



VILLAGE OF CAROLINE
POLICY COM-18-001

Community Grants to Non-Profit Organizations

Council Approval: January 9, 2018
Last Review Date: NA

Resolution No: 10-01-18
Replaces: NONE

POLICY STATEMENT:

Purpose:

It is Councils intent to consider, within its financial capacity, modest financial support to not-for-profit organizations and volunteer groups within the municipality which render a service to the residents of Caroline. This support is provided in recognition of the value these organizations and groups provide to the well being and growth of the community and in helping the Village of Caroline retain a strong community focus.

Policy Statement:

This policy and its associated procedure establishes eligibility criteria and a process for receiving grant applications from Non-Profit organizations as well as protocols for distributing grants and receiving reports that outline how funds have been expended. Funding under this policy is an interim measure is not to be relied on as a continuing source of revenue. Council fully expects community organizations and individuals to be self sustaining and to develop working relationships with other contributing partners.

Policy Guidelines/Procedures:

1. Eligibility:

1.1. Community Grants to Non-Profit Organizations shall be limited to those that:

- a) Have short-term minor projects
- b) Projects that can be completed within one year of funding approval
- c) Are responsible for the financial operation of the project
- d) Are project based initiatives and not operational expenditures. Project should enhance or be integral part of on-going program.

1.2. The following organizations are eligible for funding under this policy:

- a) Non-profit organizations, societies, or associations
 - i) Who have society status for minimum of 2 (two) years and be in good standing
 - ii) Who operate within Village

1.3. The following are not eligible for funding under this policy:

- a) Municipalities
- b) Individual persons
- c) Projects that have already been started or completed
- d) Programs, events and activities that receive support from the village through other programs or policies.
- e) Programs, events and activities that have received support from the village through another application from another non-profit organization.
- f) Organizations that received Village Community Grant to Non-Profit Organizations funding in the prior year are not eligible for the current year.

- g) Organizations that submit more than one application per funding round.
- h) Project cannot enhance or create a fully owned municipal asset.
- i) Organizations which are profit oriented.
- j) Organizations with a political mandate.

2. Funding Allotment & Allocation:

- 2.1. The number and amount of grants available are subject to budget levels approved annually by Council.
- 2.2. Grants will be approved at the discretion of village council and Council may accept or reject any application based on merit and availability of funds.
- 2.3. Funding applications are limited to a maximum amount of \$300 dollars and funding requests may require a presentation to Council.
- 2.4. Additional information or clarification may be requested by Council before approval of funds.

3. Applications:

- 3.1. Grant Applications forms attached to this policy as schedule "A" must be completed in full. Any Grant applications that are not complete will not be forwarded to Council and must contain the following: (no other form of application will be accepted)
 - a) Name, address and contact information of the organization;
 - b) The amount of financial support being requested;
 - c) A description of the program, event or activity and associated dates and timelines;
 - d) Benefit to Village;
 - e) Contributions by the organization toward the project and confirmation of where the other funds will come from to complete the project within the one-year time period must be included.
- 3.2. Application forms can be picked up at the Village Administration Building, and are also available electronically online at www.villageofcaroline.com.
- 3.3. Projects that are cost-shared or involve sweat equity will be looked at more favourably than those that do not.
- 3.4. Funding requests received after the application deadline will not be accepted and the applicant will be requested to submit an application for the next grant period.
- 3.5. If the application form is not properly filled out, the grant application will not be considered and will be returned for compliance before any consideration of the application is entertained.



Application Schedule A

Community Grants to Non-Profit Organization

DATE:			Applications can be submitted to Village of Caroline by mail or delivered to: Box 148, 5004-50 Avenue, Caroline AB T0M 0M0 Email: info@villageofcaroline.com
--------------	--	--	--

ORGANIZATION INFORMATION:				
Organization Legal Name:				
Society Registration Number:				
Contact Person:				
Telephone:		E-mail address:		
Mailing Address: (all correspondence and cheques will be mailed to this address)				
City:		Province:	Postal Code:	

PROJECT DESCRIPTION:	
Amount of Non-Profit Organizational Grant Funding Requested: Maximum amount of \$300 grant funding is available	\$
Please briefly describe the project: (Describe the event or activity and associated dates and timelines)	
Will this project be completed within the current year?	
Describe how this project will benefit your Community:	

Community Grants to Non-Profit Organization Application

FINANCIAL INFORMATION (Estimate):			
Expenses	Total Cost of Project	\$	
Revenue	County Contribution	\$	
	Village Contribution	\$	
	Organizations Contribution	\$	
	Confirmed Revenue Sources (i.e. grants/donations)	\$	
	Pending Revenue Sources (i.e./Applied for Grant and have not received approval)	\$	Notification Date of Pending Revenue
Total Revenue (must equal Total Cost of Project)		\$	
If you do not receive this grant, will the project take place? (circle one) <input type="checkbox"/> Yes <input type="checkbox"/> No			
Number of Volunteers Involved:		Number of Volunteer Hours:	

SIGNATURE:		
(Please ensure that this section is signed by an authorized representative for your organization)		
<p>On behalf of _____ I agree that, should Village of Caroline provide grant funding:</p> <ol style="list-style-type: none"> 1. The funds will only be used for the project outlined in this application 2. An accounting of the funding will be provided to Village within one year of the project approval. 		
_____	_____	_____
Name Printed	Signature	Date

The personal information on this form is being collected for the purpose of determining eligibility of an applicant to receive a Council grant. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to Council during a Council meeting. Questions regarding the collection of this information can be directed to the FOIP Coordinator at 403-722-3781.



**Accountability of Funds
Schedule B**

Page | 1

Community Grants to Non-Profit Organization

This report is due within one year of receiving grant funding.

DATE:

ORGANIZATION INFORMATION:

Organization Legal Name:					
Name:			Position/Title:		
Telephone:		E-mail address:			
Mailing Address: (all correspondence and cheques will be mailed to this address)					
City:		Province:		Postal Code:	

ACCOUNTABILITY OF FUNDS:

Please complete and attach applicable receipts.

Community Grant Amount	\$
Total of Expenses	\$

SIGNATURE:

(Please ensure that this section is signed by an authorized representative for your organization)

Name Printed	Signature	Date

Forms can be mailed or delivered to:

Village of Caroline, Box 148, 5004-50 Avenue, Caroline, AB T0M 0M0

If you have any further questions regarding this application please call 403-722-3781