

 <p>CROWSNEST PASS <i>Naturally Rewarding</i></p>	<h2 style="text-align: center;">Municipality of Crowsnest Pass Policy</h2>
<p>Policy No.: Policy Title: Approval Date: Revision Date: Department:</p>	<p>1201-02 Community Funding and Support Policy 25-March-2014 16-June-2015 Community Services</p>

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 community groups.

2.0 Definitions

“**Adult**” means a person 18 years of age or older.

“**Adult Organization/Group**” means an organization, club, or group that does not qualify as a Youth Organization/Group, and whose activities are not of a commercial nature or in support of a commercial venture.

“**Category 1 Requests**” means those funding and support requests associated with organizations that provide the Municipality with an operational service. Examples of this include Museum operations and Trail maintenance.

“**Category 2 Requests**” means those funding and support requests associated with organizations that coordinate and offer annual events/activities to the general public within the Municipality. Examples of this include the Annual Rodeo and Annual Lifestyle Show.

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

“**Council**” means the duly elected officers of the Municipality of Crowsnest Pass and the Chief Elected Officer or Mayor.

“**Director**” means the Director of the Municipality’s Community Services Department, or the employee(s) designated by the Director to implement this Policy.

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

“Municipality” or “Municipal” means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

“Youth” means a person less than 18 years of age.

“Youth Organization/Group” means an organization, club, or group with at least 75% of its membership or participants composed of individuals less than 18 years of age, and whose activities are not of a commercial nature or in support of a commercial venture.

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 Council a brief annual report outlining the service provided, operational issues and highlights, the most recent year’s financial statements, and a 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 Council will review these requests for funding and support annually during the budget development process.
- 4.2 No later than September 30 of each year, applicable organizations will be required to submit to Council a brief annual report outlining the funded event/activities highlights, budgeted/actual expenditures, and their request for annually funding and/or support.
- 4.3 Organizations may be asked to make presentation to Council.

5.0 CATEGORY 3 REQUESTS

- 5.1 Funding and support available is subject to the total amount of funds approved by Council for this area in the applicable budget year.
- 5.2 Applications will be considered on a “first come, first served” basis.
- 5.3 Applicable events and activities must be non-profit in nature.
- 5.4 Eligible activities for support under Category 3 Requests include the following:
 - Hosting community events of significance
 - Hosting charitable events in the community
 - Representing the Municipality at events of provincial, national, or international significance

- Other activities deemed eligible by Council
- 5.5 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.
- 5.6 Funding and support will be limited to one application per calendar year for each cause, group, organization, or individual.
- 5.7 If applicable, the current rates for use of Municipal Facilities, equipment, and labour/services must be included and detailed in the application.
- 5.8 Each award of funding and support will not exceed \$2,000 in total value (funding and in-kind support), or a maximum of 50% of the total applicable costs (whichever is less).
- 5.9 In determining the amount of funding and support to grant, Council shall consider:
- Total budgeted expenditures for the eligible activities outlined in the application
 - Fundraising and external funding commitments garnered by the applicant
 - The applicant's contribution to the event (i.e. financial, in-kind, and volunteerism)
 - Youth and family events and organizations will receive preference over adult ones
 - The impact on the Municipality, 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 Municipality in exchange for any funding
- 5.10 Requests for support must be made in written or electronic form by using the Community Funding and Support Application Form (attached as Appendix A).
- 5.11 Applications will be received by the Director and undergo administrative review to ensure accuracy and completion. During this process, Municipal administration may (due to the nature and/or size of the request) choose to address the request directly via a partnership.
- 5.12 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).
- 5.13 Notification of a decision regarding applications will be issued through written or electronic means by the Municipality.

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

MUNICIPALITY OF CROWSNEST PASS

Sheldon Steinke, Chief Administrative Officer