

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

	<p>they apply.</p> <ol style="list-style-type: none"> <li>4. Be considered outside the twenty eight (28) day time period only in exceptional circumstances.</li> <li>5. <b>Not be accepted</b> for assistance for individuals or groups to attend or participate in conferences or events outside of the Thorsby.</li> </ol> <p>Support levels:</p> <ol style="list-style-type: none"> <li>a) Events that target audiences of <b>50 or less</b>, will be eligible to request a grant of <b>up to \$200.00</b></li> <li>b) Events that target audiences of <b>51 or more</b> will be eligible to request a grant of <b>up to \$500.00</b></li> <li>c) Applications for <b>donation items for silent auctions</b> will be considered (max. monetary value <b>up to \$75.00</b>) 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.</li> </ol> <p>Other matters:</p> <ol style="list-style-type: none"> <li>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.</li> <li>ii. Funds should be utilized for <b>eligible expenses</b> only</li> <li>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.</li> <li>iv. Groups/organizations must acknowledge Thorsby's contribution in all publicity relating to the events or activity which the application supports.</li> <li>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.</li> <li>vi. Funding will only be provided if sufficient budgeted funds remain in the in the financial year under consideration</li> </ol>
<p><b>Procedure:</b></p>	<ol style="list-style-type: none"> <li>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</li> <li>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</li> <li>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.</li> <li>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.</li> <li>5. Council shall exercise its absolute discretion whether to support or reject the application and recommendations of the Town Manager</li> <li>6. Supported applications shall be approved by motion of Council (approvals)</li> <li>7. Following approval by Council, the Town Manager shall authorize payment by cheque of the designated funds to the individual/group/organization within</li> </ol>

	<p>prescribed timelines</p> <ol style="list-style-type: none"><li data-bbox="516 239 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><li data-bbox="516 344 1430 443">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.</li></ol>
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