


<b>Subject:</b>	Town of Drayton Valley 60 <sup>th</sup> Anniversary Grant Policy	<b>Policy No.:</b>	A-06-16	
<b>Department:</b>	Administration			
<b>Approval Date:</b>	November 23, 2016	<b>Review Date:</b>		
<b>Associated Policies:</b>				

## Town of Drayton Valley 60<sup>th</sup> Anniversary Grant Policy

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### **Purpose**

In recognition of the 60<sup>th</sup> anniversary of the Town of Drayton Valley (hereinafter referred to as the "Town"), and in a desire to encourage active participation in events and activities to mark this milestone, a special grant program has been established to foster active participation in program, event, and legacy undertakings in conjunction with the Town's anniversary.

### **General Policy**

1. This grant program is made available to provide financial assistance to individuals, community groups, associations, and societies, as well as unique one-time ad hoc groupings that may wish to be actively involved in activities of the anniversary program for the Town in 2017.
2. The Town will identify in its operating resources in the 2016 and 2017 yearly administration budgets funds to be allocated for these purposes.
3. Awards to be provided through this grant program shall not exceed six hundred (\$600.00) dollars per application or distinct community event aligned with a Town anniversary program.

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4. These awards may be within any or all of the following areas of contribution:
- a. community events/services;
  - b. visual/performing arts, heritage and culture; and
  - c. leisure/sports/recreation,
- with an objective of celebrating the Town's 60th anniversary.
5. Awards or assistance approved by the Town may take any of the following forms:
- a. direct sponsorship through provision of funds;
  - b. indirect or in-kind sponsorship through:
    - i. discounts or subsidies;
    - ii. fee waivers;
    - iii. fee deferrals;
    - iv. purchase of advertising;
    - v. purchase of goods or services; or
    - vi. provision of services (ie. staff time or equipment).

### **Definitions**

6. Within this Policy the following definitions shall apply:
- a. *community event* means a specific affair, program, or function with an objective of celebrating the Town's 60<sup>th</sup> anniversary;
  - b. *organization* means, collectively, any individual, community group, association, society, or unique one-time ad hoc grouping.

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## Responsibilities

7. The organization requesting a grant must:
  - a. be based in the community;
  - b. be supported by the community at large;
  - c. not duplicate already existing services in the community, or show that duplication is necessary in order to meet community needs;
  - d. provide opportunities for community access and involvement within their organization, without regard to race, sexual orientation, religion, creed, gender, or disability; and
  - e. carry adequate insurance to protect any sponsoring agency.
  
8. Organizations or community events that will not be considered for grant funding include, but are not limited to:
  - a. funding for activities or organizations that take place outside of the community or remove funds from the community;
  - b. educational institutions;
  - c. religious institutions or organizations;
  - d. commercial (for-profit) events or organizations;
  - e. corporations or businesses;
  - f. advocacy groups;
  - g. ongoing operational budgets for organizations;
  - h. organizations that have restricted membership within the target market it serves; and
  - i. Provincially or nationally-based organizations that do not have an organized presence in the community.

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9. The Town recognizes that certain major community events may be organized and hosted for the Town and its surrounding communities by local organizations or committees. These events are deemed to be part of the general operations of the Town and are excluded from receiving support grants. The approval of these events is at the discretion of Town Council.

### Procedure


10. A selection committee comprised of the Town Ad Hoc Anniversary Committee and any other individual(s) which the Committee may choose to include for this purpose, will administer the one-time program based on the criteria established above.
11. Organizations hosting a community event and desiring a grant from the Town must submit a written application to the Town Ad Hoc Anniversary Committee in the form prescribed by the Town and attached hereto as Schedule "A". The application must provide, but may not be limited to, the following:
- a. details of the community event, listing date(s), time(s), location(s), and activity(ies) to be undertaken, specifically components relating to the Town's 60<sup>th</sup> anniversary;
  - b. the number of individuals or organizations will benefit from the community event;
  - c. the manner in which individuals or organizations will benefit from the community event;
  - d. the reason for requesting a grant from the Town;
  - e. the nature of the grant, including the amount of funds requested;
  - f. contact information, including name, address, telephone number and email address;
  - g. a list of other organizations that have been, or will be, approached for sponsorship; and
  - h. a description of how sponsoring organizations will be recognized.

