



# Town of Cochrane Policy

<b>Policy No.:</b>	<b>1201-03</b>
<b>Policy Title:</b>	<b>Civic Partnerships, Community Grants &amp; Arts &amp; Culture Endowment Fund</b>
<b>Approval Date:</b>	<b>May 14, 2007</b>
<b>Revision Date:</b>	<b>July 18, 2011</b> <b>March 11, 2013</b>
<b>Department:</b>	<b>Community Services</b>

## Policy Statement:

The Town of Cochrane partners with not-for-profit organizations to assist in building a community of choice for present and future generations. This Policy establishes principles and guidelines to ensure effective management and strategic allocation of available resources with the overall purpose of optimizing and enhancing Town partnerships with not-for-profit organizations.

The purpose of the Cochrane Community Grant Program is to provide financial assistance towards projects/events that enhance and enrich the community. Through the program, the Town of Cochrane particularly wishes to encourage initiatives from locally-based, registered, not-for-profit organizations that will impact a broad cross-section of the community, promote a positive community spirit, and are innovative in nature.

The Town of Cochrane recognizes that Arts and Culture provide social and educational benefits and contributes to a healthier quality of life in the Community. The Arts and Culture Endowment Fund provides citizens with an opportunity to access monies for specific non-profit related arts and culture community projects.

## Reason for Policy

- 1.1 Form cooperative agreements with various not-for-profit sector providers to draw on their strengths and capacities.
- 1.2 To give the not-for-profit sector the flexibility to be creative, whereby negotiated agreements help balance the accountability requirements needed to manage work effectively.
- 1.3 Give Council the flexibility to be innovative and creative in developing alternate arrangements.

- 1.4 Ensure timely response to emerging issues.
- 1.5 Provide direction for groups seeking financial support from the Town of Cochrane for projects/events.
- 1.6 Provide a procedure for Council to reach decisions for providing financial support on a fair and equitable basis.
- 1.7 Promote arts and culture projects by not-for-profit organizations in the Town of Cochrane

## 2. Definitions


- 2.1 **Not-for-Profit Organization** means an organization recognized by the Provincial Societies Act that does not distribute surplus funds to owners or shareholders, any surplus is retained by the organization for its self preservation, expansion and future plans.
- 2.2 **Other Partnerships** means a partnership between the Town of Cochrane and a registered not-for-profit organization that outlines the use of Town assets for purposes outlined in a Civic Partnership Agreement.
- 2.3 **Endowment Fund** means an account that is invested to earn a return of growth of which a percentage of the account value is used each year for a specified charitable purpose(s).

## 3. Responsibilities

- 3.1 Town Council to:
  - 3.1.1 Approve by resolution this policy and any amendments.
  - 3.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.
  - 3.1.3 Approve on an annual basis the level of funding available from the interest earned on the principal amount of the Arts and Culture Endowment Fund.
  - 3.1.4 Recognize the benefits of civic partnerships.
  - 3.1.5 Serve as an advocate for civic partnerships.
  - 3.1.6 Approve distribution of Annual Operating Grants, Community Grants and funding from the Arts and Culture Endowment Fund.

- 3.2 Chief Administrative Officer to:
  - 3.2.1 Implement this policy and approve procedures.
  - 3.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
  - 3.2.3 Recognize the benefits of civic partnerships.
  - 3.2.4 Serve as an advocate for civic partnerships.
  - 3.2.5 Approve and implement any procedures relative to this policy.
  - 3.2.6 Recommend to Council necessary policy amendments.
- 3.3 Senior Manager, Community Services to:
  - 3.3.1 Ensure implementation of this policy.
  - 3.3.2 Ensure that this policy is reviewed periodically.
  - 3.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.
  - 3.3.4 Recognize the benefits of civic partnerships.
  - 3.3.5 Serve as an advocate for civic partnerships.
- 3.4 Supervisors to:
  - 3.4.1 Ensure policy is understood by employees and adhered to.
  - 3.4.2 Ensure implementation of this policy.
- 3.5 All Employees to:
  - 3.5.1 Understand and adhere to this policy.

