

Adopted by Council Resolution # 305/15



## TOWN OF DRAYTON VALLEY

Subject:	Support Grants for Community Events	Policy No.:	A-01-01
Department:	Administration		
Approval Date:	June 27, 2001	Review Date:	November 18, 2015, Dec. 9/15.
Associated Policies:			

### Support Grants for Community Events Policy

#### **Purpose**

The Town of Drayton Valley (hereinafter referred to as the "Town") recognizes that there are non-profit organizations that host community events to raise funds or that require donations for worthwhile projects, programs, or services. In an effort to support these organizations and their efforts, the Town may provide support grants to assist with the hosting of community events and initiatives.

#### **General Policy**

1. The Town will identify in its yearly administration budget an amount of funds that may be allocated for the purposes of grants for community events. These grants may be within any or all of the following areas of contribution:
  - a. public education in areas of health/wellness/safety;
  - b. community events/services;
  - c. direct services provided in areas of health/wellness/safety;
  - d. visual/performing arts, heritage and culture; and
  - e. leisure/sports/recreation.
  
2. Support grants 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).

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**Definitions**

Within this Policy the following definitions shall apply:

*community event* means a specific affair, program, function or purpose which fits within the mandate of the non-profit organization;

**Responsibilities**

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;
- e. carry adequate insurance to protect any sponsoring agency; and
- f. show continuing effort in remaining financially independent and viable.

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. individual applicants;
- c. educational institutions;
- d. religious institutions or organizations;
- e. commercial (for-profit) events or organizations;
- f. corporations or businesses;
- g. advocacy groups;
- h. ongoing operational budgets for organizations;
- i. organizations that have restricted membership within the target market it serves; and
- j. Provincially or nationally-based organizations that do not have an organized presence in the community.

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.


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### Procedure

1. Non-profit organizations hosting a community event and desiring a grant from the Town must submit a written application to the Director of Community Services in the form prescribed by the Town. 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;
  - 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. a budget or business plan for the community event requiring sponsorship, showing anticipated revenue sources and expenditures;
  - g. contact information, including name, address, telephone number and email address;
  - h. a list of other organizations that have been, or will be, approached for sponsorship; and
  - i. a description of how sponsoring organizations will be recognized.
  
2. A Selection Committee, selected by and which shall include the Director of Community Services will administer the Grant 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. benefit the community as a whole, or a specific major group within the community;
  - b. not duplicate past or present local services, unless a need to do so can be demonstrated;
  - c. provide equal access to the service, without discrimination;
  - d. not already be receiving direct or indirect support from the Town for the stated service;
  - e. address an identified need in the community and contribute to the common good of the community; and
  - f. recognize the Town's contribution to the stated service.

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3. Grant funding support may be provided for the full amount of the request, or for any portion of the requested contribution.
4. 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.
5. Grant funding applications will be reviewed on a quarterly basis, after each of the following deadline dates:
  - a. January 1<sup>st</sup>;
  - b. April 1<sup>st</sup>;
  - c. July 1<sup>st</sup>; and
  - d. October 1<sup>st</sup>.
6. The Selection Committee will make decisions on applications not exceeding one thousand (\$1,000.00) dollars. Town Council will review and approve or refuse all applications for grant requests which exceed one thousand (\$1,000.00) dollars. At its discretion, the Town retains the right to refuse any request or to make an exception should a request not meet all of the Policy criteria but still be deemed to be worthy of review.
7. Grant funding recipients must submit a final report, with a Financial Statement, to the Director of Community Services within thirty (30) days of the stated service end date. No subsequent grant application will be considered by the Town until such time as the report has been received by the Town.

  
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 Mayor

Dec. 9/15  
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 Approval Date