

# **Town of Drumheller COMMITTEE OF THE WHOLE MEETING AGENDA**

January 15, 2018 at 4:30 PM  
Council Chamber, Town Hall  
224 Centre Street, Drumheller, Alberta



Page

## **1.0 CALL TO ORDER**

## **2.0 DEVELOPMENT OR REVIEW OF STRATEGIC PLAN**

## **3.0 DEVELOPMENT OR REVIEW OF POLICIES**

## **4.0 DELEGATIONS**

4.1 Community Donation

## **5.0 REPORTS FROM ADMINISTRATION**

### **5.1. CAO'S REPORT**

5.1.1 Public Participation Overview

### **5.2. DIRECTOR OF INFRASTRUCTURE SERVICES' REPORT**

### **5.3. DIRECTOR OF CORPORATE SERVICES' REPORT**

### **5.4. DIRECTOR OF COMMUNITY SERVICES' REPORT**

5.4.1 Discussion - Draft Community Assistance Policy

### **5.5. DIRECTOR OF PROTECTIVE SERVICES' REPORT**

## **6.0 ANNUAL BUDGET REVIEW**

## **7.0 COUNCIL MEMBERS ROUND TABLE DISCUSSION**

## **8.0 IN-CAMERA MATTERS**

8.1 Legal Matter - GFL Commercial Contract (Landfill)

2-23



### Town of Drumheller REQUEST FOR DIRECTION

<b>TITLE:</b>	<b>Community Assistance Policy</b>
<b>DATE:</b>	January 15, 2018
<b>PRESENTED BY:</b>	Paul Salvatore, CLGM Director – Community Services
<b>ATTACHMENTS:</b>	Community Assistance Policy (Draft) and Community Assistance Policy #C02-18 (Draft)

#### SUMMARY

In 2017 Council requested the review of an approach to “Community Assistance” summarized as a review and the development of a policy for “the way that The Town supports the efforts of community organizations in Drumheller.” The attached documents support Council’s review, discussion and ultimate adoption of a policy that clearly sets out the rules and procedures for future implementation.

#### RECOMMENDATION:

- Council provides final feedback for the draft policy so that the policy can be adopted at the next available Council meeting, by a motion of Council.
- Council provides clear indication of the total value of grants to be awarded, both “in kind” contributions” and by way of cash contributions (noted in the 2018-2020 operating and / or Capital Budgets) in 2018 prior to the September 2018 application deadline.

#### DISCUSSION (OPTIONS / BENEFITS / DISADVANTAGES):

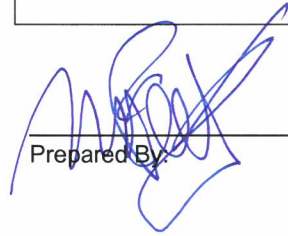
- What are the limits to support to Community Groups?
- Are there specific areas of emphasis that Council would like to focus on – as priority funding areas this year, and otherwise?

**FINANCIAL IMPACT:** How much staff time and budget does Council intend to dedicate to Community Assistance projects? What measurable effect would support for community projects have on the delivery of core services?

**STRATEGIC POLICY ALIGNMENT:** The adoption of a Community Assistance policy is a Council priority in 2018.

**COMMUNICATION PLAN:** To move the policy forward by informing the public through the Town Page (Drumheller Mail), Dinosaurvalley.com, Weekly Radio Communications, Social Media and Discussion with community organizations that have already made requests for support in 2018.

#### DIRECTION BASED on Council Discussion:

Prepared By: 

Reviewed By:

  
Approved By: Darryl Drohomerski  
Chief Administrative Officer



**DRUMHELLER**  
**COMMUNITY SERVICES**



## Council Discussion

## Community Assistance Policy

January 2018

### Background

The review and consideration of a **Community Assistance Policy** was Identified in the **2017 and 2018 Strategic Business Plans** as a Council Priority. The context of the discussion to date is intended to identify the policy and process for providing both in-kind and or direct funding of projects and / or activities for not for profit groups in Drumheller.

The Town generally participates in regional / provincial groups / associations as a member and as such we typically participate in these groups and contribute as required in each unique membership situation.

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The first step in a good policy making process should consider the work that we have done and are doing with community groups within Drumheller. This can best be answered by the review of and “inventory” of community supports and the supportive dynamics between the Town and local community groups.

