

Community Action Grant Policy

3C.012

Section:	3.0 Planning and Community Services - C. Community Association Support
Authority:	Council
Administering Department:	Planning and Community Services

Statement

The Municipal District of Bonnyville (M.D.) is committed to supporting eligible registered not-for-profit community associations, organizations, and societies with funding for events, programs, and capital projects that provide M.D. residents an opportunity to engage through recreation and culture in the community.

Purpose

The Community Action Grant is intended to establish a consistent evaluation process and framework for grant funding to community associations located within the M.D., including urban centres within municipal boundaries, that are providing recreation, culture, and healthy living opportunities to the residents of the M.D.

Definitions

For the purposes of this policy:

- (1) “Applicant” means an association, organization, or society that meets the criteria outlined within this policy;
- (2) “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their delegate;
- (3) “Constitutional Documents” means the documents by which an applicant is incorporated or created and includes a Certificate of Incorporation, Articles of Incorporation, Memorandum of Association, Articles of Association, bylaws, and annual minutes and annual return;
- (4) “Council” means the duly elected Council of the M.D.;
- (5) “Eligible Community Association” means a like-minded association, organization, or society located within the M.D. or its urban neighbors within M.D. municipal boundaries that are recognized as a registered not-for-profit group or society that provides M.D. residents with necessary rural community services and/or infrastructure;
- (6) “Financial Need” means the difference between the community associations operating costs and their current financial status before receiving M.D. funding;
- (7) “Honarium” means a payment given for professional services that are rendered normally without charge.
- (8) “Major Local Corporation” means a corporation operating locally that is included on the Major Local Corporation List attached to the Community Action Grant Application Form.

Policy

The Community Action Grant will provide four levels of funding:

- (1) **Events and Programs** up to \$5,000.
- (2) **Minor Capital Projects** up to \$5,000.
- (3) **Moderate Capital Projects** \$5,001 up to \$25,000.
- (4) **Major Capital Projects** \$25,001 up to \$200,000 with a minimum of 50% matching funding from the applicant.

Resources and Budget

- (1) All funding for this grant program is subject to annual budget availability.

Grant Guidelines

- (1) Eligibility
 - (a) Eligible applicants include:
 - (i) Registered or incorporated not-for-profit community associations under the Alberta Societies Act based within the M.D. and/or the urban centres located within M.D. municipal boundaries;
 - (ii) Community associations with a primary mandate to provide community health & wellness, arts, culture, and/or recreational services.
 - (iii) Community associations able to demonstrate that other possible funding sources were sought and applied for prior to the submission of their grant application.
 - (iv) Community associations able to demonstrate that the organization is in financial need and does not have funds or resources available to carry out the project/initiative on their own.
 - (v) Community associations that submit a complete grant application with all required supporting documentation.
 - (b) Non-eligible applicants/applications include:
 - (i) Individuals, individual fundraisers, for-profit organizations, and private events;
 - (ii) Any for facilities located on private property without any public access to the land;
 - (iii) Organizations or facilities that are not open to public and/or do not allow reasonable access to the public;
 - (iv) Religious societies registered under the Religious Societies Land Act;
 - (v) School boards, schools, and school-organized activities or teams (see other municipal funding option for school teams);
 - (vi) Projects/initiatives requesting retroactive funding. Approval must be obtained prior to spending any money on an event, program, or project;
 - (vii) Any project funding requests that have previously been deliberated at a Meeting of Council through either a delegation presentation or written request;
 - (viii) Any with ineligible costs that are associated with the following:
 1. the purchase of land and/or buildings;
 2. overhead operational costs in nature or those required to operate an organization including wage/salary, rent, and utilities;
 3. Honorarium costs;

4. Goods and Services Tax (GST).
 - (c) Organizations that have received funding from the M.D. through the Major Capital Projects funding level are ineligible to apply for a grant in this funding level again for a five (5) year term.
- (2) Funding Levels
- The Community Action Grant may support eligible community associations through only one (1) of the four (4) funding levels below, per applicant, per year:
- (a) Events and Programs
 - (i) Events and programs must demonstrate a benefit to the residents of the M.D. of Bonnyville. These benefits can include recreational, fitness and healthy living opportunities, active lifestyle activities, community building, and arts and culture experiences. The maximum funding available for an event or program is \$5,000.
 - (b) Minor Capital Projects
 - (i) Minor Capital Projects must maintain or improve infrastructure of existing facilities, or purchasing items deemed essential for the long-term sustainability of the organization to a maximum of \$5,000 in accordance with this policy.
 - (c) Moderate Capital Projects
 - (i) Moderate Capital Projects must maintain or improve infrastructure by way of new construction, expansion, renovation, or replacement of existing facility. The minimum funding to be requested is \$5,001 with a maximum of \$25,000.
 - (d) Major Capital Projects
 - (i) Major Capital Projects must be a community-led capital project or initiative with a minimum project value of \$25,001 and maximum of \$400,000, and must have a minimum of 50 percent secured matching funds.
- (3) Grant Criteria
- (a) Eligible applicants receiving financial support through the Community Action Grant are required to provide recognition of the M.D. financial support through signage at the project or event sites, subject to approval by M.D. Marketing and Communications department.
 - (b) Applications must include the following supporting documentation:
 - (i) Constitutional documents (Certificate of Incorporation, Bylaws, Memorandum of Association, or Articles of Association);
 - (ii) Most recent Annual General Meeting minutes;
 - (iii) Previous year's Annual Financial Statement including a list of any investments, guaranteed investment certificates, savings account(s) balances, and all grants received in the last 12 months;
 - (iv) A current list of the Board of Directors with names and positions as filed with the Government of Alberta Corporate Registries.
 - (v) A cover letter outlining the project scope, cost, other partnering organizations/groups, and the amount being requested from the M.D.
 - (vi) Detailed project budget.
 - (vii) Detailed project description.
 - (viii) Copies of one (1) to three (3) project/initiative quotations, dependent on size and nature of funding request.

