	Town of Cochrane Policy
Policy No.:	1206-02
Policy Title:	Cochrane Community Grant Program Policy
Approval Date:	July 14, 2025
Revision Date:	
Department:	Parks and Active Living

Policy Statement

The Town of Cochrane is committed to fostering a vibrant, inclusive, and connected community. Through this policy, the Town provides consistent and transparent financial support to local non-profit organizations. This support reflects the Town's role as an enabler, not a direct service provider, in delivering community benefits. The policy facilitates a range of funding streams through the Cochrane Community Grant Program, supporting services and initiatives that align with Cochrane's strategic priorities and enhance quality of life for residents.

1. Reason for Policy

1.1 This policy is intended to:

1.1.1 Replace legacy funding arrangements with a structured, equitable, and transparent process;

1.1.2 Support community organizations that deliver essential services or enhance quality of life in Cochrane;

1.1.3 Provide funding for projects, events, and capacity-building initiatives that align with the Town's strategic priorities;

1.1.4 Encourage innovation, collaboration, and inclusion in service delivery and community engagement;

1.1.5 Strengthen accountability and support long-term financial planning through consistent evaluation and reporting mechanisms.

2. Related Information

2.1 This policy applies to all requests for community grants from the Town of Cochrane, including:

2.1.1 Operational grants for essential service and community-enhancer organizations

2.1.2 Project-based funding for capital improvements, environmental initiatives, and access-focused programming;

2.1.3 Public event funding, including transit support where applicable;

2.1.4 Capacity-building support for emerging and grassroots organizations;

2.1.5 Youth-led innovation and civic engagement initiatives;

2.1.6 Transition support for legacy-funded organizations;

3. Definitions

3.1 **"Administration"** means the department assigned responsibility for managing the Community Investment Fund.

3.2 **"Applicant"** means a community organization applying for support under this policy.

3.3 **"CAO"** means the Chief Administrative Officer appointed by Council.

3.4 **"Community Organization"** means a registered non-profit located in and serving Cochrane and recognized as eligible for municipal support.

3.5 **"Cochrane Community Grant Program"** means the collective funding envelope managed by the Town to support eligible community- based organizations and initiatives.

3.6 **"Core Service Funding"** means multi-year financial support for organizations delivering essential services not otherwise offered by the Town.

3.7 **"Enhancement & Project Grant"** means short-term funding to support specific initiatives, programs, events, or capacity-building efforts.

3.8 **"Matching Fund(s)"** resources contributed by the applicant or partners that complement the grant request. These can include direct

financial contributions (cash) or non-monetary support such as volunteer hours, materials, venue use, or donated services (in-kind)

3.9 **"Legacy Recipient"** means an organization that previously received operational funding under informal or historic agreements.

3.10 **"Funding Agreement"** means a signed agreement outlining the use of funds, deliverables, timelines, and reporting obligations.

3.11 **"Local Not-for-Profit Organization"** are a legal entity registered under Alberta's Societies Act, Companies Act, or with the Canada Revenue Agency as a charitable organization, with operations and services based in Cochrane.

3.12 **"Large Scale Festivals and Events"** are events with historical attendance of 5,000 or more.

3.13 **"The Program"** means the Cochrane Community Grant Program, as defined in this policy.

3.14 **"Essential Service Organization"** A non-profit organization that delivers services considered critical to protecting the health, safety, or basic well-being of Cochrane residents. These services are typically aligned with responsibilities that the Town, other orders of government, or public agencies would otherwise be expected to address, such as public safety, emergency response, animal welfare, youth intervention, or food security.

3.15 **"Community Enhancer Organization"** A non-profit organization that contributes to Cochrane's quality of life by offering cultural, recreational, heritage, or tourism-related programming and events. While not delivering essential services, these organizations provide meaningful opportunities for community connection, engagement, and enrichment.

3.16 **"Small Scale Event"** A grassroots, community-level gathering typically serving fewer than 1,000 attendees, led by local organizations and intended to promote neighbourhood engagement, cultural expression, or social connection.