### **So what do we currently provide?**

The Town has an impressive number of connections with community organizations, not for profits and contact with other orders of government as a result of close historical ties and an interest in partnership. The degree of involvement between the Town and community organizations is determined by a number of factors including:

#### **Provincially mandated support**

- The Drumheller Public Library
- Drumheller Seniors Foundation
- Drumheller Housing Administration

**Historical Factors** (eg. Support or services have been provided over time and a regular practice of support has become “normal” or anticipated). This level of Town support can apply to informal support, or support that includes a written agreement, or contract.

- Community Associations (eg. Wayne – provides parks maintenance in return for modest funding from the Town).
- The Town has also built a number of playgrounds in partnership with Community Associations, which has been very important as funding Community Initiatives Projects (CIP) through the Province, removed the Town’s eligibility to fund these projects. We typically contribute \$40,000 in the form of in-kind contributions for such projects, however the process for supporting such initiatives has been quite informal in the past.

### **Examples - Uses of Town Lands and / or Facilities**

- Drumheller Off-Road Vehicles Association – DORVA (access to Town of Drumheller lands for motocross activities). (5 year lease agreement)
- Rotary Park Partnership – Development of Fountain, Spray Park, Picnic areas.
- Elks Club Picnic area project – Development of rubberized surface and picnic area North and East of Memorial Arena / North of Badlands Community Facility.
- Drumheller Stampede and Agricultural Society (Stampede and Agricultural Society properties are located on Town of Drumheller lands).
- The Drumheller District Chamber of Commerce (estimated \$16,000 per year in rent support and over \$46,600 per year in support for Tourist Information Services - 2017).

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- Drumheller Curling Club (The Town provides land and contributes refrigeration services from our ice plant at the Memorial Arena. The annual value of refrigeration services is between \$15,000 and \$20,000. We have also contributed to roof repairs and structural improvements). Major repairs (over \$4,000 in value and structural improvements – are identified under the new 5 year lease agreement, signed on March 6, 2017).
- Canadian Badlands Passion Play (The Town has provided access to and occasional operational support to the Passion Play, including labour and equipment).
- Parent Link (Access to Badlands Community Facility for weekly programming activities)
- The Drumheller Public Library (Budget and space in the Badlands Community Facility \$)
- Cottonwood Clayworks (space in the Badlands Community Facility)

**Informal Partnerships** (Typically when we share a common purpose and we may form a mutually beneficial partnership).

- Drumheller Community Learning Society (production of the Community Activity Guide)
- Valley Bus – promotion of mobility assisted transportation and discounted maintenance rates
- Contributions to Travel Drumheller - \$30,000 (2017)

### Formal Partnership/ Agreement

- Christ the Redeemer School Division (Family Resource Workers Program).
- Golden Hills School Division (Family Resource Workers Program, Before and After School Care at Greentree School).
- Drumheller Minor Hockey Association (Concessionaire's agreement)
- Drumheller Dragon's Hockey Club (Arena Use Agreement)

**Representation on Municipal / Community Boards** (a representative from the Town of Drumheller sits on the Board of Directors, either as a representative of Council, or as a resource to the board from the Town). Members of these boards and Commissions are reviewed each year and continuance, or reassignment to these boards is subject to the terms of reference and / or bylaws that spell-out how representatives are appointed to these boards.

Airport Commission (1)	Mayor Heather Colberg
Municipal Planning Commission (2)	Councillor Tom Zariski Councillor Tony Lacher
Palliser Regional Municipal Services (1)	Councillor Kristyne DeMott
Drumheller Chamber of Commerce (1)	Mayor Heather Colberg
Drumheller & District Solid Waste Mgmt. Assoc. (1)	Councillor Fred Makowecki
Valley Bus Society (1)	Councillor Tony Lacher
Drumheller Public Library Board (1)	Councillor Kristyne DeMott
Community Futures (1)	Councillor Tony Lacher

