



Policy No.:	CS 1200-01
Policy Title:	Community Funding and Support Policy
Resolution No.:	#CM20170213.1010
Approval Date:	February 13, 2017
Revision Date(s):	
Next Review Date:	
Responsible Department:	Parks and Recreation

SECTION A

1.0 Reason for Policy

This policy sets out the guidelines and process for the provision of Council funding and/or support to the community.

2.0 Definitions

“Category 1 Requests” means those funding and support requests associated with:

- organizations that provide the Town with an operational service (e.g. Library operating and CAP arena maintenance grant requests; or
- organizations that coordinate a major annual community events offered to the general public within the Town (e.g. Annual Rodeo).

“Category 2 Requests” means those funding and support requests associated with individuals, teams, and organizations that have qualified to advance to, or host, a Provincial, National, or International competition.

“Category 3 Requests” means all those funding and support requests that are deemed to not qualify as Category 1 or 2 Requests.

“CAO” means the Chief Administrative Officer for the Town of St. Paul, Alberta.

“Council” means the duly elected officers of the Town of St. Paul and the Chief Elected Officer or Mayor.

“Director” means the Director of the Town’s Parks and Recreation Department, or the employee(s) designated by the CAO to implement this Policy.

“Facility” means those Town Parks and Recreation Department operated venues that are available for User Bookings or Spontaneous Use, including Facility equipment, venues, and associated Facility grounds.

“Town” means the corporation of the Town of St. Paul located in the Province of Alberta.

Mayor Initials: AJ
CAO Initials: JA

3.0 CATEGORY 1 REQUESTS

- 3.1 Council will review these requests for funding and support annually during the budget development process.
- 3.2 No later than September 30 of each year, applicable organizations will be required to submit to the Town a brief annual report highlighting the service or event provided, the most recent year's financial statements (for the organization or event, whichever is applicable), and a specific request for annually funding and/or support.
- 3.3 Organizations may be asked to make presentation to Council.

4.0 CATEGORY 2 REQUESTS

- 4.1 Requests for support must be made in written or electronic form by using the Community Funding and Support Application Form (attached as Appendix A).
- 4.2 The Director will receive and administer all Category 2 requests. Director decisions regarding eligibility may be appealed to Council.
- 4.3 Qualifying applicants, will be awarded funding as follows:
 - 4.3.1 Teams that have qualified to advance to a Provincial, National, or International competition - \$250.00
 - 4.3.2 Teams that host a Provincial, National, or International competition - \$500.00
 - 4.3.3 Individuals that have qualified to advance to a Provincial, National, or International competition - \$150.00
 - 4.3.4 Organizations hosting a Provincial, National, or International competition within the Town for individual sports or events - \$250.00
- 4.4 Applicants will not qualify for funding if they have been selected to play on regional teams (i.e. outside of the Town of St. Paul).

5.0 CATEGORY 3 REQUESTS

- 5.1 Any funding and support available is subject to the total amount of funds approved by Council for this purpose in the applicable budget year.
- 5.2 Applications will be considered on a "first come, first served" basis.
- 5.3 Eligible activities for support under Category 3 Requests include the following:
 - Hosting charitable events or community events of significance
 - Other initiatives, projects, and activities deemed eligible by Council



- 5.4 Any funding and support approved is done so on a one-time basis. On-going annual support should not be assumed and will not be guaranteed.
- 5.5 Category 3 funding and support will be limited to one application per calendar year for each cause, event, group/organization, and individual.
- 5.6 If applicable, the current rates for use of Town Facilities, equipment, labour/services, and promotional items must be included and detailed in the application as expenses.
- 5.7 Each award of funding and support will not exceed \$1,000 in total value (funding and in-kind support), or a maximum of 50% of the total applicable costs (whichever is less).
- 5.8 In determining the amount of funding and support to grant, Council shall consider:
- Total budgeted expenditures for activities outlined in the application
 - Fundraising and external funding commitments garnered by the applicant
 - The applicant's contribution to the initiative or event (i.e. financial, in-kind, and volunteerism)
 - The impact on the Town, which can be measured by economic impact, number of attendees, length of the event, or overall value/significance to the community
 - The marketing value and opportunities being offered to the Town in exchange for any funding
 - The profitability of the event
 - Other Town grant funding provided to the applicant (e.g. Category 1 or FCSS grants)
 - Any other factor that Council feels is warranted
- 5.9 Requests for support must be made in written or electronic form by using the Community Funding and Support Application Form (attached as Appendix A).
- 5.10 Applications will be received by the Director and undergo administrative review to ensure accuracy and completion. During this process, the Director may (due to the nature of the request) choose to address the request directly via a partnership.
- 5.11 Any applications not addressed via a partnership will be forwarded to the next Regular Meeting of Council for review. Applicants may be asked to attend Council as a delegation to speak to their application and provide additional documentation (if requested).
- 5.12 Notification of a decision regarding applications will be issued through written or electronic means by the Town.

Handwritten initials for the Mayor and CAO, appearing as stylized signatures.

5.13 A follow-up report, including an accounting of expenditures, shall be submitted to the Town within 60 days of the applicant's funded/supported activities occurring. Grant recipients who do not provide adequate reporting may not be eligible to access future grant funding.



Glenn Andersen, Mayor



Holly Habiak, Chief Administrative Officer

Mayor Initials: 
CAO Initials: 



Appendix A: Category 2 & 3 Funding Application Form
Policy #1200-01 Community Funding Support and Support Policy

Name of Applicant (and Contact Person): _____

Phone #: _____ E-mail: _____

Mailing Address: _____

Name and Date of Event/Initiative: _____

- For Category 2 applications, please attach a description of the competition and event.
- For Category 3 applications, please attach a description of your initiative, including the following information:
 - any marketing value or opportunities offered to the Town, and the impact of the initiative and its value to the community (e.g. volunteer contributions, anticipated attendance, etc.)
 - total budgeted revenue, including a breakdown of funding sources (i.e. fundraising/donations, applicant contribution, grants, user fees or participant fees, etc.)
 - total budgeted expenditures, including a breakdown of costs (i.e. transportation, accommodation, facility and equipment rental, food, entertainment, marketing/advertising, etc.).
 - clearly identify the Town facilities, equipment, services, and labor costs associated with the request (for assistance please contact the Department of Parks and Recreation – see below)
 - provide a summary of any municipal grants received in the current fiscal year
 - **Please Note:** Category 3 recipients are required to provide a brief follow-up report, including an account of expenditures, to the Director of Parks and Recreation within 60 days of the applicant's funded/supported activities occurring. Grant recipients who do not provide adequate reporting may not be able to access future funding.

Applicant Signature: _____ Date: _____

Submit Applications to:

Lyle Hannan, Director of Parks and Recreation
Phone: (780) 645-5313
Email: lhannan@town.stpaul.ab.ca

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council Grant. The information is collected under the authority of section 33(c) of the Freedom of Information and Protection of Privacy Act and may become public information. Questions regarding the collection of this information can be directed to the FOIP Coordinator at (780) 645-4481.

Mayor Initials: 
CAO Initials: 