3.17 **"Large Scale Event"** A major public event or festival expected to attract 5,000 or more attendees, often requiring logistical coordination, regional marketing, and formal safety planning to accommodate broad community participation and tourism.

3.18 **"Citizen Science"** The collection, analysis, and sharing of scientific data by members of the public, often in collaboration with professional researchers or organizations, to support community-based

environmental monitoring, education, or stewardship efforts. Examples include water quality testing, wildlife tracking, biodiversity surveys, and air quality monitoring led by volunteers or local groups.

3.19 **"Alignment with Town Strategic Priorities"** The extent to which the proposed initiative supports the goals, themes, and guiding aspirations outlined in Cochrane's Strategic Plan

3.20 **"Demonstrated Community Need"** Evidence that the proposed initiative addresses a recognized gap or demand within the community. This may be supported by data, community engagement, feedback, letters of support, or other indicators of local need.

3.21 **"3-Year Organizational Business Plan"** A forward-looking plan outlining the applicant's financial sustainability, operational goals, staffing or volunteer projections, and strategic direction over a three- year period. It should demonstrate long-term planning and organizational viability.

3.22 **"Measurable Outcomes"** The specific, trackable results the initiative commits to achieving, such as participant numbers, events delivered, or outputs produced. The concrete indicators that show whether the project achieved what it set out to do.

3.23 **"Community Impact"** The overall benefit the initiative brings to the community, including who it serves, how many people it reaches, and how it contributes to social, cultural, environmental, or economic wellbeing.

3.24 **"Event Access"** The degree to which an event is accessible to the broader community. Considerations include affordability, transportation options, physical accessibility, promotion across diverse audiences, and barrier-free participation.

3.25 **"Clear Operational or Start-Up Need"** A demonstrated requirement for operational or foundational funding to support the launch, stability, or continuity of a community organization.

3.26 **"Organizational Capacity"** The applicant's ability to successfully deliver the proposed initiative based on existing resources, leadership, experience, and governance.

3.27 **"Relevance and Credibility of Training"** The appropriateness and quality of the proposed training or capacity-building opportunity in relation to the organization's mission, development goals, and service delivery.

3.28 **"Leadership and Initiative"** Demonstrated youth leadership, vision, and ownership in the design, development, and intended delivery of the initiative.

3.29 **"Feasibility and Capacity"** An assessment of how realistic and deliverable the proposed initiative is, given the applicant's planning, timelines, resources, and support network.

3.30 **"Community Relevance and Innovation"** The degree to which the initiative is original, creative, and responsive to emerging or underserved needs in the community. Projects should introduce fresh, practical approaches to engaging or benefiting Cochrane residents in meaningful ways.

3.31 **"Town Recognition Plan"** A clear plan outlining how the applicant will acknowledge the Town of Cochrane's financial support through public recognition. This may include logo placement, verbal or written acknowledgment at events, signage, media releases, social media, or other forms of visibility that reflect the scale of the funding received.

4. Guiding Principles

4.1 The following principles guide the Cochrane Community Grant Program:

4.1.1 **Community-driven public benefit:** Funding supports projects that provide measurable value and social return for Cochrane residents.

4.1.2 **Transparency:** Application, approval, and reporting processes are open and consistent.

4.1.3 **Equity:** All eligible applicants are treated fairly, with decisions made based on clear criteria.

4.1.4 **Accountability:** Recipients are responsible for the effective use of public funds.

4.1.5 **Flexibility:** Processes accommodate diverse types of community initiatives and groups.

4.1.6 **Simplicity:** Processes are accessible and streamlined for community organizations.

5. Funding Categories

5.1 All funding categories described below are subject to the availability of funds approved by Council during the annual municipal budget process. Annual allocations may vary based on strategic priorities, demonstrated community need, and overall financial capacity.