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Community Advisory Committee – RCMP(1)	Councillor Tom Zariski
Policing Committee(1)	Councillor Fred Makowecki
Crime Stoppers (1)	Councillor Fred Makowecki
Citizens on Patrol(1)	Councillor Tom Zariski
Drumheller Agriculture & Stampede Board(1)	Councillor Lisa Hansen-Zacharuk
Drumheller & District Seniors Foundation(1)	Councillor Tom Zariski
Drumheller Housing Administration (1)	Councillor Jay Garbutt
Subdivision and Development Appeal Board(2)	Councillor Jay Garbutt Councillor Kristyne DeMott
Disaster Service Committee(3)	Mayor Heather Colberg Councillor Fred Makowecki Councillor Jay Garbutt
Community Standards Appeal Committee(3)	Councillor Tony Lacher
Assessment Review Board(3)	Councillor Lisa Hansen-Zacharuk Councillor Tony Lacher Councillor Tom Zariski
Economic Development Task Force(2)	Mayor Heather Colberg Councillor Fred Makowecki
Red Deer River Municipal Users Group(1)	Councillor Jay Garbutt
Aqua 7 Steering Committee	Councillor Tony Lacher
Revitalization Corporation (2)	Mayor Heather Colberg Councillor Jay Garbutt
Taxi Commission (2)	Councillor Tom Zariski Councillor Kristyne DeMott
Heritage Steering Committee(1)	Councillor Lisa Hansen-Zacharuk
Canadian Badlands Ltd.	Mayor Heather Colberg

### Advisory / Community Advertising and Promotion

Everyday, we work with community groups of all types to promote the services that are available within our community and region. We often provide promotion through the Town of Drumheller's website, social media, electronic messaging boards, the Town Page and radio communications to bolster the profile of community activities and projects of all types. While we strive to provide as much support as possible, we are limited in the amount of promotional

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work that we directly provide to community groups, as our staff have a wide range of responsibilities to meet Council's annual goals and priorities.

The Special Events permit process is a no-cost way that community groups can use to let us know that they are hosting an event and once we receive an application for a community special event, we post these on [www.dinosaurvalley.com](http://www.dinosaurvalley.com) and then add these events into our social media feeds and other media streams as much as possible.

We are an excellent example of how the Municipality can act as a catalyst to facilitate excellent community outcomes in many different streams of activity. Some examples of work that we do within the context of our community networks include:

- Alberta Works – partnerships on job fairs
- Big Country Victim Services – partner with Volunteer Appreciation as well as providing a location for Angels corner.
- Big Country Anti-Violence Association (BCAVA) – we sit on the board.
- Family Resource Worker Program – regular communication and feedback.
- Good Food Box program – partners with volunteers from the community.
- Golden Prairie Parent Link – printing services.
- Big Country Community Futures – joint efforts for Economic Development and Small Business promotion.
- Healthy Families – participate in our Interagency board.
- MH Employment services – employment support and development including hosting of job fairs.
- DARTS – free meeting space as required and sponsorship of a job placement program for DARTS clients.
- Chamber of Commerce – in addition to building and tourism support, we partner on Canada day and Ec. Dev initiatives.
- Meals on Wheels – assist with program facilitation and advocacy / promotion.
- Valley Bus – provide them with an office, meeting space and board representation.
- Drumheller Stampede & Ag Society – land and in kind support for events (access to labour and equipment).
- Drumheller Public Library – located within the BCF. We share space with the Senior's Coordinator and the Library manages the day to day access to photocopying for registered local non-profit organizations.
- Drumheller and Area Family Fun – We contribute to board activities and provide space and staff support for events.

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- Drumheller Valley Secondary School – Annual Seniors Dinner through our Senior’s office in collaboration with the school.
- The Salvation Army – networking on various activities including “Stuff that Bus” and meeting space if required. Salvation Army also contributes through Interagency.
- Drumheller Library Society – Board representation.
- Drumheller and Area Asset Development Coalition – Board participation.
- Drumheller Farmers Market – advertising and space when held at the Arena (Canada Day) and during the Summer as part of a Public Market.
- Drumheller Genealogy club – access to meeting space.
- Drumheller & District Musical Festival Association – location of the baby grand piano (BCF) and modified rental rate for the Music Festival final performance each year.
- Drumheller Rotary Club – partner on The Celebration of Excellence. Rotary has contributed significantly through playground development projects, park development projects and additional community support projects since the 1930’s.
- Pioneer Trail Society – partners on various Senior events and activities.
- Big Country Seniors Games – Hosted regional games in Fall 2016.
- TOPS – Board representation and access to meeting space.
- Atlas Coal Mine – events partners (May Day) in addition to the creation of Miner’s Memorial Park.
- East Coulee School Museum. Support as a Municipal / Provincial Historic Site. In collaboration with the East Coulee Community Association, we support the East Coulee Spring Festival with various in-kind contributions.
- Wayne, Rosedale, Newcastle, Nacmine, Midland and East Coulee – Community Association support and liaison.
- Early Childhood Development – Board Representation.
- Growing Opportunities – members of our Interagency board
- Drumheller Dragons Hockey – Arena Agreement and the coordination of Canada Day beer gardens.
- Drumheller Further Education – partner with us producing the Activity Guide twice a year.
- Citizens on Patrol – Council Representative on the board, annual budget contribution.
- Badlands Scholarship – ongoing 4 year scholarship for local youth.
- Leaders of Tomorrow – celebration with plaque and monetary award by FCSS
- Special Events – managed by FCSS and reported on our website
- Volunteer Drumheller – coordinated by FCSS, included on our website and manage a FB page.
- Citizens Advisory Committee (RCMP) - board representation
- Volunteer Appreciation Committee – Board representation and access to the BCF for annual community volunteer recognition.
- Regional Fetal Alcohol Coalition – board representation and facilitation for regional program support.
- Criminal Records checks – support for FREE processing of requests for volunteers.

