



Policy Statement:

Success within our volunteer, community-based organizations/groups/clubs and through our community festivals and events is fundamental in maintaining the high quality of life in Didsbury. Each year the Town of Didsbury receives requests for funding from community organizations/groups/clubs and festival/event organizers. The objective of this policy is to provide a grant program that supports local organizations/groups/clubs and festivals and events through a clear and equitable funding process

Policy Objective:

The objective of this policy is to provide modest levels of support and assistance to community organizations/groups/clubs/and/or festival event organizations with a demonstrated need to enhance a project, program or service.

1. Community Grant Program Categories

There are two categories of support under the Community Grant Program:

- Community Grant Program – funding for community based organizations/groups/clubs and/or community festivals events.
- Facility Rental Discounts – 50% waiver of rentals of Town of Didsbury operated facilities.

2. General Guidelines

- 2.1 Funding for organizations/groups/clubs under this program is contingent on the approval of funds available through the previous years' operating budget surplus. The total funding allocated from the budget surplus will be a maximum of \$30,000, or 10% of the total surplus, whichever is less. Of this surplus funding, 85% will be allocated to Community Grants and 15% will be allocated to Facility Rental Discounts. The Community Grant fund allocation may vary from year-to-year, based on the surplus of funds from the previous year.
- 2.2 The Community Grant Program will be administered by the Community Services department of the Town of Didsbury, which will oversee application intake and review. Town Council will make all funding decisions relative to Community Grants. The Community Services department will approve all Facility Rental Discounts.
- 2.3 There will be one (1) intake of grant applications per year, with a deadline of May 1. Applications will be accepted after the intake deadline, however funding and facility rental discounts will be contingent on Community Grant and Facility Rentals funds being available.
- 2.4 Groups may apply ONCE per year for Community Grant and Facility Discount funding.

Application and Funding Guidelines

3.1 All submissions for the Community Grant Program shall be applied for using the Community Grant Application Form (Schedule A)

3.2 Applying groups must be non-profit organizations who are registered and in good standing under one of the following acts:

Provincial Legislation (Alberta):

- *Agriculture Societies Act*
- *Companies Act, Part 9 (Non-profit companies)*
- *Societies Act of Alberta*
- *Special Act of the Alberta Legislature*

Federal Legislation (Canada):

- *Special Act of the Parliament of Canada*
 - *Canada Not-for-Profit Corporations Act* and must be registered in Alberta under the Business Corporations Act
 - *Income Tax Act of Canada* and operating in the Province of Alberta (charities)
- 3.3 The Community Grant Application Form (Schedule A) must be completed in advance of the specific project, program, event or service. Funding allocations under the Community Grant Program shall not be retroactive.
- 3.4 Organizations/groups/clubs and community festival/event organizers that operate within the Town of Didsbury, and/or offer a benefit to the residents of Didsbury through local initiatives, shall be considered for Community Grant funding.
- 3.5 Preference will be given to applications from organizations/groups/clubs and community festival/event organizers that have not received Community Grant funds in previous years.
- 3.6 Preference will be given to organizations/groups/clubs and community festival/event organizers, operating within the Town of Didsbury, that demonstrate community support, have efficient use of resources, have other sources of funding, and that develop volunteer knowledge, skills and self-reliance.
- 3.7 All organizations/groups/clubs and community festival/event organizers that receive a grant will be required to acknowledge the Town of Didsbury as a contributor to their specific project, program, event or service through advertising, signage and/or event materials. Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.

3. Community Grant Funding Requirements:

- 4.1 Organizations/groups/clubs and community festival/event organizers may apply for a maximum of \$2,000 in Community Grant funds per year; however, full funding requests cannot be guaranteed. Funding will be distributed based on eligibility, the number of applications received, and the surplus of the previous year, as set by Council.
- 4.2 A financial report must be submitted by April 15 of the year following the year funding is received, detailing how funding was utilized as per the Community Grant Application, on the prescribed Community Grant Program Accounting Form (Schedule B). Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.
- 4.3 Funding that is unspent within the year received must be returned to the Town of Didsbury by April 15 of the following year that funding was received, unless other considerations have been approved.

4. Facility Rental Discounts:

- 5.1 Organizations/groups/clubs and community festival/event organizers may apply for a 50% facility rental discount once per year; however, facility discounts cannot be guaranteed. Discounts will be distributed based on eligibility, the number of applications received, and the surplus of the previous year, as set by Council.
- 5.2 Applications can combine a Facility Rental Discount with other Community Grant funding requests however, the value of the discount must be included within the \$2,000 maximum support through the Community Grant Program.
- 5.3 Set-up and/or take-down of Town of Didsbury facility rentals is the responsibility of the organization/group/club and community festival/event organizer. Paid facility set-up and/or take-down by Town of Didsbury staff is not eligible for funding through the Community Grant Program.
- 5.4 A refundable damage deposit in the value of one day's rental of the booked facility must be paid at the time of booking, as per the Facility Rental Agreement. The refundable damage deposit is not eligible for funding through the Community Grant Program.
- 5.5 Facilities are booked on a first-come, first-served basis and availability of facilities is not guaranteed as part of the Community Grant Program. Organizers are encouraged to book facilities as soon as possible.