Each funding category will be assigned a maximum annual budget envelope as determined during budget deliberations. Administration will recommend allocations for each category based on:

5.1.1 Historical demand and applicant volume;
5.1.2 Community impact and alignment with the Council's strategic direction;
5.1.3 Trends identified through annual program evaluation and reporting.

Applications that demonstrate collaboration between multiple eligible organizations may receive priority consideration and, where appropriate, be considered for enhanced funding to reflect shared delivery models or regional benefit

6. Community Operational Grants Stream

6.1 Applications for operational grants are evaluated based on strategic alignment, financial need, past performance, and program impact. Designation as an Essential Service organization requires the Administration's formal recommendation and the Council's approval.

All applicants under this stream must submit a business or operational plan outlining program delivery, staffing, governance, financial sustainability, and strategic goals for the funding period.

Operational grants provide annual or multi-year funding to organizations contributing to Cochrane's community well-being. These grants are divided into two categories:

6.1.1 **Essential Service Grant:** Supports organizations that deliver critical services the Town would otherwise be expected to provide. Eligibility is based on the criteria outlined in the definition of an Essential Service Organization, including:
- Alignment with municipal mandates or legislated obligations;
- A service gap the Town would otherwise be required to fill;
- Broad community reach and measurable outcomes. Essential Service Grants are designed to provide ongoing operational funding, contingent on:
- Annual Council budget approval;
- Full compliance with reporting and accountability requirements;
- Demonstrated financial need and sustainability; and
- Continued alignment with Council's strategic priorities.

As long as these conditions are met, organizations designated as Essential Service recipients can expect continued funding without the need to reapply annually. Administration reserves the right to periodically review Essential Service designations to ensure they remain aligned with municipal obligations and evolving community needs.

7. Community Enhancer Grant

7.1 Supports organizations that provide high-value services enhancing quality of life but are not considered essential or municipal proxies (e.g., arts, heritage, tourism, sports). Funding in this track is operational in nature and subject to annual review.

Organizations applying under the Community Enhancer Track may request a multi-year agreement (up to 3 years) if they can demonstrate that:

- The Town's contribution will be used to leverage significant matching funds from other sources (e.g., provincial or federal grants);

- Multi-year stability will improve program outcomes or operational sustainability; and

- The organization has a strong track record of financial accountability and community impact.

All multi-year agreements are subject to:

- Annual Council budget approval;

- Annual performance reporting; and

- Reassessment at the conclusion of the agreement term.

After the three-year term, Community Enhancer organizations must submit a new application, and funding will be reconsidered based on current priorities, community needs, and available budget.

8. Events Grant Stream

8.1 This stream provides matching funding to support public events that promote local vibrancy, inclusion, and community spirit. It includes two categories:

8.1.2 **Small Scale Events Matching Grant**: Up to $2,500 for grassroots, local events. Applications involving collaboration between multiple eligible organizations may be considered for enhanced funding. Matching contributions required.

8.1.3 **Large Scale Festivals and Events Matching Grant**: Up to $15,000 for major festivals or high-attendance events. Applicants must demonstrate regional draw, strong organizational capacity, and a matching funding model.

8.1.4 Preventative or FCSS-eligible programs are excluded from this stream.

8.2 **Event Transit Support Add-On**

Community event organizers may request up to $1,000 in additional support for transit or shuttle services intended to reduce parking congestion and improve accessibility for attendees. This support must be coordinated through COLT (Cochrane On-Demand Local Transit) in partnership with the Town's Transit Department.

Applicants must work directly with the Transit Department to determine feasibility, availability, and obtain a cost estimate prior to applying. A commitment to promoting the transit option in event materials is required.

Funding is limited to a total budget annually across all events and is only available to recipients of the Small or Large Events Matching Grant. Events anticipating 5,000 or more attendees or those hosted in locations with limited parking availability will be prioritized. Events serving vulnerable populations or promoting event access may also be considered for funding under this Add-On.

Requests will be evaluated based on community impact, feasibility, cost-effectiveness, and alignment with event accessibility goals.

