



Town of Cochrane Policy

| | |
|---|---|
| Policy: Policy Title: Approval Date: Department: | 1206-01 Community Investment Grant Program April 12, 2021 Corporate Services |
|---|---|

Policy Statement:

The Town of Cochrane partners with local not-for-profit organizations to assist in building a community of choice for present and future generations. The foundation of this policy is grounded in Cochrane's vision of recreation, social, arts environmental and culture-based programs, events and initiatives contributing positively to its overall identity, sense of place and quality of life.

The purpose of the Community Investment Grant Program is to encourage initiatives from local not-for-profit organizations by providing financial assistance. The intent is to impact a broad cross-section of the community and promote positive community spirit.

SCOPE:

This policy applies to eligible local not-for-profit organizations requesting funding from the Town of Cochrane to support arts, culture, heritage, social, recreation, environment or community spirit along with other community-based programs, activities and related costs.

1. DEFINITIONS

- 1.1 **"Administration"** means the department assigned the responsibility of managing the Community Investment Grant Program pursuant to this policy.
- 1.2 **"Applicant"** means a community association or organization applying for a grant pursuant to this policy.
- 1.3 **"CAO"** means the person appointed to the position of Chief Administrative Officer by Council.
- 1.4 **"Community Association"** means a non-profit community association located within, and recognized by, the Town of Cochrane as an 'eligible group' for grant programs and other community services.
- 1.5 **"Community Investment Grant Program"** (The Program) means grants awarded by the Town of Cochrane to an Applicant pursuant to this policy.

- 1.6 **“Council”** means the Council of the Town of Cochrane, in the Province of Alberta.
- 1.7 **“Large Scale Festival and Events”** are events which have historically attracted more than 5,000 attendees.
- 1.8 **“Local Not-For-Profit Organizations”** whose operations, events or programming are based in the Town of Cochrane. They are legal entities who have a board of directors. They are registered with at least one of the following bodies:
- Service Alberta as a public not-for-profit organization regulated by the Companies Act
 - Canada Revenue Agency as a registered charitable organization
 - Service Alberta as a society regulated by the Societies Act
- 1.9 **“Matching Funds”** funding is approved on a matching basis. The Applicant must contribute towards the expenses of the project an equal or greater amount than the grant request. The matching funding may be in the form of cash or donated labour, equipment or materials, all of which must be directly related to the project.
- 1.10 **“Policy”** means this Town of Cochrane policy together with all attachments hereto as amended.

2. **GUIDING PRINCIPLES**

The Community Investment Grant Program is guided by a set of principles that help guide decision-making and administration. These principles are:

- community-driven public benefit
- transparency
- equity
- accountability
- flexibility
- simplicity

The focus of this policy is to support community events, festivals, and projects. These are vital to making social connections in the community and contribute to the Town of Cochrane’s sense of identity, place, and quality of life.

The Town of Cochrane builds capacity in the community by supporting local initiatives that:

- Promote community pride
- Foster and sustain positive community relationships
- Are collaborative and inclusive in nature and sustained by the community

3. COMMUNITY ASSOCIATION SUPPORT GRANT

Objective:

The Community Association Support Grant provides up to Five Hundred (\$500.00) Dollars annually to assist in supporting the cost of community associations' expenses.

4. SMALL SCALE EVENTS AND PROJECTS MATCHING GRANT – Maximum of \$2,500

Objective:

The Small Scale Events and Projects Matching Grant provides funding of up to \$2,500 Dollars to newly formed organizations or existing eligible local not-for-profits while encouraging them to become self-sustainable.

the intent of the matching grant is to incubate projects or events that further strengthen Cochrane's reputation as a vibrant community. Projects or events that are preventative in nature, and address identified community needs are eligible for FCSS grant funding and will not be considered.

5. LARGE SCALE FESTIVALS AND EVENTS MATCHING GRANT - Maximum of \$15,000

Objective:

The Large Scale Festivals and Events Matching Grant provides funding of up to \$15,000 Dollars to eligible local not-for-profit organizations while encouraging them to become self-sustainable.

The intent of the matching grant is to support festivals and events that further strengthen Cochrane's reputation as a vibrant community. Projects or events that are preventative in nature, and address identified community needs are eligible for FCSS grant funding and will not be considered.

