



**POLICY AND PROCEDURE
HANDBOOK**

POLICY:

**COMMUNITY SUPPORT
REQUESTS**

POLICY:

County Council appreciates the positive contributions that community organizations make to the quality of life in the Beaver County region, and recognizes that municipal government support may be required to further the goals of these organizations.

APPLICATION TO VISION STATEMENT:

Community organizations are instrumental to the quality of life in Beaver County. Financial, in-kind and written support, as well as promotional prizes, provided in recognition of their programs, projects or other initiatives will help preserve our area as 'a place to call home'.

DEFINITIONS:

- Beaver County Region: The County and all towns and villages within the geographic boundaries of the County.
- Community Organizations: Not-for-profit organizations, located in Beaver County or outside of Beaver County but having a direct impact on the region, that are registered (or incorporated) under the Province of Alberta's *Societies Act*, as well as volunteer groups or clubs that are not registered under the *Act*.
- Business Plan: A sustainability plan containing demographic, financial and other information to support a request for capital funding.
- Celebrity / Special Function: Fundraising events organized by community organizations and attended by government officials and / or local celebrities.

ELIGIBILITY:

Community organizations encouraging the advancement of education and training, arts, culture, heritage, sports, recreation, economic development and environmental improvement in the Beaver County region.

GUIDELINES:

Council will extend support in the following forms:

- a) Written endorsements to accompany grant applications to provincial or federal funding agencies;
- b) In-kind support of the County's Community Development Officer for advice on available funding sources;
- c) Door prizes, silent auction items or other similar promotional items, as defined below;
 - i. Door / Raffle Prizes: Value up to \$25
 - ii. Silent Auction Items: Value up to \$75
 - iii. Celebrity / Special Functions: Value up to \$100

Council Approval

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Motion: 12-271

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- d) Sponsorship of special events and initiatives, as defined below;
- i. The total amount of sponsorship funding available will be established annually by Council in conjunction with approval of the municipality's budget.
 - ii. The maximum amount of sponsorship funding available to any single community organization in a fiscal year is \$1,500.
 - iii. May include ticket purchase for Council or staff attendance at celebrity / special functions, subject to *Election Finances and Contributions Disclosure Act*.
- e) Community support grant funding, as defined below;
- i. The total amount of community support grant funding available will be established annually by Council in conjunction with approval of the municipality's budget.
 - ii. The maximum amount of operating grant funding available to any single community organization in a fiscal year is \$2,500.
 - iii. The maximum amount of capital grant funding available to any single community organization in a fiscal year is \$15,000.

Requests outside these guidelines will not normally be met, unless exceptional circumstances warrant special consideration from Council.

Administration shall develop procedures to implement this Policy, which may be amended from time to time without compromising the intent of this Policy.



**Community Support Grant Application Form
Schedule A**

Community Organization: _____

Board of Directors (Names & Positions): _____

Types of Activities & Local Service Area: _____

Amount of Grant Funding Requested: \$ _____

Purpose of Request: _____

Description of Impact on Beaver County (Including Estimated Number of Residents):



**Community Support Grant Financial Report Form
Schedule B**

Community Organization: _____

Board of Directors (Names & Positions):

Description of How the Community Organization Utilized the Grant Funds (Including Revenues and Expenses for the Project):

Date Grant Funds Were Received: _____

Amount of Grant Funding Received: \$ _____

Other Related Information:

Name (Please Print)

Signature on behalf of Community Organization

Date

Phone Number: _____ **Email:** _____

Address: _____