
	<h2>Town of Vegreville Policy</h2>
Policy No.: Policy Title: Approval Date: Revised Date: Department:	CS-3001 Community Funding and Support Policy May 28, 2018 Community Services

Policy Statement:


The Town of Vegreville recognizes that there are non-profit organizations that host community events to raise funds or that require donations for worthwhile projects, programs, or services. In an effort to support these organizations and their efforts, the Town may provide support grants to assist with community events and initiatives.

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1.0 Reason for Policy

To provide guidelines for the provision of assistance to programs, special events or activities that enhance and enrich our community. Community Services will review the requests officially requested under the following areas:


- 1.1 Public education in areas of health / wellness/ safety;
- 1.2 Community events/ services;
- 1.3 Direct services provided in areas of health/ wellness/ safety;
- 1.4 Visual/ performing arts, heritage and culture; and
- 1.5 Leisure/ sports/ recreation.

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2.0 Related Information


Support grants or assistance approved by the Town may take any of the following forms:

- 2.1** Direct sponsorship through the provision of funds;
- 2.2** Indirect or in-kind sponsorship through:
 - 2.2.1 Discounts or subsidies;
 - 2.2.2 Fee waivers or deferrals on facility use;
 - 2.2.3 Purchase of advertising;
 - 2.2.4 Purchase of good or services; or
 - 2.2.5 Provision of services of town owned staff and equipment.

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3.0 Definitions

- 3.1 Town** means the Town of Vegreville
- 3.2 CAO** means the Chief Administrative Officer for the Town of Vegreville
- 3.3 Director** means employees designated by the CAO under this policy
- 3.4 Manager** means Town department manager
- 3.5 facility** a building owned by the Town and available for use by public
- 3.6 grants** means support provide by the Town under this policy
- 3.7 non-profit** means a registered charity or organization that fundraises
- 3.8 in kind** refers to support provided of a non-monetary nature, ie. Service or equipment
- 3.9 community event** means a specific affair, program, function or purpose which fits within the mandate of the non-profit organization

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4.0 Responsibilities

4.1 Town Council to:

- 4.1.1 Approve by resolution this policy and any amendments.
- 4.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

4.2 Chief Administrative Officer to:

- 4.2.1 Implement this policy and approve procedures.
- 4.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

4.3 Director of the Department to:


- 4.3.1 Ensure implementation of this policy and procedure.
- 4.3.2 Ensure that this policy and procedure is reviewed every three years.
- 4.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

4.4 Manager to:

- 4.4.1 Understand, and adhere to this policy and procedure.
- 4.4.2 Ensure employees are aware of this policy and procedure.

4.5 All Employees to:

- 4.5.1 Understand and adhere to this policy and procedure.

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5.0 Criteria

Community funding and support is available to registered non- profit organizations or known groups, based within the Town corporate boundaries. Applicants must represent one of the following community sectors:

- **Arts**
- **Culture**
- **Heritage**
- **Recreation**
- **Environment**
- **Community Spirit**

In order for the support request to be considered, the following criteria must be met

- 5.1 The organization must be a non-profit society or group officially incorporated or registered for a minimum of one year under Provincial or Federal Statute; or known commonly to the community at large.
- 5.2 New applications meeting criteria may be given priority over repeat applications.
- 5.3 The organization must be based within the Town of Vegreville corporate boundaries.
- 5.4 Under normal circumstances, only one application per organization will be considered in a calendar year.
- 5.5 The project, or phase of the project being applied for, must be completed by the calendar year end of the year as stated on the application.

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5.0 Criteria Continued

- 5.6 The organization must demonstrate the following:
 - 5.6.1 Membership;
 - 5.6.2 Planning and management capabilities;
 - 5.6.3 Other active fund-raising efforts;
 - 5.6.4 A need for the support requested;
 - 5.6.5 Level of financial stability;
 - 5.6.6 Adequate insurance coverage: and
 - 5.6.7 Benefit to the community of the project.

- 5.7 Applications will only be accepted by September 30 of each year, and reviewed one time for each calendar year, for budget consideration in the upcoming year (January- December) Organizations must apply annually.

- 5.8 Applicants must complete the submission form (Appendix A) and submit to the Town of Vegreville Community Services Director. All information should be provided as requested on the form prior to submission to avoid any delays in the review process.

- 5.9 Applications will not be considered if they include, but are not limited to:
 - 5.9.1 Funding for activities or organizations that take place outside of the community or remove funds from the community;
 - 5.9.2 Individual applicants;
 - 5.9.3 Commercial (for-profit) events or organizations;
 - 5.9.4 Professional advocacy groups;
 - 5.9.5 Ongoing operational budgets for organizations;
 - 5.9.6 Political groups; and
 - 5.9.7 Provincially or nationally- based organizations that do not have an organized presence in the community.

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6.0 Grant Funding

- 6.1 Grant funding support may be provided for the full amount of the request, or any portion of the requested contribution.

- 6.2 The amount of grant funds awarded in a fiscal year may not exceed the total amount identified by the Town in its annual budget. Any budgeted funds not allocated under this policy will be transferred to general revenue and will not be carried forward to the next Town budget year.


- 6.3 Grant funding recipients must submit a final report to show actual revenues and expenditures for the project, to the Community Services Director within sixty (60) days of the event. No subsequent application will be considered by the Town until such time as the report has been received by the Town.

- 6.4 All successful applications will be made public to allow for transparency.

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7.0 Special Situations

Late or short notice submissions are not to be encouraged however the Community Services Director may review and take to Town Council for decision. These applications will be judged on their merits of community significance.


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8.0 Appendix

Request submission form

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9.0 End of Policy



Mayor Tim MacPhee



Cliff Craig CLGM, Town Manager



APPENDIX A: COMMUNITY FUNDING AND SUPPORT POLICY

Part A: COMMUNITY INFORMATION

Name of Community Organization: _____

Name of Contact Person: _____

Phone: _____ Email: _____

Mailing Address: _____

Most Recent Financial Statements and Budget for Current Year Attached: _____

PART B: EVENT INFORMATION

Name of Event/Description: _____

Event Location: _____

Duration of Event: _____

How does this Event/Service benefit the community? _____

How many attendees/teams will take part in this event? _____

How will the funding be used to support your project? _____

Part C: GRANT REQUEST

- Gifts In-Kind Donation
- Cash Donation
- Facility Fee Discount/ Waived



Community Services
4829 50 Street, Lower Level
Postal Drawer 640
VEGREVILLE, ALBERTA T9C 1R7

T: 780-632-2606 | F: 780-632-3088
vegtown@vegreville.com | www.vegreville.com

Other Request:

Amount Requested \$: _____

Has your organization received grant funding in the past? YES NO

Part D: VERIFICATION AND SIGNATURE OF AUTHORIZED OFFICIALS

The undersigned verifies that the information provided in this application is correct and complete. I declare that I am an authorized signing officer for this organization and I am submitting in support of this application.

Any missing or omitted information may result in the application being rejected.

First/Last Name

Position

Date

Submit Applications to:
Community Services
4829 50 Street, Lower Level
Postal Drawer 640
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T: 780-632-2606 | F: 780-632-3088 | vegtown@vegreville.com