Approval Date:	January 13, 2020	Policy Number:	P-12-49-B
Motion:	Motion-20-01-017		
Supersedes:	P-12-49-A		
Title:	Grants to Organizations Policy		

Purpose

The Town of Peace River recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and the quality of life for its residents. In recognition of these contributions, the Town is committed to providing assistance to such organizations through its municipal grant program. Support is provided each year from the Town's operating budget to qualifying organizations through an established application process.

Policy

1. The Town of Peace River has established a Grants to Organizations Policy that offers grants to not for profit community groups, teams, organizations of Peace River for community development purposes.

2. Peace River benefits from not for profit community groups, teams, organizations and associations that provide a service to the community, host community events of significance, or represent the community at provincial, national or international events. These activities have a positive impact on community development, sport, and arts and cultural programs and activities.

3. The grant program is a strategic tool for capacity building, supporting innovation, and addressing community needs which are in line with Council's vision for the Town of Peace River. This policy provides an equitable, efficient, transparent and sustainable framework for allocation of Council's grants to not profit community groups, teams, organization and associations.

4. This policy applies to all town departments, boards and commissions and other organizations falling within the reporting entity of the Town, except for the Community Services Board, which shall continue to provide grants to group through its own budget line and outside of this policy.

Budget

5. The total annual budget for Grants to Organizations shall be set at $50,000, to be reviewed from time to time.

Funding Categories

6.   Funding will be made available to the following categories:

6.1. Community Development: The application should assist with hosting a significant local, regional, provincial, national or international event within or near the Town of Peace River. Support may be given to significant key events that have a major role in facilitating community life and well-being. Organizations or events that promote economic development activities or initiatives will be considered more favourably. Special projects by organizations that have a favourable benefit to the Town may also be considered.

6.2. Recreation/Sport Development: The application should enhance development of initiatives that support healthy living through strategies, programs and activities. The initiatives may assist with participation in events of local, provincial, national or international significance. Preference will be given to the development of local events. For applications requesting travel assistance outside of the community, Council will consider grants up to 20% of the total travel costs up to a maximum of $1,500 per application.

Funding Streams

7.   Fifty percent (50%) or $25,000 of the total Grants to Organizations budget will be allocated towards the Community Development category which will be considered on an annual basis. Applications are due by November 15 of each year, with awards determined by January 31st of the following year.

8.   Twenty-five percent (25%) or $12,500 of the total Grants to Organizations budget will be allocated towards the Community Development category which will be considered on a quarterly basis. Grant applications are due on the 15th day of February, May, August and November of each year.

9.   Twenty-five percent (25%) or $12,500 of the total Grants to Organizations budget will be allocated towards the Recreation/Sport Development category which will be considered on a quarterly basis. Grant applications are due on the 15th day of February, May, August and November of each year.

Eligibility

10. Consideration of applications will be given only if the Applicants meet the following criteria:

10.1.   The applicant is a not for profit community group, team, organization or association.

10.2.   The applicant has demonstrated the significant value and benefits that the project will have to the community by developed partnerships and volunteer opportunities.

10.3.   Applicants applying for grants must be in good standing with the Town of Peace River.

10.4.   Applicants will have completed previous, required final reports before new applications are considered.

10.5.   Applicants having an outstanding balance with the Town of Peace River are not eligible for a Council grant.

10.6.   Joint applications are acceptable and encouraged, however responsibility for the finances and accountability must be clearly defined.

Applications

11. Application Process

   11.1. It is recommended that applicants read all documents in this package completing and submitting an application package.

   11.2. Applications must be submitted by the deadline date. Incomplete applications will not be reviewed past the deadline and may be deferred to the next granting deadline if event has not occurred.

   11.3. Applications are accepted four times per year: February 15, May 15, August 15, and November 15.

   11.4. Council may request additional documentation or information to assist in the evaluation of any application.

12. Financial

   12.1. Funding is typically awarded within thirty (30) days of the grant deadlines for quarterly grants, or within sixty (60) days of the annual grants.

   12.2. Funding is subject to the total amount of funds approved by Council as per the budget. Council has the right to refuse any application or reduce requested amounts.

   12.3. Requests for in kind support provided by the Town of Peace River is considered part of the total funding applied and must be identified on the application.

   12.4. Council grants must be used for the specific project applied for.

   12.5. Retroactive funding for projects that have been completed will not be considered. Applicants assume the financial risk of the project as there is no guarantee the project will be funded.

13. Other Requirements

   13.1. Successful applicants are required to acknowledge the Town of Peace River in promotional material.

   13.2. Applicants must contact the Communication Coordinator prior to using the Town's logo to ensure compliance with our corporate identity.