9. Community Projects Stream

9.1 This stream provides funding for community-driven initiatives that improve local spaces, increase access and inclusion, or contribute to environmental sustainability. Projects should offer long-term benefit to Cochrane residents and demonstrate readiness to proceed.

Matching contributions are required for all categories in this stream, including capital, equity & inclusion, and environmental stewardship

projects. Matching may include cash, volunteer time, donated materials, or in-kind services.

Categories include:

9.1.1   Small Capital Projects Grant – Up to $3,000 for minor facility upgrades, equipment, or infrastructure improvements (e.g., signage, furnishings, storage).

9.1.2   Large Capital Projects Grant – Up to $15,000 for substantial projects such as retrofits, accessibility improvements, or outdoor enhancements. Applications must demonstrate long-term public impact and readiness to proceed.

9.1.3   Access & Participation Grant – Up to $2,000 to support projects that reduce barriers, improve accessibility, and increase participation in community life. Eligible initiatives may include physical accessibility improvements (e.g., installing ramps), inclusive or culturally welcoming programming, or outreach efforts that create opportunities for broader community involvement.
   Examples include a community group improving facility access with a ramp installation, or a local sports organization renting a space to host a free "learn-to" event for newcomers.

9.1.4   Environmental Stewardship Grant – Supports projects focused on sustainability or ecological improvement. Eligible projects include community gardens, riverbank clean-ups, tree planting, school-based environmental education, and citizen science efforts.

Note: Application timelines and funding levels vary by category. Detailed project plans are required for all submissions.

10. Community Organization Support Stream

10.1   This stream provides accessible, low-barrier financial support to grassroots and emerging community groups contributing to Cochrane's civic life. It includes the following categories:

10.1.1 Community Insurance Support Grant: Up to $500 annually to

help cover liability insurance costs for community associations or similar groups managing public programs or spaces.

      10.1.2 Society Start-Up Support: One-time grant of up to $500 to assist new or unregistered community groups in becoming legal non-profit societies. Applicants must submit a basic business plan and demonstrate alignment with community benefit goals.

      10.1.3 Community Training & Capacity Building Grant: Up to $500 annually to support training or professional development for volunteers and staff delivering community services, programs, or initiatives.

      10.1.4 Community Visibility & Outreach Grant: Up to $500 to support communication tools that increase awareness, engagement, or accessibility of community-based programs (e.g., digital tools, website design, posters, translation).

10.2 These grants are reviewed by the Administration and are available year-round, pending budget availability. Simplified application and reporting processes apply.

10.3 Each organization may access up to one grant per category per calendar year. While collaboration is not required, applications demonstrating shared planning, delivery, or resource sharing with other eligible community organizations may be prioritized, as partnerships can increase efficiency, broaden impact, and support community resilience.

11. Youth Innovation & Engagement Stream

11.1 This stream empowers youth to play an active role in shaping their community through leadership, skill development, and civic participation. It includes the following categories:

      11.1.1 **Youth-Led Community Projects Grant**: Up to $300 for youth-led initiatives that improve neighbourhoods, promote volunteerism, or enhance quality of life.

      11.1.2 **Youth Leadership Development Grant**: Up to $300 to support workshops, conferences, or mentorship programs designed to grow leadership and advocacy skills.

Youth applicants must be supported by a sponsoring organization or

school. Applications are reviewed by the Administration and are subject to the available budget.

12. Legacy Transition Support

12.1 All legacy funding agreements will conclude within 24 months of this policy's approval. During this transition period, legacy recipients will continue to receive their existing funding amounts but must comply with the reporting requirements outlined in this policy, effective immediately.

- Cochrane Activettes

- BGC Cochrane & Area

- Cochrane Historical & Archival Preservation Society (CHAPS)

- Stockmen's Memorial Foundation

- Cochrane & Area Humane Society

12.2 Transitional support and workshops will be offered to assist these groups in understanding the updated funding categories, aligning their services with the appropriate stream, and preparing for the application process following the 24-month period.