#### **4. End of Policy**

	<h1 style="margin: 0;">Town of Cochrane Procedure</h1>
<b>Policy No.:</b> <b>Policy Title:</b> <b>Department:</b>	<b>1201-03</b> <b>Civic Partnerships, Community Grants &amp; Arts &amp; Culture Endowment Fund</b> <b>Community Services</b>

## 1. Civic Partnerships – Annual Operating Grants

- 1.1 Funding requirements for Annual Operating Grants will be provided through the Town’s budget process.
- 1.2 Distribution of Annual Operating Grants will be at the discretion of Council and will be part of the budget deliberations.
- 1.3 There is no guarantee of Annual Operating Grants from year to year.
- 1.4 All Applicants must be registered not-for-profit organizations that operate a day-to-day service within the Town of Cochrane.
- 1.5 The Applicant’s membership and beneficiaries of its programs and services must be predominantly residents of the Town of Cochrane.
- 1.6 The Applicant’s membership and beneficiaries of its programs and services must be directed to the improvement of the quality of life of Cochrane residents.
- 1.7 Annual Operating Grants shall not be used for capital purchases.
- 1.8 The Annual Operating Grants shall be used to further the Applicant’s not-for-profit activities, and must not either directly or indirectly be used to further a profit venture.
- 1.9 Within the deadlines, the Applicant must file and provide all documents and information outlined in the Annual Operating Grant Application.
- 1.10 An Applicant that can accomplish an adequate level of activity without an Annual Operating Grant may not be approved for a Grant.
- 1.11 All Applicants must demonstrate fiscal responsibility.

- 1.12 All Applicants shall demonstrate initiative and success in generating diverse forms of revenue.
- 1.13 There shall be no opportunity to appeal Council's Annual Operating Grant decisions.
- 1.14 Successful Applicants may be required to report to Council providing an outline of activity completed with the funding received prior to September 1 of the funding year.
- 1.15 Applications
  - 1.15.1 Applicants must apply by September 1 of each year for the following budget year. Applications shall include:
    - Completed Application Form
    - Copy of Incorporated Documents (first time applicants)
    - Copy of current societies reporting completion
    - A proposed Operating Budget for year applying for money
    - A financial statement for the last completed fiscal year. (as per society's bylaws)
    - Additional information may be requested to assess application.

## **2. Civic Partnerships - Other Partnerships**

- 2.1 Not-for-profit groups may approach the Town with requests for long term partnerships that fall outside of annual operating grants.
- 2.2 The group's membership and beneficiaries of its programs and services must be predominantly residents of the Town of Cochrane.
- 2.3 The group's membership and beneficiaries of its programs and services must be directed to the improvement of the quality of life of Cochrane residents.
- 2.4 These partnerships will be developed at the discretion of Council
- 2.5 Each request will be evaluated based on the best interests of the Town and its citizens.
- 2.6 Administration will work with the not-for-profit groups to develop the terms of the partnership.
- 2.7 A legal opinion will be sought on all partnerships.
- 2.8 Previous partnerships may be used to help develop future partnerships.
- 2.9 A legal agreement may be struck for partnerships.

### 3. Community Grants

- 3.1 Available funding for Community Grants will be provided through the Town's budget process.
- 3.2 There is no guarantee of Community Grants funding from year to year.
- 3.3 Applicants must represent one of the following community sectors:
- Arts;
  - Culture;
  - Heritage;
  - Recreation;
  - Environment; or
  - Community spirit.

*Note: Projects/Events relating to social well-being of the community are eligible for FCSS grant funding and will not be considered for Community Grant Program funding.*

- 3.4 All Applicants must be registered not-for-profit organizations based within the Town of Cochrane's Corporate Boundaries.
- 3.5 New applications meeting criteria may be given priority over repeat applications.
- 3.6 The project/event, or the phase of the project/event being applied for, must be completed within twenty-four (24) months of funds being distributed.
- 3.7 Organizations must have completed any required reports and/or financial statements for projects/events that have previously received Community Grant funding before being eligible for another Community Grant.
- 3.8 Applications will be accepted and reviewed one time per calendar year. (May 1).
- 3.9 Through the Application, the Applicant must demonstrate the following:
- Planning and management capabilities;
  - Other active fund-raising efforts;
  - A need for the funds requested;
  - Level of financial stability;
  - Adequate insurance coverage; and
  - Benefit to the community of the project/event.