- (c) If an approved project/initiative/event did not start and/or end or occur in the timeframe presented in the approved application, and M.D. funds remain unspent/available, or the project is completed without requiring full use of the awarded funds, such funds are to be promptly returned to the M.D..
 - (d) Funding priority will be given to those Major Capital Projects or applicants that:
 - (i) are expected to provide a benefit to M.D. residents over a long period of time (five (5) years or more);
 - (ii) are led and owned by organizations registered under the Alberta Society's Act;
 - (iii) can demonstrate their long-term commitment to the community.
 - (e) Eligible Major Capital Project applicants will be required to present their requests as a delegation to Council in accordance with the Council Delegation Policy, prior to final approval.
- (4) **Deadlines**
Grant applications must be submitted to the M.D. Planning & Community Services Department by the following deadlines:
- (a) Events and Programs, and Minor Capital Projects: March 15, June 15, or October 15.
 - (b) Moderate and Major Capital Projects: March 15.
 - (c) Applications will be dealt with on a first-come first-served basis until all funds are allocated.
 - (d) Those applicants who miss the submission deadline and have not yet received funding may be considered if funds are still available in the program budget within the year of application.
 - (e) Should applicants miss the deadline or all funds become allocated for the application year, applications will not be carried forward into the next application year.
- (5) **Application Evaluation and Funding**
- (a) The CAO or designate will review and may award Community Action Grant applications that meet the parameters/criteria outlined within this policy up to a value of \$25,000.
 - (b) Major Capital Project applications will be reviewed by Administration. An award recommendation will then be provided for Council consideration and approval following a Council delegation presentation by the applicant.
 - (c) Not all requests that meet the established eligibility will be approved at the full amount requested.
 - (d) During the annual municipal budget process, Council shall determine the maximum annual funds available for the Community Action Grant program for that year.
 - (e) Administration may amend the application and guidelines, as required and as it pertains to this policy and all other municipal, provincial, and federal statutes.
- (6) **Reporting Requirements**
- (a) All Moderate and Major Capital Grant Community Action Grant recipients must submit a report within 60 days of the project completion date with the following information:
 - (i) a summary of the project outcomes and the impact on our local community.

- (ii) A financial statement including proper account of receipts and expenditures relating to the project, and how the funds were spent.
- (b) The M.D. reserves the right to deny future funding requests by any applicant should the reporting requirements not be fulfilled.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation: (plans, bylaws, policies, procedures, etc.)	Attachment A: Applicants Guide Form: M.D. Community Action Grant Application Form
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Applicant Guide

Overview

The purpose of this guide is to provide direction for completing the Community Action Grant Application Form. Please follow this guide carefully to ensure that your organization provides all the necessary information in order to assist with the timely processing of your application.

Deadline

Application deadlines are as follows:

- (1) Event and Programs, and Minor Capital Project applications: March 15, June 15, and October 15 annually.
- (2) Moderate Capital Projects and Major Capital Projects: March 15.

It is strongly recommended that you review the following items before filling out your application as they demonstrate what must be included and how it will be assessed, prior to approval:

- *Policy No. 3C.012 Community Action Grant Policy* found on the M.D. website or by contacting the M.D. office directly;
- The Community Action Grant Application Assessment Tool.

Please ensure that you have included all documentation required in accordance with *Policy No. 3C.012 Community Action Grant Policy*.

Completed applications are to be:

- (1) emailed to: CommunityServices@md.bonnyville.ab.ca
- (2) or mailed/delivered to:
Municipal District of Bonnyville
RE: Community Action Grant Application
Bag 1010
4905-50 Avenue
Bonnyville, AB T9N 2J7

If you have any questions or require assistance completing the application, please contact the Planning & Community Services Department at 780-826-3171.

Additional information can also be found on the M.D. website at <https://md.bonnyville.ab.ca>.

Application Assessment Tool

Scoring Criteria	Score
1. Project (event, program or initiative) Description and Details	/12
Clear purpose of project	1 2 3
Project outlined and explained clearly	1 2 3
Does the project target children, youth or seniors?	1 2 3
Is this project new or unique to this area?	1 2 3
2. Project Costs	/12
Does the application include an itemized budget?	1 2 3
Does the budget demonstrate a financial need?	1 2 3
Does the applicant list other sources of funding and or revenue?	1 2 3
Is there a cost to the participant?	1 2 3
3. Benefits, Measurables and Outcomes	/15
Does the project benefit the residents of the M.D. of Bonnyville? <i>(Increased fitness, decreased isolation, active lifestyle activities, community building arts & culture experiences, skills development)</i>	1 2 3
Are the measurables clear and concise?	1 2 3
Are the outcomes attainable and realistic?	1 2 3
Does the project support and align with the Recreation Master Plan?	1 2 3
Does the project have a sustainability plan for future years without funding?	1 2 3
4. General	/6
Amount of volunteers and "in-kind" support	1 2 3
Percentage (%) of participants residing in the M.D. of Bonnyville _____ %	1 2 3
Are there outstanding reports from this group from previous grants?	__ Yes __ No
Has all applicable permits and insurance (i.e. AHS event permits)	__ Yes __ No
Rating Guide	Total
1 = Poor	
2 = Good	
3 = Excellent	/45