

POLICY #804C

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Policy Title:	Community Grants Policy
Policy Number:	804C
Approval:	Town Council Motion # <u>23-182</u>
Approved Date:	May 8, 2023
Effective Date:	June 1, 2023
Supersedes Policy No.:	New

Policy Statement:

The Town of Olds shall offer a Community Grants Program to provide financial assistance towards projects/events/activities that enhance and enrich the community.

Purpose:

To provide a source of funds for Eligible Groups and Events, and to establish specific criteria for the provision of funds distributed in an efficient and transparent manner.

The Town of Olds recognizes community and volunteer efforts contribute to the success of the Town and shall provide guidelines for consideration of external requests for the distribution of Community Grants funding.

Standards:

1. Funding Distribution Authority

- 1.1 Council shall determine the level of Community Grants funding per its budget approval process.
- 1.2 The Chief Administrative Officer (CAO) shall annually approve grant criteria ensuring appropriate promotion and timelines that allow Groups to prepare applications for specific grant streams.
- 1.3 The CAO shall approve applications within approved budget.
- 1.4 The following applications require Council approval:
 - a. Funding requests over \$5,000,
 - b. Recurring Community Events with funding beyond a single year, or
 - c. an Ad Hoc Community Event of an emergent nature require approval of Council.
- 1.5 Council may, in its discretion, establish a committee of elected officials and/or community members to adjudicate applications to the Community Grants Program.
- 1.6 Unallocated funds shall be allotted to Reserves dedicated for sustaining future Community Grants programs.

2. Application

- 2.1 Only organizations registered as a not-for-profit or non-profit society based in Olds or with an active Olds chapter may apply.
 - a. Political or religious organizations are not eligible to apply.
 - b. A newly formed organization or youth/student groups without official registration may be considered for a one time start up grant allocation.
- 2.2 Retroactive funding requests are not eligible.
- 2.3 Council or Administration has the right to refuse any application in whole or in part and/or reduce requested amounts.
- 2.4 Applicants shall agree to recognize the Town of Olds' contribution to the project in all related public information, printed material and media coverage.
- 2.5 If an eligible program/event is cancelled or is not completed within 12 months of the approval of the grant funding or within an extended period as approved by the CAO, any unexpended funds shall be returned to the Town.

3. Funding Criteria General Principles

- 3.1 Funds will be used to support programs and services in the Community that:
 - a. adds value to the quality of life not being fulfilled by other initiatives;
 - b. complements existing initiatives in the community in a positive manner;
 - c. promotes collaboration and to reduce duplication of programs or improve effectiveness of services; and/or,
 - d. leverages financial and in-kind support.
- 3.2 Funding to organizations with good standing.
- 3.3 Projects must occur within the Town of Olds or the Olds Recreation Area of Mountain View County.
- 3.4 Applicant's membership and beneficiaries of its projects/events/activities must be predominantly residents of the Olds Community.
- 3.5 Projects/events/activities or applicants that are primarily of commercial nature are not eligible for funding.
- 3.5 Funding shall take into consideration potential duplication with other known programs/projects/services/events.
- 3.6 Projects that can be completed within 12-months are preferred.
- 3.7 Projects or events that are preventative in nature, and address identified community needs are eligible for FCSS grant funding and will not be considered.
- 3.8 Donation and Sponsorship requests are not considered Community Grants.