6. APPROVALS

- a. Town of Cochrane Administration will receive and prepare all grants.
- b. Administration has final approval on all requests funded from The Program.
- c. The Applicant shall submit the required financial accounting as per the specific grant program guidelines.
- d. The Applicant may appeal the decision of Administration to Council.

7. SURPLUS AND UNEXPENDED FUNDS

Unexpended funds or any surplus resulting from unused Community Investment Grant monies shall be returned to the Town of Cochrane within 90 days after the completion of the event.

End of Policy

| | |
|---|--|
|  | <h1>Town of Cochrane Procedure</h1> |
| Policy: Policy Title: Approval Date: Department: | 1206-01 Community Investment Grants April 12, 2021 Corporate Services |

PURPOSE:

The Community Investment Grants Procedures set out the manner in which the Community Investment Grants Policy will be implemented. The Procedures may be amended by Administration as required.

GENERAL PROCEDURES AND RESPONSIBILITIES:

1. Procedures

- a. Community Investment Grants will be built into the Town’s annual budget with the overall funding amount subject to Council approval.
- b. There is no guarantee of Community Investment Grant funding from year to year.
- c. New applications meeting criteria will be given equal consideration with repeat applications.
- d. The program or event must be completed within 12 months of funds being distributed.
- e. Applications will be accepted and reviewed one time per calendar year (May 1).
- f. The Applicant will be notified of the grant award within three weeks after the application deadline.
- g. Community Investment Grants Application Guide and application forms will be available online.
- h. The Community Investment Grants Application Guide shall be an addendum to these Procedures. It will contain the following pertinent information:
 - Grant program descriptions
 - Eligible and ineligible Applicants
 - Eligible and ineligible use of Community Investment Grants
 - Application, assessment, and grant disbursement processes
 - Applicable conditions and requirements

2. General Eligibility Criteria

2.1 Terms and Minimum Standards

Matching grant Applicants must satisfy the following minimum standards and must meet the Terms and Conditions set out for the specific grant program for which the application is submitted. Additional criteria and conditions apply as outlined in Community Investment Grants descriptions.

- a. The Applicant must be a registered not-for-profit organization.
- b. The Applicant's membership and beneficiaries of its programs and activities must be predominantly residents of the Town of Cochrane.
- c. The Applicant's programs and activities must be directed to the improvement of the quality of life for residents of the Town of Cochrane.
- d. The grant applied for shall be intended and used to further the Applicant's not-for-profit activities and must not either directly or indirectly be intended or used to further a profit venture.
- e. Within the deadlines, the Applicant must file and provide all documents and information outlined in the application.
- f. Applicants must represent one of the following community sectors: arts, culture, heritage, social, recreation or environment.
- g. Small Scale and Large Scale Matching grant applications must include:
 - Detailed description of the project;
 - Project budget;
 - Identification of matching contribution (i.e., in kind donations, volunteer hours, available funding, sponsorship funds); and
 - Current list of board of directors with names, positions and contact information.

2.2 Ineligible Applicants

The following are not eligible to apply for Community Investment Grant Funding:

- For-profit organizations
- Organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by the Town of Cochrane
- Individuals

2.3 Ineligible Funding

Funding will not be considered for:

- Commercial or private events, endowments, charitable donations, fundraising campaigns, developing a business case or proposal for funding, donor recognition/walls
- Ongoing operating expenditures

- Purchase of uniforms
- Prize monies
- Alcohol
- Any costs for gifts, gratuities, honoraria, or other items of personal benefit

3. Funding for Sustainable Practices

The Town of Cochrane believes in supporting ongoing partnerships with local not-for-profit organizations and community associations.

The Program is intended to be supplemental in nature and not form the basis for hosting the event. It is expected that a majority (50 percent or greater) of the total event costs are fundraised or funded through other sources.

Funding Formula (Town/community partner):

- Small Scale Events & Projects Grant: 50/50 match up to \$2,500
- Large Scale Festivals & Events Grant: 50/50 match up to \$15,000

4. Legal and Financial Accountabilities

The level of assurance rises based on the grant program.

Community Association Grant

Must complete an application to qualify for funding.