   13.3. A follow up report, including an accounting of expenditures and copies of any advertisements/publication of event show the Town of Peace River's sponsorship, shall be completed using the template provided (Part E of the application) and submitted to town staff within sixty (60) days of the completed project or event.

13.4. Applicants that do not submit the required follow up report as indicated in section 13.3 must return the full grant allotment within thirty (30) days of the final report deadline and will not be eligible to apply for future grants until all requirements have been met.

_____
Thomas Tarpey, Mayor

_____
Christopher J. Parker, CAO

Grants to Organizations
Application Form

PEACE RIVER

Submission Deadlines

Deadline for the annual Community Development grants are due by November 15.

Deadline for the quarterly Community Development or Recreation/Sport Development grants are due by February 15, May 15, August 15, and November 15.

Submit completed applications to: Town of Peace River, Corporate Services Department
Box 6600, 9911 – 100 Street
Peace River, AB T8S 1S4
phone: (780) 624-2574   fax: (780) 624-4664
email: info@peaceriver.ca

For assistance with completing your application, please contact the Corporate Services department at (780) 624-2574.

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the Director of Corporate Services and Economic Development at the address noted above.

Late or incomplete applications will NOT be accepted.

Name of Organization
Event

Grant Checklist: application must include (please check boxes)

- ☐ A completed and signed original application form (Parts A, B and C).
- ☐ A completed proposed budget showing all income sources and expenses.
- ☐ Additional materials to support your application have been submitted (if any.)
- ☐ Application meets the criteria of the Policy.
- ☐ I understand that personal information on the application (names, phone numbers, emails) will be part of the public information provided to Council.
- ☐ I understand that the Applicant must complete the Final Report within sixty days of the project/event.

For office use only

Date received	Time	Received by
Reviewed by		

Part A • Applicant Information

Name of Organization
Name of President/Chair
Mailing Address of Organization

Phone No	Email

Is your organization a registered charity of non-profit: □ Yes □ No	
Alberta Registry No	Date of Incorporation

Contact person for application	Position
Telephone No	Email

Preference of communication: □ Email □ Phone	
Secondary contact person	Position
Telephone No	Email

Preference of communication: □ Email □ Phone

Are you able to attend or present your application at a Council meeting? □ Yes □ No
Attendance at a meeting to answer questions will greatly assist Council's decision in providing funding for your organization, event or activity.

Part B • Project Plan

Name of Project	
Date of event	Anticipated number of participants

Target Population: □ Children/Youth □ Adults □ Seniors □ Families □ Other

Funding Category (please refer to Section 3.2 for categories)

Community Development:	Annual	□ due November 15th	
	Quarterly	□ February 15th	□ May 15th
		□ August 15th	□ November 15th
Recreation/Sport Development:		□ February 15th	□ May 15th
		□ August 15th	□ November 15th

Is this the first time the organization has requested funding for this project/event? □ Yes □ No
Will your project/event require road closures? □ Yes □ No
Do you require in-kind support from the town? □ Yes □ No The Town may be able to provide in-kind support (materials, personnel, equipment, etc) based on availability, location and other factors. Please contact Town Staff at (780) 624-2574 to discuss options around these resources. The financial request of these in-kind services must be identified on Part C of this application.
Location of event in the community

Goals

Please describe what you would like to achieve overall with this event/project. If more space is required, attach documentation to this application.

Financial Sustainability

Please explain how your organization plans to be sustainable after funding.

Marketing of your project/event

What publication and media tools will you be using to promote the event/project?

☐ Brochures   ☐ Posters/Flyers   ☐ Information Booklets   ☐ Social Media

☐ Local Newspapers   ☐ Website   ☐ Radio   ☐ Other

Peace River logo to be clearly displayed on marketing materials meeting corporate identity standards. For logo information contact the Communication Coordinator at (780) 624-2574 once grant approval has been given.

Final approval of logo on marketing material must be approved before printing has started.

Community Impact

Please describe how your program/event significantly impacts the ratepayers of the community.

Community Partnerships

Please list community partnerships for this program/event, and their role.

Declaration

I certify to the best of my knowledge the information provided in this application is accurate and complete.

_____   _____
Applicant Signature (Chairperson)   Date

_____   _____
Applicant Signature (Chairperson)   Date

Part C • Project/Event Budget

INCOME (please list for your organization)	PROPOSED
Contributions from other governments (municipal, provincial, federal):	
In-kind contribution from town:	
Subtotal:	
Council grant request:	
Total Income:	

EXPENSES (please list for your organization)	PROPOSED
Total Expenses:	

Note – if budget shows a surplus (excess of revenue over expenses), a statement of intended use must be included in this application.