13. Evaluation And Approval

13.1 Applications must include a plan for recognizing the Town's financial contribution through promotional materials, signage, event communications, or digital platforms, as appropriate to the project or program. Recognition of the Town helps demonstrate transparency and public accountability for community investment.

13.2 All competitive funding applications will be reviewed by Administration using a standardized scoring matrix aligned with the grant policy principles.

13.3 Scoring matrices assess areas such as alignment with Town priorities, community impact, financial need, organizational capacity, and the inclusion of collaborative delivery models.

13.4 Administration is responsible for reviewing and evaluating all applications under delegated authority and approving funding decisions directly where authorized (e.g., projects, events, youth, and support grants).

13.5 For operational streams, Administration will prepare a summary of eligible applications with recommendations for funding allocations to Council for approval.

13.6 Repeat applicants are not guaranteed continued funding; each application is assessed on its individual merit in the context of annual strategic priorities and available budget.

13.7 Council retains final authority over all funding approvals.

13.8 Funding levels are contingent on Council-approved annual budgets and may be adjusted based on demand, alignment, and available financial capacity.

13.9 Applications that demonstrate collaboration between multiple eligible organizations may receive priority consideration. Enhanced funding may be considered for initiatives involving shared delivery models, regional partnerships, or collective community outcomes.

This approach supports efficiency, broader impact, and alignment with Cochrane's strategic goals.

13.10 Demonstrated financial need is a key consideration in evaluating applications for municipal funding. Organizations must identify other funding sources, explain current financial pressures, and describe how Town support will address a gap or unlock additional value (e.g., matching grants). As part of this process, applicants are required to disclose their reserve balances and the intended use of any accumulated funds. If an organization holds significant unrestricted reserves, a clear rationale must be provided, including the purpose of the reserve, whether funds are restricted, and why municipal funding is still required. This ensures that Community grants are directed to organizations with genuine need and supports the responsible use of public funds.

14. Reporting Requirements

14.1 All funding recipients must:

14.1.1 Enter into a Funding Agreement with the Town;

14.1.2 Submit annual or final reports as outlined in the agreement, including:

- Use of funds;

- Alignment with Town strategic priorities;
- Impact and performance metrics;
- Detailed financial reporting, including revenues, expenses, and confirmation of other funding sources;
- For operational grant recipients, a demonstration of ongoing financial need, including a summary of organizational reserves, other funding sources, and budget pressures.
- Provide most recent annual financial statements
- Provide proof of filing of Annual Return from Corporate Registries
- Provide adequate proof of liability insurance coverage

14.1.3 Operational grant recipients must submit an annual report regardless of term length. These reports must include program outcomes, measurable impact, and a year-end financial summary;

14.1.4 Provide additional reporting or presentations to Council where applicable;

14.1.5 Acknowledge the Town's support in promotional materials and event signage where applicable;

14.1.6 Return any unused or surplus funds within 60 days of project or grant term completion.

14.1.7 Organizations receiving more than $15,000 in funding annually must submit audited financial statements as part of their reporting and any future funding applications.

15. Procedures

15.1 The Cochrane Community Grant Program is integrated into the Town's annual budget process. Funding availability is subject to Council approval each year.

15.2 There is no guarantee of funding from year to year. New and returning applicants will be evaluated equally based on merit, alignment with strategic priorities, and available budget.

15.3 Application deadlines are as follows:

Community Operational Grants:

Annual intake – February 15th

Community Projects Stream:
- Small Capital Projects Grant March 15th
- Large Capital Projects Grant March 15th
- Access & Participation Grant March 15th
- Environmental Stewardship Grant March 15th

Events Grant Stream
- Small Scale Events: Annual intake- March 15th
- Large Scale Events: Annual intake – March 15th
  Includes eligibility for the Event Transit Support Add-On.

Community Organization Support Stream and Youth Innovation & Engagement Stream: Accepted year-round, subject to budget availability.

