

**TOWN POLICY NAME:**

Community Grant Policy

**POLICY NO:**

002/2024

**RESOLUTION:**

2024-064

**ADOPTED BY:**

Town Council

**SUPERSEDES:**

004/2018

**RESCINDS:****PREPARED BY:**

Administration

**EFFECTIVE DATE:**

February 20, 2024

**REVIEWED BY:**

Council

**REVIEW DATE:**

January 2027

**1. POLICY STATEMENT**

Success within our volunteer, community-based organizations/groups/clubs and through our community festivals and events is fundamental in maintaining the high quality of life in Rocky Mountain House. Each year the Town of Rocky Mountain House receives requests for funding from community organizations/groups/clubs and festival/event organizers. The objective of this policy is to provide a grant program that supports local organizations/groups/clubs and festivals and events through a clear and equitable funding process.

**2. POLICY OBJECTIVES**

The objective of this policy is to provide modest levels of support and assistance to community organizations/groups/clubs and/or festival/event organizers with a demonstrated need to enhance a project, program or service.

**3. POLICY CATEGORIES**

3.1 There are two categories of support under the Community Grant Policy:

- a. Community Grant Program - funding for community-based organizations/groups/clubs and/or community festivals and events
- b. Facility Rental Discounts – waiver of rentals of Town of Rocky Mountain House-operated facilities

#### **4. GENERAL GUIDELINES**

- 4.1 Funding for organizations/groups/clubs under this program is contingent on the approval of funds in the operating budget. The total funding allocated in the budget will be as determined by Council.
- 4.2 The Community Grant Policy will be administered by the Legislative Services department of the Town of Rocky Mountain House, which will oversee application intake and review. Town Council will make all funding decisions relative to Community Grants.
- 4.3 Intake of grant applications shall be continuous throughout the year and reviewed monthly by Council.
- 4.4 Groups may receive Community Grant Policy support once per year.
- 4.5 Organizations/groups/clubs and community festival/event organizers may apply for a maximum of \$1,000 in Community Grant Policy support per year; however, full funding or discount requests cannot be guaranteed. Support will be distributed based on eligibility, the number of applications received, and the budget, as set by Council.
- 4.6 Applications can combine a Facility Rental Discount with Community Grant funding requests however, the value of the discount must be included within the \$1,000 maximum annual support through the Community Grant Policy.

#### **5. APPLICATION GUIDELINES AND CONSIDERATIONS**

- 5.1 All submissions for the Community Grant Program shall be applied for using the Community Grant Application Form (Schedule A).
- 5.2 Applying groups must be non-profit organizations who are registered and in good standing under one of the following acts:

##### **Provincial Legislation (Alberta):**

- ☐ *Agriculture Societies Act*
- ☐ *Companies Act, Part 9 (Non-profit companies)*
- ☐ *Societies Act of Alberta*
- ☐ *Special Act of the Alberta Legislature*

##### **Federal Legislation (Canada):**

- ☐ *Special Act of the Parliament of Canada*
- ☐ *Canada Not-for-Profit Corporations Act* and must be registered in Alberta under the Business Corporations Act
- ☐ *Income Tax Act of Canada* and operating in the Province of Alberta (charities)

- 5.3 The Community Grant Application Form (Schedule A) must be completed in advance of the specific project, program, event or service. Funding allocations under the Community Grant Program shall not be retroactive.
- 5.4 Organizations/groups/clubs and community festival/event organizers that operate within the Town of Rocky Mountain House, and/or offer a benefit to the residents of Rocky Mountain House through local initiatives, shall be considered for Community Grant funding.
- 5.5 Preference will be given to applications from organizations/groups/clubs and community festival/event organizers that have not received Community Grant funds in previous years.
- 5.6 Preference will be given to organizations/groups/clubs and community festival/event organizers, operating within the Town of Rocky Mountain House, that demonstrate community support, have efficient use of resources, have other sources of funding, and that develop volunteer knowledge, skills and self reliance.
- 5.7 All organizations/groups/clubs and community festival/event organizers that receive a grant will be required to acknowledge the Town of Rocky Mountain House as a contributor to their specific project, program, event or service through advertising, signage and/or event materials. Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.

## **6. CATEGORY A COMMUNITY GRANT PROGRAM REQUIREMENTS**

- 6.1 A financial report must be submitted within 60 days of the event, detailing how funding was utilized as per the Community Grant Application, on the prescribed Community Grant Program Accounting Form (Schedule B). Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.
- 6.2 Funding that is unspent within the year received must be returned to the Town of Rocky Mountain House within 60 days of the event, unless other considerations have been approved.

## **7. CATEGORY B FACILITY RENTAL DISCOUNT REQUIREMENTS**

- 7.1 Set-up and/or take-down of Town of Rocky Mountain House facility rentals is the responsibility of the organization/group/club and community festival/event organizer. Paid facility set-up and/or takedown by Town of Rocky Mountain House staff is not eligible for discount through the Community Grant Policy.
- 7.2 A refundable damage deposit must be paid at the time of booking, as per the Facility Rental Agreement. The refundable damage deposit is not eligible for discount through the Community Grant Policy.

- 7.3 Facilities are booked on a first-come, first-served basis and availability of facilities is not guaranteed as part of the Community Grant Policy. Organizers are encouraged to book facilities as soon as possible.

Redacted under Section 17 of the FOIP Act.

