

**TITLE:** Municipal Grant Program Policy

**POLICY NO:** PO84-2022-A01

**EFFECTIVE DATE:** July 17, 2023

**AUTHORITY:** Council

**DEPARTMENT:** Council

**SUPERSEDES POLICY No:** PO51-2014

**REVIEW DATE:** January 2025



## 1. PURPOSE

- 1.1 The Town of Fox Creek recognizes the valued contributions being provided through the volunteer efforts of community organizations and agencies on behalf of the citizens. Corporate donations demonstrate Council's commitment to working with groups which provide these beneficial programs, services or projects to the community while at the same time recognizing the financial constraints impacting the municipalities' ability to provide funding to these groups.

## 2. DEFINITIONS

The following terms in this Policy have the following meanings:

**CAO** – shall mean Chief Administrative Officer for the Town of Fox Creek or their designate.

**Community Organization** – shall mean an organization operating within the boundaries of the Town of Fox Creek that has satisfactorily met the requirements of this policy to be eligible for a grant.

**Conditional Grant** – shall mean a larger grant that exceeds \$5,000.00 and may consist of a multi-year contribution.

**Council** – shall mean the body of elected officials who govern the Town.

**Donation** – Any direct monetary contribution or provision of Council services, facilities, equipment or manpower that is not eligible for assistance under any other Town program.

**Financial Statements** – shall mean the most recent balance sheet and income statement acceptable to the Chief Administrative Officer or their delegate for the Town of Fox Creek.

**Grant** – shall mean one-time non-repayable funds given to a qualified organization.

**Town** – shall mean the Town of Fox Creek.

### 3. OBJECTIVE

- 3.1 Preferences will be given to organizations that demonstrate community support, efficient use of resources, sound business practices and development of volunteer knowledge, skills and self-reliance and that may create or have local economic impacts.
- 3.2 Every year the Town receives multiple donation/grant requests. The objective of this policy is to treat all organizations fairly and consistently. The aim of the municipal grants/donations program is to share available resources throughout the Town. Grants and donations are intended to provide modest levels of support and assistance to community non-profit organizations and groups.
- 3.3 Each year, as part of its annual budget process, Council determines the amount of funding to be provided for all municipal grants and donations including: community organization grants and donations, in-kind contribution grants, special event grants and community event grants. All applications for funding shall be received by September 30 to be considered as eligible to receive funds from the account in the following year's budget for the Town of Fox Creek.
- 3.4 Council will, through its annual operating budget, determine the amount of funds to be allocated to the grant and donation program. Council will retain the right to make the final decision on the overall funding allocation and the individual grant donation.

### 4. POLICY

#### 4.1 Types of Grants and Donations

The different types of grants awarded under the municipal grants and donations program are identified as follows:

- 4.1.1 **Community organization operating grants and donations** – funds to assist with the general operating expenses of the group, including administrative costs and program-related expenses.
- 4.1.2 **Community organization capital grants and donations** – funds to assist with the provision of suitable, accessible, and well-equipped buildings and spaces.
- 4.1.3 **In-kind contribution grants and donations** – funds based on the provision of municipal property or facilities, materials or resources to an applicant, and do not include the provision of cash funds to, or on behalf of, the applicant. While cash funds are not provided in relation to in-kind grants, it is recognized that such grants will involve either an expense or foregone revenue for the municipality. Each application for in-kind grants will include the estimated value of the application under consideration.

- 4.1.4 **Conditional Grant** – funds to assist to offset some operational costs that are larger grant requests. When a conditional grant is issued, the funder shall be required to report back to Council on the use of the funds to ensure they were used accordingly by providing any statistical data that may be requested. In the event that the report is not submitted, any future funding shall be forfeited.
- 4.1.5 **Special Events** – funds to assist any one-time or first-time event that is of cultural, social or recreational significance to the community which may have the participation of more than one organization and or an event of municipal, provincial, or national significance which would be expected to bring economic and/or public relations benefits to the Town.