Please provide on another sheet if more space is required.

Note: the Town does not waive licensing, permitting or other application fees.

Part D • Evaluation Criteria, Scoring and Ratios

This section to be completed by staff.

	Evaluation Criteria	Scoring	Score
1. Program / Service Obligation	Core – service the municipality would otherwise provide	High • 3	
	Important – service the municipality might otherwise provide	Medium • 2	
	Discretionary – service the municipality does not normally provide	Low • 1	
	No Mandate – not enabled by legislation, should not do or not now	None • 0	
2. Municipal Mission	Vital – fundamental to Municipality's mission or key result areas	High • 3	
	Notable – solid fit within Municipality's key result areas	Medium • 2	
	Non-Critical – some relevance to Municipality's mission, not strategic	Low • 1	
3. Public Need	Community at Large – general need, broad-based	High • 3	
	Multiple Interests – some need, a number of areas/communities	Medium • 2	
	Vested Interest – special interest group(s), localized	Low • 1	
4. Public Benefit	Public Interest – all residents/communities may derive benefit	High • 5	
	Mixed Interest – some residents/communities derive benefit	Medium • 3	
	Private Interest – specific residents/communities benefit	Low • 1	
5. Human Development & Inclusion – Volunteer & Participant	High – equality of access and opportunity (demographic, geographic)	High • 5	
	Moderate – range of demographic groups and/or development potential	Medium • 3	
	Low – limited opportunity, access or development potential	Low • 1	
6. Quality of Life	Livable Community – important to livable/sustainable community	High • 3	
	Community Image – enhances image or public perception	Medium • 2	
	Community Pride – instills pride, sense of community	Low • 1	
7. Alternate Provider Options	Limited – no other potential providers	High • 3	
	Some – some potential alternate providers	Medium • 2	
	Many – many potential or existing alternate providers	Low • 1	
8. Financial Need	High – financial statements and/or budget demonstrate significant need	High • 3	
	Low – financial statements and/or budget demonstrate limited need	Low • 1	
9. Funding – Actual or Attempted	High – applicant has secured or demonstrated attempt to secure other funding	High • 5	
	Some – some success securing or demonstrated attempt to secure other funding	Medium • 3	
	Low – limited success securing or demonstrated attempt to secure other funding	Low • 1	
10. Financial Dependence	High – applicant is dependant on town funding on an ongoing basis (2+ yrs)	High • 1	
	Moderate – request is dependent on town funding, at a low percent of expenses	Medium • 3	
	Low – new or intermittent request	Low • 5	
11. Promotional	High – Town receives significant promotional or other benefit of event	High • 4	
	Moderate – Town receives some promotional or other benefit of event	Medium • 2	
	None – Town receives no promotional benefit of event	None • 0	
12. Accountability ("Track Record")	Yes (or New Org.) – annual report and/or financial statements of prior year rec'd	Yes • 3	
	No – no annual report and/or financial statements received	No • 0	
		Total Score:	

	Budgeted	Actual (based on follow up report)
Percent of Town funding		
In-kind contribution from Town + Council request / Total Revenues		
Town funding as a percent of Total Government Funding		
In-kind contribution from Town + Council request / In-kind contribution from Town + Council request + Funding from other governments		
Budget Accuracy - Revenues	n/a	
Proposed Revenues / Actual Revenues		
Budget Accuracy - Expenses	n/a	
Proposed Expenses / Actual Expenses		

Part E

Grants to Organizations
Final Report

PEACE RIVER

This report must be completed and submitted within 60 days of the program/event. Failure to do so may impact future grant requests made to the Town.

Name of Project/Event	
Name of Organization	
Name of Contact Person for Application	
Date of event	Actual number of participants
Final report prepared by	Date

Project Summary

Please summarize your project – attach other documentation as required.

Community Partners

List of partners	Their role in project
Actual number of volunteers	Actual number of volunteer hours

Promotional

Please summarize the promotional coverage for your project – attach other documentation as required.

Financial Summary

INCOME (please list for your organization)	PROPOSED*	ACTUAL
Contributions from other governments (municipal, provincial, federal):		
In-kind contribution from town:		
Subtotal:		
Council grant request:		
Total Income:		

* Proposed amounts MUST match the figures shown on your original grant application.

EXPENSES (please list for your organization)	PROPOSED*	ACTUAL
Total Expenses:		

* Proposed amounts MUST match the figures shown on your original grant application.