

# POLICY



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## **Policy Statement:**

Kneehill County recognizes that volunteer community associations are vital to the health, well-being and social development of our community. Each year Kneehill County Council allocates a predetermined amount of money towards project based initiatives and non-operational expenditures through a grant process that responds to community need and are community driven. 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 to be self-sustaining and to develop working relationships with other contributing partners.

## **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 Guidelines/Procedures:**

### **1. Eligibility**

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

- a) Have short-term minor projects
- b) Have Projects that can be completed within one year of funding approval
- c) Are responsible for the financial operation of the project
- d) Have project-based initiatives and not operational expenditures
- e) Are able to match the funding requested at a minimum of 50 per cent of the total project cost

**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 and project is completed within Kneehill County boundaries

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

- a) Municipalities
- b) Individual persons
- c) Organizations that provide services or programs that are the responsibility of another level of government, including Health, Education, Libraries and Social Services



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- d) Religious organizations; however, we will consider organization with religious affiliations that are seeking funding for non-denominational initiative that is open to the community-at-large
- e) Organizations with political affiliations
- f) Projects that have already been started or completed
- g) 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
- h) Programs, events and activities that have received support from the County through another application from another non-profit organization
- i) 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
- j) Project cannot enhance or create a fully owned municipal asset. Applications involving land and/or facilities must include a Certificate of Title.
- k) Organizations must be able to match the funding requested at a minimum of 50% of the total project cost.

## **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 # 97-000-00-27750.
- 2.2.** Grant funding is approved on a matching basis. This means organizations must contribute an amount equal to or exceeding the actual Community Grant. The matching requirement may be met in the form of any combination of money, volunteer labour, services, donated materials or equipment, all of which must be specifically related to the project.
  - a) The value of volunteerism for Community Grant is based on:
    - \$10.00/hour for unskilled labour;
    - \$25.00/hour for skilled labour;
    - Donated materials and professional services at verified fair market value; and
    - Donated heavy equipment (incl. operator) \$50.00/hour.
  - b) Time and labour provided towards preparation of Community Grant funding applications, committee planning meetings, fundraising and similar activities are not eligible for Community Grants matching purposes.
- 2.3.** Funding is limited to a minimum of \$250 dollars
- 2.4.** Organizations can request to present to Council but is not mandatory.
- 2.5.** Additional information or clarification may be requested by Council before approval of funds



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### **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, and 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.** All applications will be signed by two members of the society’s Executive Committee.
- 3.4.** The grant will be advertised in the Three Hills Capital newspaper at least three (3) times prior to each application deadline.
- 3.5.** 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
- 3.6.** 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.** If the application form is not properly filled out, the grant application will not be considered.

### **4. Review Process**

- 4.1.** Administration will review the submission and short-list those that appear to be fully eligible to make application.
- 4.2.** Decision on Community Grants will be made at a Committee of the Whole meeting by Council. The Committee will bring forward a recommendation to a regular Council Meeting, where Council will approve funding for selected project(s) by resolution.
- 4.3.** Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain Community Grant funding.



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## 5. Disbursement of Funds

- 5.1 Applicants will be notified upon Council approving their application.
- 5.2 Grant funding will be approved in full amount requested or not approved at all.
- 5.3 Where a grant is awarded, 100% of the grant amount portion will be forwarded to the applicant once Council has approved the grant by resolution during a regular Council meeting.

## 6 Accountability of Funds

- 6.1 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".
- 6.2 Organizations provided financial support pursuant to this policy shall be accountable for the expenditure of funds provided.
- 6.3 The program, event and activity shall be undertaken without material alteration.
- 6.4 The entire amount of financial support provided must be used exclusively for the project program, event or activity identified in the application.
- 6.5 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.
- 6.6 Requests for an extension will require approval from the Chief Administrative Officer, with Council being updated on the Chief Administrative Officer's decision.
- 6.7 If an extension request is not received, or if an extension is not granted, the organization shall return the funds provided by the County.
- 6.8 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.
- 6.9 If the organization does not comply with the requirements of Sections 6.1 to 6.8 of this policy, future financial support from the County pursuant to this policy or any other may not be considered.

Amended: November 25, 2014 423/14

Approved: December 10, 2019 533/19

**Review Date: December 10, 2023**