## 4.2 Funding Eligibility

An applicant organization shall be required to meet the following general criteria in order to be considered for a Town of Fox Creek grant and/or donation:

- 4.2.1 Applicants must be non-profit community groups and organizations that have been in existence for a minimum of one year. (This does not mean that each community group or organization must be a registered non-profit organization under the Canada Revenue Agency.)
- 4.2.2 The applicant's organization must be governed by a community-based volunteer Board of Directors, committee or membership that must provide a motion or a letter of confirmation demonstrating approval of the proposal.
- 4.2.3 The applicant must ensure through land ownership, long-term lease or another instrument of occupation that the facility is under its jurisdiction.
- 4.2.4 Grant applicants should be able to demonstrate active fund-raising efforts to support the continuation of the program, project or service. The Town of Fox Creek grant should not be considered as the primary source of funding for the organization.
- 4.2.5 Each application must demonstrate there is a need for financial assistance and that adequate funding from other sources is not available.
- 4.2.6 The organization must show evidence that it has fully explored other sources of financial support including upper levels of government, foundations, private industry and user fees, if applicable.
- 4.2.7 An organization receiving financial assistance from the Town of Fox Creek should not act in the capacity of a funding body for or make grants or donations to any other group or organization.
- 4.2.8 Grants or donations shall be used only for the purpose approved by Council. The recipient shall notify Council of any proposed material changes to the nature of the budget for the activities for which the grant has been made and shall use the

grant for such altered activities only with the prior consent of Council.

- 4.2.9 The recipient shall repay the whole or any part of the grant, as determined by Council, if the recipient: ceases operations; ceases to operate as a non-profit organization; merges or amalgamates with another party; has knowingly provided false information on its application; uses funds for purposes not approved by Council; breaches any of these terms and conditions.
- 4.2.10 Any unused portion of a grant remains the property of the Town of Fox Creek. If any unused portion has already been paid to the recipient, it shall be repaid by the recipient upon request.
- 4.2.11 Funding will not be provided for accumulated deficits or funding shortfalls of any organization. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.
- 4.2.12 An organization receiving funds shall include the Town of Fox Creek Logo on all ads and promotional material. All use of the logo must be prior approved by the Town of Fox Creek.

#### 4.3 Applications

Only one grant or donation request per organization per year will be considered. All applications shall be submitted in writing, with the following information and documentation as applicable. If applications are submitted without all of the items requested below, the application will be returned, and the applicant will be advised of the incomplete application and the request shall not be considered until such time that a complete application is received.

- 4.3.1 The organization's purpose, function and the service it provides to the community.
- 4.3.2 The amount of financial assistance required.
- 4.3.3 The benefits in the community resulting from the grant
- 4.3.4 A detailed proposed budget for the current year, detailing expenditures and revenues, including a list of all other grants and donations.
- 4.3.5 Financial statements from the immediate preceding fiscal year
- 4.3.6 A listing of the current Board of Directors
- 4.3.7 An outline in a few sentences of the manner in which the Town of Fox Creek will be recognized for their contribution.

#### 4.4 Authorizations

In an effort to streamline the funding requests, the Chief Administrative Officer shall have the ability to authorize grant and donation requests as outlined below:

- 4.4.1 If the request is for the use of a Community Facility and having the rental fee associated with that facility donated providing the total costs do not exceed \$1500.00.
- 4.4.2 If the request is an in-kind donation or contribution and the value of that contribution or donation is less than \$1000.00.
- 4.4.3 If the request is of a financial nature and the value does not exceed \$1000.00.

#### 4.5 Discretionary Considerations

- 4.5.1 In consideration of public interest, Council may exercise discretion in approving applications which fall outside the general intent of the program, based on the extent to which the applicant can demonstrate the project's potential and vital contributions to the community.
- 4.5.2 The Town of Fox Creek may approve multi-year funding commitments pending annual approval of program funding and satisfaction of annual grant conditions.

#### 4.6 General

- 4.6.1 In considering grant applications, the Town of Fox Creek will evaluate applications in terms of general financial criteria and principles outlined in this policy and may interview or request more information from any group during the yearly budget deliberations.
- 4.6.2 Notice of the Municipal Grant program will be posted on the Town of Fox Creek website and promoted through the Town's various communication methods e.g., social media, newsletter, electronic sign, etc.



Sheila Gilmour  
Mayor



Kristen Milne  
Chief Administrative Officer