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- Dinosaur Trail Golf and Country Club – in kind support for building demolition of club house (labour and equipment).
- Additional sports organizations, hockey, softball, fastball, hardball – facility support for hosting of tournaments, including zones and provincial championships.
- Drumheller Minor Soccer Association, donation of land (in the Hygrade Industrial Park) for the development of soccer fields.
- Partnerships with community playground development and arena construction / reconstruction (Greentree, Hunts Place, East Coulee, Nacmine, Rosedale, Newcastle, North Drumheller, Greentree School and others).

### **Are there any gaps?**

As the the Town of Drumheller currently does not have a specific policy that clearly articulates the conditions for support of local community group (a draft policy is included in this meeting's agenda package), however the Town does have a long-standing tradition of support to all of the groups noted above. Historically, all requests are made on a case by case basis, with consideration of the history, economics and social circumstances of the organizations themselves. It is these social, economic, cultural, political and community development factors that come into play as proposals are made for the Town's consideration. Each of these factors can have more weight or value depending on the expected outcomes and the anticipated benefits that flow from every partnership, or opportunity for support. In this sense, the Town has always had the discretion to determine projects and opportunities for support that fit closely with our vision for community development.

### **Communicating our Contributions as Community Achievements**

In order to better communicate the Town's level of support for community projects and the levels of support that have been offered in the past, we need to do better to mention many of the examples that are noted above in this report. The Town of Drumheller contributes everyday to our community in so many ways – however sometimes we fail to express the significant value that we create through these efforts. We need to strive to communicate our efforts as achievements that should be appreciated on many more levels.

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In the past several years we have taken measures to track the value of meeting room spaces and the costs of providing in-kind support for projects and activities that have normally been “added” to the core service workload of our staff. While we have a better idea of the costs that we “donate” to community groups, a defined policy and process for doing so would help us to be able to be more precise about the value of services that we provide to community groups today and into the future.

### **Sometimes We Have to Say – “Sorry, that’s just not possible”**

While Council, Administration and Staff love to be able to say “YES, we’d like to do that for you,” the reality is that we work hard to deliver quality core services that may suffer if we take-on too many additional requests that are outside of the scope of our normal level of service. We work hard to manage quality and efficient operations that our citizens count on everyday and we do not want to sacrifice our core services beyond our normal capacity. We pay close attention to our workloads and we respect limitations on our resources. Serving the Town of Drumheller – the municipality is our number one priority. Serving the community beyond the scope of our municipal responsibilities cannot always be possible. If we say “Sorry, that’s just not possible” it’s because we’ve taken the time to review our workloads, staff availability, budget and all other priorities.

A policy that formalizes the “ask” from community groups will help us to put all requests in context and will ensure that we are making decisions on the basis of merit with adequate time to plan in advance, rather than taking a reactive stance to such requests.

### **Next Steps**

1. Minor requests for labour in-kind up 2 days commitment (reviewed and approved by the CAO).
2. Commitments to proposed projects must not compromise our ability to provide core services.
3. Capital Requests (value over \$5,000) to be included in the annual budget process and referred through the application process identified in the attached draft Council Policy #C02-18.
4. Communication of the assistance that we provide will be a priority.

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Respectfully Submitted,

A handwritten signature in blue ink, appearing to read 'Paul Salvatore', with a large, stylized loop at the end.

