

Policy Title:	COMMUNITY GRANTS POLICY	Policy # 2016-001
Adopted by Council:	March 8, 2016	Resolution # 2016-094
Department:	Council & Administration	Replaces # 2012-002 & 003
Purpose:	To assist Council in administering its annual Public Relations Budget and to provide information and a process for those wishing to request financial support for a cause or event.	
Policy Statement:	Through the Community Grants Policy , the Village of Thorsby will provide for a fair and equitable process for the support of community initiatives that are organized through eligible groups , and are in support of local groups or events that enhance or improve the quality of life and safety of its residents and promote the Thorsby Community as a whole	
Definitions:	<ul style="list-style-type: none"> a. Public Relations Budget – an amount set aside in the annual operating budget for expenses authorized by Council at their discretion b. Community Grant Policy – mechanism for responding to requests for financial support submitted for Council consideration c. community Initiatives – a response by individuals, groups or organizations to support, enhance or provide improved quality of life or safety for Thorsby residents, or promotion of the Thorsby community as a whole and which can be expected to have a high level of community acceptance. d. eligible groups: <ul style="list-style-type: none"> ➤ Registered non-profit societies or charities ➤ Community groups/organizations ➤ Organizations that are non-partisan in nature ➤ Be non-profit <p style="margin-left: 40px;">Groups should not:</p> <ul style="list-style-type: none"> ➤ be the recipient of any other financial or other type of assistance from Council ➤ be a Provincial or Federal government funded initiative. ➤ be raising funds on behalf of another group which in itself a recipient of financial assistance from Council or is a Provincial or Federal government funded initiative. e. eligible expenses: <ul style="list-style-type: none"> ➤ Facility rental costs ➤ Equipment rental/purchase costs ➤ Guest speakers/honorariums ➤ Printing/Advertising ➤ Trophies/Medals/Plaques 	
Criteria:	<p>Applications will:</p> <ol style="list-style-type: none"> 1. Be accepted throughout the year and must consist of a <u>completed application form and a covering letter</u> outlining the purpose of the request, how it will support, enhance or provide improved quality of life or safety for community members or promote the Thorsby community as a whole 2. Be considered on a first come, first served basis as long as funds remain within the budget year 3. Be submitted a minimum of twenty eight (28) days before the event to which 	

	<p>they apply.</p> <ol style="list-style-type: none"> 4. Be considered outside the twenty eight (28) day time period only in exceptional circumstances. 5. Not be accepted for assistance for individuals or groups to attend or participate in conferences or events outside of the Thorsby. <p>Support levels:</p> <ol style="list-style-type: none"> a) Events that target audiences of 50 or less, will be eligible to request a grant of up to \$200.00 b) Events that target audiences of 51 or more will be eligible to request a grant of up to \$500.00 c) Applications for donation items for silent auctions will be considered (max. monetary value up to \$75.00) provided that the event which the silent auction is to be held, meets the criteria to be considered as a community initiative and has not been awarded any Community Grant funding. <p>Other matters:</p> <ol style="list-style-type: none"> i. If an event is cancelled, authorization for funding shall be automatically voided without the need of a motion of Council and any funds issued, or silent auction item provided, shall be returned to the municipality and may be reallocated in support of other community initiatives. ii. Funds should be utilized for eligible expenses only iii. Organizations shall be limited to one successful grant application, and one successful silent auction item request for a second separate event per calendar year. iv. Groups/organizations must acknowledge Thorsby's contribution in all publicity relating to the events or activity which the application supports. v. Council may at its absolute discretion consider requests for amounts greater than the prescribed maximum or reject any applications that it may feel appropriate to do so. vi. Funding will only be provided if sufficient budgeted funds remain in the in the financial year under consideration
<p>Procedure:</p>	<ol style="list-style-type: none"> 1. Completed applications and cover letters should be submitted to Thorsby Town Manager at the Municipal Office, 4917 Hankin Street, Thorsby or mailed for the attention of the Town Manager, Box 297, Thorsby, AB T0C2P0 2. The Town Manager shall review applications received and ensure they meet the outlined eligibility criteria of the Community Grants Policy and that sufficient funds remain in the fiscal year under consideration 3. If the application does not meet the eligibility criteria or insufficient funds remain available, the Town Manager shall inform the group/organization or individual in writing , stating the reasons for ineligibility or of the funding shortfall. 4. The Town Manager shall submit to Council: a Request for Decision (RFD), supported by a copy of the application form and cover letter for their consideration at an upcoming Regular Meeting of Council. 5. Council shall exercise its absolute discretion whether to support or reject the application and recommendations of the Town Manager 6. Supported applications shall be approved by motion of Council (approvals) 7. Following approval by Council, the Town Manager shall authorize payment by cheque of the designated funds to the individual/group/organization within

	<p>prescribed timelines</p> <ol style="list-style-type: none"><li data-bbox="516 235 1511 338">8. If applications should be rejected by motion of Council, the Town Manager shall notify the unsuccessful applicant/s in writing stating the reason for rejection by Council<li data-bbox="516 344 1430 447">9. Any unallocated funds remaining at the end of the fiscal year under consideration, may by motion of Council be allocated to reserve funds as considered appropriate by Council.
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Community Grant Application

1. Application/Organization:

Name of Group/organization: _____ (please print)

Mailing address: _____

Contact Person: _____

Phone Number: _____

E-mail address: _____

Type of group: Registered Non-profit society or charity

Non-profit community group/organization

Date of event: _____

Location of event: _____

No. of persons expected to attend event _____

2. Community Initiative:

Check the box/boxes that best represents the community initiative/s the application supports and which should have an expected high level of community acceptance:

Enhances quality of life of Thorsby residents

Enhances safety of Thorsby residents

Promotes the community of Thorsby

3. Support Level requested:

Event for up to 50 persons (excluding organizers/volunteers) up to \$200

Event for more than 50 persons (excluding organizers/volunteers) up to \$500

Actual grant amount requested: _____

Donation item for silent auction

**4. Type of eligible expenses to which funding will be applied:
Please select all that apply**

- Facility rental costs
- Equipment rental costs
- Guest Speaker/honorarium
- Printing/advertising
Trophies/Medal/Plaques
Other (please provide details)

5. Principal objectives of your organization:

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6. Previous funding received from Thorsby:

Year	Amount Recd.	Event

7. How will our organization acknowledge the grant funding?

8. CHECK LIST : PLEASE ATTACH:

- a copy of the budget of the event
- list of other sponsors
- Cover letter explaining purpose of the event, and what it will bring to the village, goals and objectives of the organization
- Any other information that you may wish Council to consider

**Feedback report to Council after the event would be appreciated.
E.G # of attendees, successes and funds raised/goals achieved**