5. End of policy



Schedule "A"
COMMUNITY GRANT PROGRAM APPLICATION

Name of Applicant/Organization:	
Non-Profit/Charitable Registration Number:	
Under which Act are you registered?	
Contact Person:	
Telephone Numbers:	
Mail Address and Civic Address:	
Email Address:	
Website (if applicable):	

APPLICATION ELIGIBILITY

The Community Grant Program governs grants to local organizations and events. There are two categories:

- **Community Grant Program** - funding for community-based organizations/groups/clubs and/or community festivals and events
- **Facility Rental Discounts** – 50% waiver of rentals of Town of Didsbury-operated facilities
- Funding for grants under this program is contingent on the approval of funds available through the previous years' operating budget surplus, by the Town of Didsbury Council.
- All grant applications under the Town of Didsbury Community Grant Program must be completed in full and submitted using this application form.
- Applying groups must be non-profit organizations who are registered and in good standing under one of the following Acts:

Provincial Legislation (Alberta):

- *Agriculture Societies Act*
- *Companies Act, Part 9 (Non-profit Companies)*
- *Societies Act of Alberta*
- *Special Act of the Alberta Legislature*

Federal Legislation:

- *Special Act of the Parliament of Canada*
- *Canada Not-for-profit Corporations Act* and must be registered in Alberta under the Business Corporations Act
- *Income Tax Act of Canada* and operating in the Province of Alberta (charities)
- Organizations/Groups/Clubs and Community Festival/Event organizers that operate within the Town of Didsbury, and/or offer a benefit to the residents of Didsbury through local initiatives, shall be considered for Community Grant funding
- Groups may apply ONCE per year for Community Grant funding.
- Preference will be given to Town of Didsbury organizations that demonstrate community support, effective use of resources, other sources of funding and develop volunteer knowledge, skills and self-reliance.
- There will be one (1) in-take of grant applications per year, with a deadline of May 1. Applications will be accepted after the intake deadline, however funding will be contingent on Community Grant funds being available.
- Didsbury Community Grant funding is not intended to support staff, salaries or wages.

Please ensure your applications includes a cover letter that includes the following information:

- Comprehensive responses to all questions on Page 3 of the Community Grant Program Application Form.
- A list of grants your organization receives from federal, provincial or other local government agencies, or departments applicable to this project, program or service
- If this is a new project, a list of grants your organization intends to apply for, or has made application to other levels of government for the same project.
- A list of other grants or support your organization currently receives from the Town of Didsbury.

Please check a grant category and sub-category that applies to your application:

Grant Category	Sub-category (check all that apply)
<input type="checkbox"/> Community Grant Funds	<input type="checkbox"/> Community Service Organization <input type="checkbox"/> Community Recreation/Sporting Organization <input type="checkbox"/> Community Cultural Organization <input type="checkbox"/> Community Festival <input type="checkbox"/> Community Event
<input type="checkbox"/> Facility Rental – 50% Discount	<input type="checkbox"/> Multi-Purpose Room <input type="checkbox"/> Didsbury Train Station (Eldon Foote Hall) <input type="checkbox"/> Didsbury Aquatic Centre <input type="checkbox"/> Didsbury Arena <input type="checkbox"/> Didsbury Curling Rink <input type="checkbox"/> Sportsfields: List field requested - _____
Rental Date:	
Length of Rental:	

Please check a grant category and provide values for all requested items:

Type of Grant (check one)	Value of Request
<input type="checkbox"/> Community Grant Funds	\$
<input type="checkbox"/> Facility Rental Discount:	\$
TOTAL (cannot exceed \$2000)	\$

Have you applied for other funding for this project / program / services / event? (Please list)

Funding Body	Request	Confirmed
Federal Government (List departments/agencies)	\$	\$
Provincial Government (List departments/agencies)		
Other local government bodies (e.g. Mountain View County)	\$	\$
Other funding bodies	\$	\$
	\$	\$
Other funding relevant to this application	\$	\$

Please provide the following information within your application cover letter:

1. Please provide a description of your organization/group/ club or festival/event, its' goals and objectives, event/program details (if applicable) and who your members are.
2. Please describe the community/population that your organization serves.
3. Please describe your organizations' specific project, program or service that Community Grant funds have been applied for.
4. What benefits will your project, program, event or service provide to the residents of Didsbury and/or the municipality?
5. Please feel free to add any additional information that you feel is relevant to this application.



Schedule "B"
COMMUNITY GRANT PROGRAM - Accounting Report

Name of Applicant/Organizations	
Non-Profit/Charitable Registration Number	
Contact Person:	
Telephone Numbers:	
Mail Address and Civic Address	
Email Address	
Website (if applicable)	

Reporting Requirements:

As per Policy CS 003-24, Community Grant Program, groups receiving funding through the Community Grant Program are required to:

1. Submit a completed Community Grant Program Accounting Report on or before April 15 of the year following the year that funding was received. Groups that received funding and do not meet this requirement shall be ineligible for future Community Grant considerations.

2. Funding that is unspent within the year received must be returned to the Town of Didsbury by April 15 on the following year that funding was received, unless other considerations have been approved.

3. Acknowledge the Town of Didsbury as a contributor to their specific project, program, event or service through advertising, signage and/or event materials. Groups that receive funding and do not meet this requirement shall be ineligible for future Community Grant considerations.

Community Grant Accounting Report – please complete the following:

Funding Amount Received	\$
Was all funding spent by April 15?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Was the Town of Didsbury publicly acknowledged for their contribution?	<input type="checkbox"/> Yes – Attach proof of acknowledgement <input type="checkbox"/> No

Please give a brief overview of how Town of Didsbury Community Grant funds were used:

Community Grant Program Accounting Report completed by:

Name

Position

I, _____, confirm that the information provided in this Accounting Report for (name of organization) _____, is accurate.

Signature

Date