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12. The Town Ad Hoc Anniversary Committee, which may include individual(s) the Committee may choose to add for this purpose, will administer the grant program on behalf of Town Council based on the criteria set out in the guidelines. Decisions to support grant applications will be based on the organization's ability to address the following criteria, whereby the stated service must:
- a. have a clear objective of celebrating the Town's 60th anniversary;
  - b. benefit the community as a whole, or a specific major group within the community;
  - c. not duplicate past or present local services, unless a need to do so can be demonstrated;
  - d. provide equal access to the service, without discrimination;
  - e. not already be receiving direct or indirect support from the Town for the stated service; and
  - f. recognize the Town's contribution to the stated service.
13. Grant funding support may be provided for the full amount of the request, or for any portion of the requested contribution.
14. The amount of grant funds awarded in a fiscal year may not exceed the total amount identified by the Town in its annual budget. Any remaining funds in this allocation will remain in general revenues and will not be accruable to the next fiscal period.
13. Grant funding applications will be reviewed by the Town Ad Hoc Anniversary Committee at its discretion, following formal receipt.
14. Grant funding recipients will be required to include the Town's logo and tagline "Powered by Our History" in any materials, displays or items associated with the community event.

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This Policy, upon approval by Town Council, shall remain effective from the date of approval until December 31, 2017.




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Mayor

*November 23, 2016.*

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Approval Date

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SCHEDULE "A"



**TOWN OF DRAYTON VALLEY**  
**60<sup>TH</sup> ANNIVERSARY GRANT**  
**APPLICATION FORM**

Organization (meaning individual, community group, association, society, or unique one-time ad hoc grouping) Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Email: \_\_\_\_\_ Telephone: \_\_\_\_\_

Date: \_\_\_\_\_

**ORGANIZATION MANDATE**

Description of the organization's mandate:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**STATED SERVICE & OBJECTIVE OF CELEBRATING TOWN'S 60<sup>TH</sup> ANNIVERSARY**

Details of the service/event/initiative (including date(s), time(s), location(s) and activities):

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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Number of individuals and/or non-profit organizations that will benefit from the service/event/initiative:

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Manner in which those individuals and/or non-profit organization will benefit:

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### SPONSORSHIP REQUEST

Reason for request from the Town:

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Nature of the sponsorship and amount requested:

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Please attach:

- a budget or business plan (showing anticipated revenue sources and expenditures) for the service/event/initiative requiring sponsorship
- a list of other organizations that have been or will be approached for sponsorship



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How will sponsoring organizations be recognized:

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**BY AFFIXING HIS/HER SIGNATURE BELOW, THE APPLICANT CONFIRMS THAT THE FOLLOWING STATEMENTS ARE TRUE, TO THE BEST OF HIS/HER KNOWLEDGE.**

1. The information provided is accurate.
2. The signature below is that of the registered director, board member or authorized designate of the organization requesting sponsorship.
3. I understand and agree that this application for municipal sponsorship, or any information related there to, is not confidential information and may be released by the Town of Drayton Valley.

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**MAIL TO:**

Town of Drayton Valley  
60<sup>th</sup> Anniversary Grant  
Box 6837  
Drayton Valley, AB T7A 1A1

**DELIVER TO:**

Town of Drayton Valley  
60<sup>th</sup> Anniversary Grant  
5102 - 52 Street  
Drayton Valley, AB

**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY (FOIP) STATEMENT**

The personal information on the 60<sup>th</sup> Anniversary Grant Application is being collected under authority of Section 33(c) of the *Freedom of Information and Protection of Privacy (FOIP) Act* and will be used to administer Grant Funding. The Town of Drayton Valley will use the aggregate data for program planning and evaluation. All personal information will be protected in accordance with the privacy provision of the *FOIP Act*. If you have any questions about the Grant or questions about the collection, use or disclosure of our personal information, please contact the Town of Drayton Valley at (780)514-2200.