



# POLICY

Section <b>Grants/Scholarships/Awards/Donations</b>	Policy No. <b>15-3</b>	Page <b>1 of 3</b>
Policy Title <b>Community Grants to Non-Profit Organizations</b>	Date: <b>November 25, 2014</b>	Resolution No. <b>423/14</b>

## **Purpose:**

This policy is intended to address grant requests from Non-Profit Organizations. 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.

## **Policy Statement:**

Council recognizes that Community organizations should be supported in principle and with resources. Funding under this Policy is a one- time interim measure and 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 Kneehill County

**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 County through other programs or policies with the exception of the Kneehill County Rural Community Halls listed in Policy #15-13.
- e) Programs, events and activities that have received support from the County through another application from another non-profit organization.
- f) Organizations that received Kneehill Community Grant to Non-Profit Organizations funding in the prior year of more than \$1,000 are not eligible this year.
- g) Organizations that submit more than one application per funding round.
- h) Project cannot enhance or create a fully owned municipal asset.

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## **2. Funding Allotment & Allocation:**

- 2.1.** The amount and availability of grants will be determined by Council at the annual budget deliberations and shall be counted for through General Ledger Account # 72-000-00-27750.
- 2.2.** The Community Grants Committee (CGC) will consist of all members of Council.
- 2.3.** Funding is limited to a minimum of \$500 dollars and funding requests over \$5,000 will 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 and 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 Kneehill County;
  - e)** A budget identifying the proposed revenues and expenditures of the program, event or activity
    - i)** 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 Kneehill County Administration Building, and are also available electronically online at [www.kneehillcounty.com](http://www.kneehillcounty.com).
- 3.3.** The grant will be advertised in the Three Hills Capital newspaper at least three (3) times prior to each application deadline.
- 3.4.** There will be two (2) application and distribution dates each year:
  - a)** The first application deadline is the first Wednesday of March
  - b)** The second application deadline is the first Wednesday of October
- 3.5.** Projects that are cost-shared or involve sweat equity will be looked at more favourably than those that do not.
- 3.6.** 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.
- 3.7.** The CGC may request presentations from those requesting funds.
- 3.8.** If the application form is not properly filled out, the grant application will not be considered.

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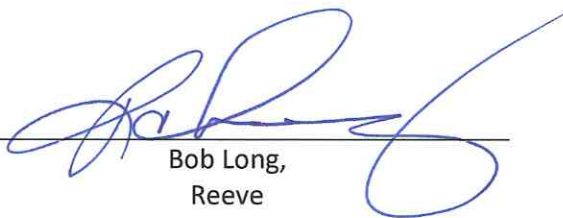
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#### 4. **Disbursement of Funds**

- 4.1. Upon review of submissions/applications, Council will approve funding for selected project(s) by resolution.
- 4.2. Applicants will be notified upon Council approving their application.
- 4.3. Grant funds requested by the recipient may be adjusted due to the annual budget limitations.

#### 5. **Accountability of Funds:**

- 5.1. Organizations receiving funding approval have a one-year period to use the funds and submit a final report to Kneehill County that includes copies of all receipts and a full accounting. Successful applicants will be provided with a template for the final report which is attached to this policy as Schedule "B".
- 5.2. Organizations provided financial support pursuant to this policy shall be accountable for the expenditure of funds provided.
- 5.3. The program, event and activity shall be undertaken without material alteration.
- 5.4. The entire amount of financial support provided must be used exclusively for the project program, event or activity identified in the application.
- 5.5. If the organization is unable to conduct the project program, event or activity in the current year, a written letter of request for an extension must be submitted. If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided by the County.
- 5.6. Organizations receiving support pursuant to this policy must repay to the County any unexpended portion of the funds provided, or any amounts expended for purposes other than those specified in the application.
- 5.7. If the organization does not comply with the requirements of Sections 5.1-5.5 of this policy future financial support from the County pursuant to this policy or any other may not be considered.



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Bob Long,  
Reeve



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Al Hoggan,  
CAO

Amended:      October 13, 2009      479/09  
Amended:      February 4, 2014      37/14  
Amended:      November 25, 2014      423/14  
**Review Date:    November 2017**