

TOWN OF TWO HILLS



Policy Number: 2018-01

Date of Issue: January 23, 2018

Policy Subject: Community Grants and Donations

POLICY STATEMENT:

Through the Community Grants and Donations Policy, the Town of Two Hills will provide for a fair and equitable process for the support of community initiatives that are organized through eligible groups, and are in support of local groups or events that enhance or improve the quality of life and safety of its residents and promote the Two Hills Community as a whole.

PURPOSE:

To assist Council in administering its annual Grants/Donations Budget and to provide information and a process for those wishing to request financial support for a cause or event.

DEFINITIONS:

1. "Community Initiatives" – a response by individuals, groups or organizations to support, enhance or provide improved quality of life for safety for Two Hills residents or promotion of the Two Hills community as a whole and which can be expected to have a high level of community acceptance.
2. "Eligible groups":
 - a) Registered non-profit societies or charities
 - b) Community groups/organizations
 - c) Organization that are non-partisan in nature
 - d) Non-profit
3. "Eligible expenses"
 - a) Facility rental costs
 - b) Equipment rental/purchase cost
 - c) Guest speaker/honorariums
 - d) Printing/advertising
 - e) Trophies/medals/ plaques
4. "Ineligible Groups":
 - a) Are recipient(s) of any other financial or other type of assistance from Council.
 - b) A Provincial or Federal government funded initiative.
 - c) Person(s) raising funds on behalf of another group which itself is a recipient of financial assistance from Council or is a Provincial or federal government funded initiative.



STANDARDS:

1. Community grant applications are accepted throughout the year from Eligible Groups and must be accompanied with a written letter outlining the purpose of the request, how it will support, enhance or provide improved quality of life or safety for community members or promote the Two Hills community as a whole.
2. Community grant applications will not be considered from Ineligible Groups.
3. Applications are considered on a first come, first served basis as long as funds remain within the budget year.
4. Applications are to be submitted a minimum of twenty-eight (28) days before the event to which they apply.
5. Applications may be considered outside the twenty- eight (28) day time period only under exceptional circumstances.
6. Applications will not to be accepted for assistance for individuals or groups to attend or participate in conferences or events outside of Two Hills.

SUPPORT LEVELS

1. Events that target audiences of 50 or less, will be eligible to request a grant of up to \$200.00.
2. Events that target audiences of 51 or more, will be eligible to request a grant of up to \$500.00.
3. Applications for donation items for silent auctions will be considered (max. monetary value up to \$50.00) provided that the event which the silent auction is to be held, meets the criteria to be considered as a community initiative and has not been awarded Community Grant funding.

OTHER MATTERS

1. If an event is cancelled, authorization for funding shall be automatically voided without the need of a motion of Council and any funds issued, or silent auction items provided, shall be returned to the municipality and may be reallocated in support of other community initiatives.
2. Funds should be utilized for eligible expense only.
3. Organizations shall be limited to one successful grant application, and one successful silent auction item request for a second separate event per calendar year.
4. Applicants must acknowledge Two Hills' contribution in all publicity relating to the event or activity which the application supports.



5. Council may at its absolute discretion consider request for amounts greater or lower than the prescribe maximum or reject any application that it may feel appropriate to do so.
6. Funding will only be provided if sufficient budgeted funds remains in the financial year under consideration.
7. Council appointed Committees (i.e. Canada Day, Two Hills Improvement Committee) are exempt from this policy. Funding requests from Council appointed Committees go directly to Council or through the Council budgeting process.

ADMINISTRATIVE PROCEDURES:

1. Applications must be submitted to the C.A.O at the Town Administration Office, 4712 50 Street or mailed for the attention of the C.A.O. Box 630, Two Hills, AB, T0B 4K0 or emailed to the C.A.O. at cao@townoftwohills.com.
2. The C.A.O. shall review applications received and ensure they meet the outlined eligibility criteria of the Community Grants and Donations Policy and that sufficient funds remain in the fiscal year under consideration.
3. If the application does not meet the eligibility criteria or insufficient funds remain available, the C.A.O. shall inform the group/organization or individual in writing, stating the reasons for ineligibility or of the funding shortfall.
4. The C.A.O. shall submit to Council, a Request for Decision (RFD), supported by a copy of the application form and supporting letter for their consideration at an upcoming regular Meeting of Council.
5. Council shall exercise its absolute discretion whether to support or reject the application and recommendations of the C.A.O.
6. Supported application shall be approved by motion of Council.
7. Following approvals by Council, the C.A.O. shall authorize payment by cheque of the designated funds to the individual/group/organization.
8. If an application should be rejected by motion of Council, the C.A.O. shall notify the unsuccessful applicant (s) in writing stating the reason for rejection by Council.
9. Any unallocated funds remaining at the end of the fiscal year under consideration, may by motion of Council be allocated to reserve funds as considered appropriate by Council.

LEONARD L. EWANISHAN, MAYOR

ELSIE KIZIAK, C.A.O.



Community Grant Application

1. Application / Organization:

Name of group/organization: _____

Mailing address: _____

Contact person: _____

Phone number: _____

E-mail address: _____

Type of group: Registered Non- profit society or charity

Non-Profit community group/organization

Date of event: _____

Location of Event: _____

No. of persons expected to attend event: _____

2. Community Initiative:

Check the box/ boxes that best represents the community initiative(s) the application supports and which should have an expected high level of community acceptance:

Enhances quality of life of Two Hills residents

Enhances safety of Two Hills residents

Promotes the community of Two Hills

3. Support Level requested:

Event for up to 50 persons (excluding organizers/ volunteers) up to \$200

Event for more than 50 persons (excluding organizers/ volunteers) up to \$500

Actual grant amount requested: _____

Donation items for silent auction