15.4 All application materials, eligibility criteria, and past recipient data will be published online to support transparency and access.

15.5 Applicants will be notified of funding decisions within one month of the applicable intake deadline or submission date (for rolling streams).

15.6 Administration is responsible for reviewing and approving applications under delegated authority (e.g., micro-grants, support grants, and youth grants).

15.7 For Community Operational Grants (Essential Service and Community Enhancer), Administration will review applications received by the annual February 15 intake deadline and prepare formal funding recommendations for Council approval. Final decisions on these applications will be brought to Council within six weeks of the intake deadline.

16. Eligibility Requirements

16.1 Applicants must:

16.1.1 Be a registered not-for-profit, charitable organization, or an emerging community group with a formal sponsoring organization (for select grant categories);

16.1.2 Deliver programs or projects that primarily benefit residents of Cochrane and align with the Town's strategic priorities;

16.1.3 Operate within or demonstrate significant service to

the Cochrane community;

16.1.4 Provide all required documentation, which may include a board list, project plan, budget, and matching contributions (if applicable);

16.1.5 Not have any outstanding financial or reporting obligations from past Town grants.

16.2 Ineligible applicants include:

16.2.1 For-profit businesses;

16.2.2 Individuals applying without a sponsoring organization;

16.2.3 Organizations with incomplete or overdue reporting from past grants.

16.3 Ineligible funding uses include:

16.3.1 Alcohol, prize money, gratuities, gifts, or personal benefit items;

16.3.2 Endowments, charitable donations, or fundraising campaigns;

16.3.3 Travel or accommodation unrelated to service delivery;

16.3.4 Uniforms, general operating costs (except where permitted in operational grants), or business case development.

16.4 Grant-Specific Requirements

16.4.1 Matching Funds: Matching contributions may include cash, donated labour, volunteer time (skilled $35/hour, unskilled $25/hour), or in-kind materials. Proof of matching funds must be included where applicable.

16.4.2 All recipients must acknowledge the Town's support in promotional materials and event signage where applicable.

16.4.3 Unused or surplus funds must be returned to the Town within 60 days of project or grant completion.

16.4.4 Community Organization Support Stream

- Basic application form

- Description of intended use (e.g., insurance, training, outreach)

- Confirmation of eligibility status

- For Training & Capacity-Building:

- Training details, provider, and learning outcomes

- Proof of cost or registration

- Summary report post-training

- Simplified reporting form post-funding

16.5   Events Grant Stream

- Event plan, description, and expected attendance

- Detailed budget including matching contributions

- Proof of insurance (required for large events)

- Most recent financial statements (for large events)

- Marketing and promotional materials
- Final report within 90 days of event completion

16.6   Community Projects Stream

- Project description, timeline, and impact goals

- Budget and sustainability plan

- Proof of matching funds

- Completion report with visuals

- Summary of overall impact and outcomes tied to Council strategic plan

- Environmental impact summary

16.7   Community Operational Grants (Essential & Enhancer)

- Full application including organizational budget

- Board list and required 3 year business or operational plan, outlining program delivery, staffing, governance, financial sustainability, and strategic goals for the funding period

- Annual year-end report

- Statement of alignment with Town goals

16.8 Youth Innovation & Engagement Stream

- Project idea form with sponsoring organization confirmation

- Description of youth leadership or participation

- Simple post-project reflection or outcome report

16.9 Legacy Transition Grants

Legacy recipients will continue to receive existing funding for a period of 24 months following policy approval, during which time they must comply with all reporting requirements outlined in this policy.

Specific requirements may include:
- Submission of annual financial statements, including revenues, expenses, and reserve balances
- Proof of filing of Annual Return with Corporate Registries
- A formal letter of intent indicating the organization's plan for aligning with the new funding streams by the end of the transition period
- Participation in transitional support activities (e.g., workshops, one-on-one consultations) provided by Administration
- Any additional reporting or presentations as requested by Administration or Council to support evaluation of future eligibility

17. Appeals

17.1 Applicants may appeal funding decisions in writing to a Committee of the Whole within 30 days of notification.

18. Administrative Follow-Up

18.1 Administration will prepare an annual report summarizing all grants issued, recipient outcomes, and the Community Investment Fund (CIF) 's overall performance. This report will be presented to the Council each spring to inform future budget planning and ensure alignment with the Council's strategic priorities.