Mayor Debbie Baich

Redacted under Section 17 of the FOIP Act.

CAO Dean Krause

**Policy 002/2024 SCHEDULE A**  
**Community Grant Application Form**

**SECTION A – Notice to Applicants**

Your application information will be assessed for conformance to the guidelines of the Town of Rocky Mountain House Community Grant Policy 002/2024.

**POLICY STATEMENT**

Success within our volunteer, community-based organizations/groups/clubs and through our community festivals and events is fundamental in maintaining the high quality of life in Rocky Mountain House. Each year the Town of Rocky Mountain House receives requests for funding from community organizations/groups/clubs and festival/event organizers. The objective of this policy is to provide a grant program that supports local organizations/groups/clubs and festivals and events through a clear and equitable funding process.

Completed application forms will be sent to [legislative@trmh.ca](mailto:legislative@trmh.ca). Administration will contact you to request any mandatory information if it is missing from your application form.

In order for your application to be eligible, you must have the authority:

- To submit funding requests for the applicant organization
- To enter into contracts and agreements on behalf of this organization
- To certify that the information in the application is true, accurate and complete

The personal information that you provide to the Town of Rocky Mountain House on this form is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act. Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with the FOIP Act. Questions about the collection or use of this information can be directed to the Town of Rocky Mountain House FOIP Coordinator at 403-845-2866.

**SECTION B – Applicant Information**

**Organization Identification**

**1. Legal Name** (Organization's full name, as it appears on legal documents)

**2. Operating Name** (if different from legal name)

**3. Year Established** (Year the organization was created)

**4. Non-profit Registration Type and Identifier** (e.g. Registered Society and Number, or Charitable Number)

**5. Does your organization operate from within Town of RMH?**

☐ Yes

☐ No

**If no, where does the organization operate from?**

<b>6. Organization Mailing Address</b>	
Street Number and Name	City or Town
Province	Postal Code
<b>Organization Contacts</b>	
<b>Primary Contact</b> This should be your primary contact person with respect to this grant application.	
<b>7. Given Name/Surname</b>	
<b>8. Position Title</b>	
<b>9. Contact</b>	
Telephone Number	Email Address
<b>Secondary Contact</b> This should be your secondary contact person with respect to this grant application.	
<b>10. Given Name/Surname</b>	
<b>11. Position Title</b>	
<b>12. Contact</b>	
Telephone Number	Email Address
<b>SECTION C – Project Information</b>	
<b>13. Name of Project</b>	
<b>14. Date of Event</b> (if applicable)	<b>15. Anticipated number of participants</b>
<b>16. Description of Project</b>	

<b>17. Describe how this project benefits the residents of Rocky Mountain House</b>	
<b>18. Has this project received support under Community Grant Policy 002/2024 in previous years?</b> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <span><input type="checkbox"/> Yes</span> <span><input type="checkbox"/> No</span> </div>	
<b>SECTION D – Grant Request Information</b>	
<b>Category A Community Grant Program</b>	
<b>19. Funding Request Amount</b> (\$1,000/year maximum)	
<b>Category B Facility Rental Discounts</b>	
<b>20. Amount to be waived for Town of RMH facility rental</b> (\$1,000/year maximum)	
<b>21. Facility Rental Details</b> <div style="margin-top: 10px;"> <input type="checkbox"/> I have provided a copy of my organization's applicable Facility Rental Contract.         </div>	
<b>Total Grant Request Amount</b>	
<b>22. Category A Amount + Category B Amount</b> (\$1,000/year maximum)	
<b>23. Cheque is made payable to</b>	

**Policy 002/2024 SCHEDULE B**  
**Community Grant Program Accounting Form**

**SECTION A – Notice to Applicants**

Please note: This form must be completed and submitted within sixty (60) days of the event/program, as per Town of Rocky Mountain House Community Grant Policy 002/2024.

Completed accounting forms will be sent to [legislative@trmh.ca](mailto:legislative@trmh.ca).

The personal information that you provide to the Town of Rocky Mountain House on this form is being collected under the authority of the Freedom of Information and Protection of Privacy (FOIP) Act. Collected personal information is protected from unauthorized access, collection, use and disclosure in accordance with the FOIP Act. Questions about the collection or use of this information can be directed to the Town of Rocky Mountain House FOIP Coordinator at 403-845-2866.

**SECTION B – Project Information**

**1. Name of Project**

**2. Name of Organization**

**3. Date of Event** (if applicable)

**4. Actual number of participants**

**5. Project Contact Person**

Name

Telephone Number

Email Address



<b>SECTION C – Accounting Information (as per Policy 002/2024, Item 6.1)</b>		
<b>Income</b>	<b>Proposed Revenue</b>	<b>Actual Revenue</b>
Organization Funding		
In Kind Calculations		
Earned Revenue from Project		
Donated Material and Equipment		
Council Community Grant		
<b>Total</b>		

<b>Expenses</b>	<b>Proposed Expenses</b>	<b>Actual Expenses</b>
Contracted Services		
Rentals		
Transportation		
Marketing Material		
Volunteer Expenses		
Event Insurance		
Other:		
<b>Total</b>		

<b>SECTION D – Marketing/Materials Grant Acknowledgement (as per Policy 002/2024, Item 5.7)</b>		
Photos or copies provided and attached to this report	Yes	No
If no, state reason:		