Paul Salvatore, CLGM  
Director, Community Services

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## ***Agenda Item # 5.4.1***



# DRUMHELLER

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



### Community Assistance Policy Council Policy # C02-18

<b>Legal References:</b> <ul style="list-style-type: none"><li>MGA, FOIP</li></ul>	<b>Policy department:</b> Community Services
<b>Cross References:</b>  Special Events Permit Council Request for Support	<b>Policy Number:</b> #C02-18
<b>Adoption Date:</b> <ul style="list-style-type: none"><li>TBD</li></ul> <b>Revision Date:</b> <ul style="list-style-type: none"><li>TBD</li></ul>	<b>Policy Title:</b> Community Assistance Grant Policy
	<b>Review Date:</b> March 2023

#### 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;

Discussion on Dr. Community Assistance Policy Improvements.

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**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:**

#### **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**

Application to the Community Assistance Grant are considered by Council.

Throughout the year, application can be made for financial assistance in one of two ways:

- 1) Complete a formal application to receive grant funding as per Schedule A. This would apply for organizations that are seeking operational funds for emergent issues. Applications are available year round, but are only considered as reviewed once annually by Council or;
- 2) Submit a Request for Sponsorship as per Schedule B if the organization is seeking financial support and is offering a return, which may include promotions and advertising.

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

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### **Criteria for Community Assistance Grant**

Applications for assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of Town residents. If user fees are charged, all users will be charged at the same rate.

Applications for assistance must include:

- Total budget for the program or project
- Program or project objectives
- Benefit to Town residents
- Member information, including both total and Town resident members or participants
- Level of volunteerism and fundraising efforts.

Preference will be given to projects that:

- Benefit a large number of Town residents
- Provide evidence that there is a large volume of volunteerism and/or fundraising
- Demonstrate success in achieving project or program goals
- Include a well-organized business plan that includes performance measures.

Applications should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.

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.

**ETHICS AND CODE OF CONDUCT:**

All Town Staff will comply with the Town Personnel Policy, in particular sections concerning conflict of interest and confidentiality. Any staff member found to be acting in non-compliance is subject to disciplinary action.

**CONFIDENTIALITY:**

The use and interpretation of all Town Policies and schedules will comply with all aspects of the Freedom of Information and Protection of Privacy Act (FOIP). Any breaches of the FOIP Act will be subject to disciplinary action.

**RECORDS MANAGEMENT REQUIREMENTS:**

All documentation will be filed in accordance with the Records Management Policy and to comply with the Municipal Government Act (MGA), Freedom of Information & Protection of Privacy Act (FOIP) and any other applicable legislation, regulation, or act.

**NON COMPLIANCE:**

Consequences of non-compliance with this Policy may result in the potential for legal challenges and/or penalties to the Town of Drumheller, its elected officials and/or staff.

The Chief Administrative Officer must approve any exceptions to the Policy.

**POLICY AUTHORITY:**

The CAO or designate has the authority to amend the related Schedules of this policy from time to time to keep current, enforceable and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to Policy are to be approved by Council.

**ATTACHMENTS:**

Schedule "A" – Community Assistance Grant Application

Schedule "B" – Request for Sponsorship Form

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### **Schedule "A"**

#### ***Community Assistance Program***

##### **Community Assistance Grant Application**

#### **PURPOSE**

The purpose of these grants is to provide operating assistance to non profit organizations and volunteer groups that promote active, safe and sustainable communities

#### **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 Community Services Department 224 Centre Street, Drumheller, AB T0J 0Y4 by September 1st.

### **CRITERIA**

Applications should not duplicate or compete with existing opportunities unless there is a definite need or benefit to be achieved.

Applications must demonstrate that the opportunities being provided are open for the use and enjoyment of Town residents. If user fees are charged, all users will be charged at the same rate. Preference will be given to projects and programs that:

- Benefit a large number of Town residents
- Provide evidence that there is a large volume of volunteerism, sweat equity or fundraising
- Achieve identified goals

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 (780) 532-9722.

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### APPLICATION CHECKLIST

- o Application Form
- o Group/Organization's Purpose and Mission
- o Group/Organization's Programs and Services
- o Project or Program Description
- o Performance Measurement Information
- o Executive and/or Board of Directors List including names, telephone contact numbers, e-mail addresses
- o Project Budget
- o Financial Statement for most recent fiscal year
- o 2 Written quotations or estimates for capital expenses
- o Letters of support
- o Declaration Statement

### 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 the nature of the grant that is being requested. Include details such as timing, anticipated participation, etc. Describe how the program or project will benefit the community and the Town.

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

Describe the membership of your organization, including both total and Town resident members or participants.

Describe the current and anticipated future level of volunteerism and fundraising efforts.

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Describe the implications of not receiving the grant funding, or of receiving 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.

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