- 3.10 Applications must be project/event based and will not be considered for the following:
- ongoing operating expenditures;
  - purchase of uniforms; or
  - projects/events that other bodies or levels of government have a clear, legislated responsibility for (i.e. health, education).
- 3.11 Applicants may apply for 50% funding to a maximum of \$2,500 per project/event.
- 3.12 Applications will be reviewed and evaluated and funding recommendations will be presented to Council for adoption.
- 3.13 All Applicants will be notified of Council's funding decisions.
- 3.14 Grant recipients must:
- agree that any project/event cost shortfalls or resulting ongoing funding requirements will be their responsibility;
  - agree to recognize the Town's contribution to the project/event in all related public information, printed material and media coverage; and
  - agree to provide the Town of Cochrane with a follow-up report on the project/event supported by the grant within 90 days following completion of the project/event;
  - agree to return to the Town of Cochrane any unused grant dollars.
- 3.15 Any unused funds from an Application Period may be carried forward to the next Application Period.
- 3.16 Council has the discretion to waive criteria for specific applications.

#### **4. Arts and Culture Endowment Fund**

- 4.1 Available funding from the Arts and Culture Endowment Fund will be determined through the Town's budget process.
- 4.2 There is no guarantee of funding from year to year.
- 4.3 All Applicants must be registered not-for-profit organizations based within the Town of Cochrane's Corporate Boundaries.
- 4.4 Eligible projects will:
- Stimulate appreciation of the arts and culture within the community;
  - Build community support and/or attract visitors;

- Contribute to artistic or cultural achievement within the community;
- 4.5 The project, or the phase of the project being applied for, must be completed within twenty-four (24) months of funds being distributed.
- 4.6 Organizations must have completed any required reports and/or financial statements for projects/activities that have previously received Town of Cochrane Funding before being eligible for funding from the Arts and Culture Endowment Fund.
- 4.7 Applications will be accepted and reviewed on an ongoing basis.
- 4.8 Through the Application, the Applicant must demonstrate the following:
- Planning and management capabilities;
  - A project plan and timeline;
  - Other active fund-raising efforts;
  - A need for the funds requested;
  - Level of financial stability;
  - Adequate insurance coverage; and
  - Benefit to the community of the project.
- 4.9 Applications must be project based and will not be considered for the following:
- Sales, exhibitions, festivals, performances or events;
  - Sustaining, operating or administrative expenses not associated with project;
  - Studies, plans or strategies;
  - Conferences, workshops, seminars, educational programs or professional development;
  - Travel;
  - Building renovation or repairs;
  - Purchase of uniforms or specialized equipment not as a community asset
- 4.10 Applications will be reviewed and evaluated and funding recommendations will be presented to Council for adoption.
- 4.11 Applicants or organizations requesting Arts and Culture Endowment Funding may be asked to make a brief presentation.
- 4.12 All Applicants will be notified upon receipt of application and following Council's funding decisions.
- 4.13 Arts and Culture Endowment Fund recipients must:



- be prepared to enter into a "Letter of Agreement" with the Town of Cochrane if the application is approved;
- agree that any project cost shortfalls or resulting ongoing funding requirements will be their responsibility;
- agree to recognize the Town's contribution to the project in all related public information, printed material and media coverage;
- agree to provide the Town of Cochrane with a follow-up report on the project supported by the grant within 90 days following completion of the project; and
- agree to return to the Town of Cochrane any unused grant dollars.

4.14 Any unused funds from an Application Period may be carried forward to the next Application Period.

4.15 Council has the discretion to waive criteria for specific applications.

## 5 End of Procedure

**Approval**

  
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5. Julian deCocq, C.A.O.

January 19, 2016