTN: Community Assistance Program** 224 Centre Street, Drumheller, AB T0J 0Y4 by September 1st.

The personal information requested on this form is being collected for municipal purposes relating to a grant application, under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act and is protected by the FOIP Act. If you have questions about the collection, contact our FOIP Coordinator at (403.823.1339).

Community Programs, Services and Events

Community programs, services and events that promote active, safe and sustainable communities may be considered by Town Council for allocation of grant funding.

Funding

Town Council will identify community assistance grant funding during the annual budget process. Financing for the grant will come from general revenues or other funding sources as determined by Town Council.

Requests for Funding

Applications to the Community Assistance Grant are considered by Council.

Throughout the year, application can be made for financial assistance by completing the attached application as per Schedule A.

Administration will review and recommend to Town Council a list of those organizations and groups who should be considered for funding. Town Council will make the final determination as to recipients of financial assistance.

The annual deadline is: September 1.

Criteria for Community Assistance Grant

Applications for assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of users and the community.

Preference will be given to projects that complete Schedule A.

Town Administration will maintain an on-going record of the grants that Town Council has approved and report on the availability of community assistance grant funding as required.

ROLES AND RESPONSIBILITIES:

Chief Administrative Officer is responsible for: reviewing recommendations with regards to budget and submitting feedback if required

Community Services Director is responsible for: working with Community Services in reviewing recommendations and giving feedback if required

Director of Corporate Services is responsible for: working with Community Services in reviewing recommendations and giving feedback if required

Manager of Recreation and Culture is responsible for: communicating grant information to the public, ensuring Town Council understands policy, creating and defending grant budgets, approving grant dispersal, managing issues of concern or non-compliance.

Community and Protective Services Assistant is responsible for: advertising and making grant applications available, accepting and filing completed applications, providing Council's Executive Assistant with documentation for grant deliberations, communicating with groups, ensuring applications are complete, completing accounts payable memos, ensuring compliance, reporting issues or concerns.


Town Communications is responsible for: press releases regarding grant programs.

ATTACHMENTS:

Schedule "A" – Community Assistance Grant

Application

Date: March 19, 2018



Chief Administrative Officer



Mayor



DRUMHELLER

COMMUNITY SERVICES



Schedule "A"

Community Assistance Program
Community Assistance Grant Application

ORGANIZATION INFORMATION

Organization Name: _____

Mailing Address: _____

Postal Code: _____

Contact Name: _____ Title: _____

Telephone:

Business: _____ Home: _____

Registered Society or Charity Number (if applicable) _____

Is your organization presently receiving any financial assistance from the Town of Drumheller?

_____ YES _____ \$ _____ NO

Is your organization presently receiving any financial assistance from other municipalities or other levels of government, public agencies or other sources?

_____ YES _____ \$ _____ NO

PURPOSE AND NEED

Please describe what you are requesting. Include details such as timing, anticipated participation, etc. Describe the benefits of the project / activity in the community.

What are the goals and objectives of the proposed grant support? How will the success of the project or event be measured?

Describe the membership of your organization. How do you characterize your members / participants? (demographics)

Describe the anticipated level of current and future volunteerism and fundraising in relation to your group.

Please attach a copy of current financial statements to support your ask.

Describe what may happen if you do not receive grant funding, or if you receive less than the requested amount.

Are funds being sought from other sources to support this program or project?

Grant Amount Requested: _____

Declaration Statement

We the undersigned representative(s) certify that this application is complete and accurate.

Name _____ Title _____

Signature _____ Date _____

Name _____ Title _____

Signature _____ Date _____

Obligations Upon Receiving Grant

Grant recipients will receive a Grant Agreement outlining the approved grant amount, including specific items approved or denied, and the project goals and outcomes expected. Organizations may only spend grant funds on the specific items approved. Recipients must submit a report within the time identified in the Grant Agreement to account for funds spent and to indicate the success in achieving project/programs goals and objectives through measures identified in the approved application. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the Town of Drumheller to examine books or records to determine whether the grant funding has been used as intended and approved.

Council Meeting Sponsorship, Silent Auction Item, or Letter of Support Request Form

Sponsorship, Silent Auction Item, or Letter of Support Request Form may be submitted:

- In person at Town Hall, 224 Centre Street, Drumheller, AB T0J 0Y4
- By e-mail to lbosch@dinosaurvalley.com

Applicants will be contacted to confirm the Council meeting date and time (if requested).

Is the Request for a Sponsorship, for a Silent Auction item, or for a Letter of Support?

☐

REQUEST FOR SPONSORSHIP

☐

REQUEST FOR SILENT AUCTION ITEM

☐

REQUEST FOR LETTER OF SUPPORT

INTERNAL USE ONLY

Department:	Meeting Date:	Appt. Time:	CAO Approval: