



4-52-710  
NU-2-U Grant Guidelines

Prepared By: Community Services

Council Approval Date: October 11, 2011

Effective Date: October 11, 2011

Council Resolution No.: 11-307

References: MGA Natural Person Powers

Previous Revision Date:

Function: Strategic

**POLICY STATEMENT**

The Town of Olds honours the contributions of the community to the NU-2-U Thrift Store.

**PURPOSE**

The purpose of this policy is to establish grant guidelines for the distribution of proceeds from the NU-2-U Thrift Store operation back to the Community.

**SCOPE**

Grant considerations will be dependent, annually, on the amount of surplus generated by the Thrift Store operations while the store remains part of municipal operations.

**RESPONSIBILITIES**

The Director of Community Services is responsible to administer this policy within the terms and conditions established within the policy.

**STANDARDS**

Generated surplus of the cost of sales over operations, are to be placed in a reserve and that these funds would be redirected back to the community.

The reserve will continue from year to year with the proceeds from the Thrift Store operation being allocated into the reserve at year end to be distributed in the following year.

**Funding Program Principles:**

- Funds available will be distributed annually based on applications received from community organizations.
- Funds will be used to support active lifestyles, health and wellness initiatives for families in the community (Olds and area).
- Funds will be used, where possible to support programs and services that cannot to be funded by Family and Community Support Services (FCSS). FCSS regulations prescribe what may be funded.
- Funds may be used to supplement initiatives of other organizations that are supporting active lifestyles, health and wellness for the community such as, but not limited to, Canadian Tire Jump Start, Kids Sport or the Olds Community Assistance Foundation.

- Funds will be used to support initiatives that augment major initiatives – bricks and mortar projects would not typically be eligible, but furnishings, services and program support for these initiatives would be considered.
- Funding would typically be considered for a defined project that can be completed within the calendar year in which the funds are granted.
- Funds will only be provided to not-for-profit organizations.

**Funding parameters:**

Two rounds of funding may be considered annually:

1. Round 1 would have an application deadline of February 14 annually, once the amount of the preceding year’s surplus is known.
2. Round 2 would have an application deadline October 01 annually.
3. Annually, \$ 3-5,000 will be maintained in the NU2U reserve to provide funds to address emerging needs that might come up at any time of the year. Funds recommended by the committee out of these monies would require approval of Olds Town Council.
4. Applications must be from a registered not-for-profit organization.
5. Applications must contain:
  - Description of the initiative.
  - Explanation of the need for this initiative in the community and how the funds being requested will help meet that need.
  - Explanation of how the organization plans to continue the initiative after the funding is finished.
  - Budget (all revenues and expenditures including the NU2U Grant to present a balanced budget).
  - A copy of the organizations most recent financial statement, annual return to the registrar of companies and a list of the members of the Board of Directors.
6. Successful grant applicants must agree to provide an accounting for the funds provided within one year.

**Types of projects that may be considered for funding:**

- Furnishings, programs and services for capital initiatives such as a hospice, an emergency shelter.
- Programs and services that support children in need, such as food programs for children or support for children to participate in recreation and culture programs.
- Programs and services that require start up funding or a financial infusion to keep going.
- Programs and services that support building individual and organizational capacity.
- Programs and services for people who might be victims of family violence or family breakdown.
- Programs and services not eligible for FCSS funding.

### **Application Review**

A Grant Review Team will be established annually that consists of:

- Director of Community Services (or designate) of The Town of Olds
- NU2U Store Supervisor
- Two NU2U volunteer representatives and
- One representative of the Olds Institute, Community Lifestyles Committee.

Administrative support to this process will be provided by the Town of Olds Community Services Department, while the store remains as part of municipal operations.

Applications will be evaluated based on need for the initiative in the community and the ability of the organization to complete the initiative as it is proposed.

In an effort to maximize funds supporting community initiatives, applications will be vetted against the allocations of the Olds Community Assistance Foundation and Olds FCSS to strive to eliminate duplication and to aim for wide distribution of funds in the community.

Level of funding will be dependent, annually, on the amount of surplus generated by the Thrift Store operations.

The recommendations of the Grant Review Team will be forwarded to Olds Town Council by the Director of Community Services, for approval no later than March 31 and November 15 annually.

Organizations may be asked to sign an agreement for any funding allocated under this program and provide accounting for the funds allocated under this grant program.

**Nu2U Grant Application Form**

<b>Name of Organization applying for funding:</b>
<b>Address of Organization;</b>
<b>Contact for Organization (Name and Phone number):</b>
<b>Name of the Initiative for which funding is being requested:</b>
<b>Description of the initiative:</b>
<b>What community needs will be addressed by this initiative?</b>
<b>How will your organization support this initiative after the NU2U grant funds are expended?</b>

<b>Budget: Identify the revenue and expenditures that are anticipated for this initiative. (Add your own categories. Remember, your budget should be balanced.)</b>			
<b>Anticipated Revenue by source</b>		<b>Anticipated Expenditure by category</b>	
<b>Membership fees</b>		<b>Wages and Salary</b>	
<b>Fundraising</b>		<b>Contracted Services</b>	
		<b>Supplies</b>	
<b>NU2U Grant request</b>			
<b>Total</b>		<b>Total</b>	

**Application Check List:**

**Please check to make sure your application contains the required information:**

- Initiative description
- Explanation of need
- Plans for the future
- Balanced budget
- Amount of NU2U Grant request

**Financial information**

- Most recent financial statement of the applicant organization
- Most recent annual return to the registrar of companies for the applicant organization
- List of Board of Directors of the applicant organization