The annual report will include recommendations for budget adjustments where appropriate based on demonstrated demand, emerging needs, and

historical program performance. It will also be made publicly available to support transparency and accountability.

To support evidence-based budget planning, the Administration will track the following metrics by funding stream:

Metric	Purpose
Number of applications vs. number approved	To assess demand and saturation
Total funding requested vs. funding available	To evaluate whether funding levels are sufficient
Percentage of budget allocated per stream	To identify streams that are under- or over-utilized
Community reach (e.g., attendance, volunteer hours, program participants)	To measure public benefit and engagement
Ratio of new vs. returning applicants	To ensure broad and fair access
Value and type of matching contributions secured	To understand how municipal funds are being leveraged

Funding Adjustment Triggers may include (but are not limited to):
- Oversubscription of a stream by more than 100% for two consecutive years;
- Consistently high-quality applications being declined due to lack of funds;
- Population growth that exceeds 3% over three years;
- Strategic shifts in community priorities
- An increase in regional collaboration or shared delivery initiatives that require scaling.

Budget recommendations will be integrated into the annual municipal budget cycle, with adjustments brought forward by Administration based on the findings of the annual CIF report.

19. Review Cycle

This policy shall be reviewed every three years or as directed by the Council.

20. Community Grant Fund Evaluation Matrices

Community Operational Grants

Evaluation Criteria	Weight (%)

Alignment with Town strategic priorities	20
Demonstrated community need	25
3-year organizational business plan	20
Matching funds	10
Town recognition plan	10
Measurable outcomes	15

Community Project Stream

Evaluation Criteria	Weight (%)
Alignment with Town strategic priorities	15
Demonstrated community need	30
Community impact	20
Matching funds	10
Town recognition plan	10

Measurable outcomes	15

Events Grant Stream

Evaluation Criteria	Weight (%)
Community impact	40
Matching funds	10
Town recognition plan	10
Event Access	25
Alignment with Town strategic priorities	15

Community Organization Support – Operational/Startup/Insurance

Criteria	Weight (%)

Clear operational or start-up need	40
Community Impact	15
Demonstrated community need	15
Town recognition plan	10
Alignment with Town strategic priorities	20

Community Organization Support – Training & Capacity-Building

Criteria	Weight (%)
Community Impact	35
Organizational Capacity	15
Relevance and credibility of training	15
Measurable outcomes	15
Matching funds	10

Criteria	Weight (%)
Town recognition plan	10

Youth Innovation & Engagement Stream

Evaluation Criteria	Weight (%)
Community relevance and innovation	30
Leadership and initiative	15
Community Impact	15
Feasibility and capacity	10
Matching funds	10
Town recognition plan	10
Alignment with Town strategic priorities	10

21. Responsibilities

21.1 Town Council to:

21.1.1 Approve by resolution this policy and any amendments.

21.1.2 Consider the allocation of resources for successful implementation of this policy in the annual budget process.

21.2 Chief Administrative Officer to:

21.2.1 Implement this policy and approve procedures.

21.2.2 Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.

21.3 Director of the Department to:

21.3.1 Ensure implementation of this policy and procedure.

21.3.2 Ensure that this policy and procedure is reviewed every three years.

21.3.3 Make recommendations to the Chief Administrative Officer of necessary policy or procedure amendments.

21.4 Supervisor to:

4.4.1 Understand, and adhere to this policy and procedure.

4.4.2 Ensure employees are aware of this policy and procedure.

21.5 All Employees to:

4.5.1 Understand and adhere to this policy and procedure.

22. **End of Policy**

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Manager, Legislative Services

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Mayor