Small Scale Events and Projects Matching Grant

Grant recipients will be required to sign an agreement with the following conditions:

- Provide adequate proof of liability insurance coverage
- Provide comprehensive budget outlining matching funding
- Provide the Town with a final event report within 90 days after the event
- Acknowledge the Town of Cochrane's support in promotional materials and online content

Large Scale Festivals and Events Matching Grant

Grant recipients will be required to sign an agreement with the following conditions:

- Provide adequate proof of liability insurance coverage
- Provide comprehensive budget outlining matching funding
- Provide most recent annual financial statements

- Provide proof of filing of Annual Return from Corporate Registries
- Provide the Town with a final event report within 90 days after of the event
- Acknowledge the Town of Cochrane’s support in promotional materials and online content

5. Surplus and Unexpended Funds

Unexpended funds or any surplus resulting from unused monies from The Program shall be returned to the Town of Cochrane within 60 days after the event.

Applicable Standards and Regulations

This policy or receipt of Community Investment Grants shall not supersede any applicable community, health and safety legislations, bylaws, and regulations.

Successful community not-for-profit organizations and community associations must use sustainable practices and minimize impact to the environment.

6. Addendum

Addendum to Policy 1206-01

Community Investment Grants Application Guide

Community Association Support Grant

The Community Association Support grant provides up to five hundred (\$500) dollars annually to assist in supporting the cost of community associations' expenses.

Small Scale Events and Projects Matching Grant – Maximum of \$2,500

The Small Scale Events and Projects Matching Grant provides funding of up to \$2,500 Dollars to newly formed organizations or existing eligible local not-for-profits while encouraging them to become self-sustainable.

Projects or events that are preventative in nature, and address identified community needs are eligible for FCSS grant funding and will not be considered.

Large Scale Festivals and Events Matching Grant - Maximum of \$15,000

The Large Scale Festivals and Events Matching Grant provides funding of up to \$15,000 Dollars to eligible local not-for-profit organizations while encouraging them to become self-sustainable.

Projects or events that are preventative in nature, and address identified community needs are eligible for FCSS grant funding and will not be considered.

ELIGIBLE APPLICANTS

The Applicant must be a registered not-for-profit organization.

The Applicant's membership and beneficiaries of its programs and activities must be predominantly residents of the Town of Cochrane.

The Applicant's programs and activities must be directed to the improvement of the quality of life for residents of Cochrane.

The grant applied for shall be intended and used to further the Applicant's not-for-profit activities and must not either directly or indirectly be intended or used to further a profit venture.

Within the deadlines, the Applicant must file and provide all documents and information outlined in the application.

Applicants must represent one of the following community sectors: arts, culture, heritage, social, recreation or environment.

Small Scale and Large Scale Matching grant applications must include:

- Detailed description of the project;
- Project budget;
- Identification of matching contribution (i.e., in kind donations, volunteer hours, available funding, sponsorship funds); and
- Current list of board of directors with names, positions, and contact information.

INELIGIBLE APPLICANTS

The following are not eligible to apply for Community Investment Grant Funding:

- For-profit organizations
- Organizations that have overdue or incomplete accounting/reporting relating to any grant previously awarded by the Town of Cochrane
- Individuals

INELIGIBLE FUNDING

Funding will not be considered for:

- Commercial or private events
- Endowments, charitable donations, fundraising campaigns, developing a business case or proposal for funding, donor recognition/walls
- Ongoing operating expenditures
- Purchase of uniforms
- Prize monies
- Alcohol
- Any costs for gifts, gratuities, honoraria, or other items of personal benefit

APPLICABLE CONDITIONS AND REQUIREMENTS

The Applicant shall submit the required financial accounting as per the specific grant program guidelines.

The Applicant may appeal the decision of Administration to Council.

Applications must be submitted by May 1.

All awarded funds must be used within 12 months.

Unexpended funds or any surplus resulting from unused Community Investment Grant monies shall be returned to the Town of Cochrane within sixty (60) days after the completion of the event.

APPLICATION, ASSESSMENT AND GRANT DISBURSEMENT PROCESSES

Grant applications are available on the Town of Cochrane website.

Town of Cochrane Administration will receive and review all applications.

Applicants will be notified within three weeks of the application deadline.

Administration has final approval on all requests funded from the program.

Successful applicants will be notified by email and provided with a letter of agreement.

Funding will be processed upon receipt of the signed letter of agreement.