

**COUNCIL GRANTS POLICY**

Subject: Donations Ref: Council Code: 15

Date Approved: June 25/13 Motion No: 274/25/06/13 Replaces: 706/17/10/06

The Council of the County of Northern Lights believes in accommodating requests to fund specific projects and initiatives of non-profit groups and organizations that provide programming and services to County residents

The Council proposes to do this by making budget dollars available annually and implementing guidelines for grants so as to ensure that funds being provided are done so in a manner that is fair and consistent and to ensure that the groups receiving funds are accountable for those funds.

Signed:   
Chief Elected Official

Signed:   
Chief Administrative Officer

## Procedure

1. Grants are considered to be a monetary contributions from the County that typically require the recipient to submit a proposal for a specific capital project, and/or major initiative. A grant will usually also require some level of compliance and financial accountability .
2. There is no specific funding limit for grants under this policy. However, lower limits may be set for specific categories of grants (see below).
3. As part of the budget process, Council will instruct administration to set aside a portion of the budget to accommodate requests for grants from various groups. Given the inherent difficulty of determining the number of grant requests, Council may establish a reserve for this purpose.
4. Only non-profit groups, charitable organizations, local municipalities and other government agencies will be eligible to receive funding under this policy. In order to be considered, these groups should provide services, products, etc that can directly benefit the residents of the County.
5. All non-profit groups and charitable organizations seeking recreation and culture based capital funding below \$70,000 are required to first proceed through the County's recreation boards and its Community Capital Assistance Grant, prior to seeking funding directly from the Council under this policy.
6. Eligible groups can submit proposals anytime during the year.
7. All grant proposals and requests are required to be accompanied by a completed application (Appendix A) as well as any other information that the group feels appropriate.
8. The County reserves the right to request additional information before considering an application.
9. In addition to the completed application, a complete package may also include information on the financial position of the organization, identification of the corporate officers as well as detailed background on the organization or the project.
10. Council will consider donations under the following categories (each listed with eligible groups, descriptions and funding limits):

### **a. Community Service based Programs, Events & Activities**

Eligible Groups:	Non-profit groups, charitable organizations, local governments
Description:	Provision of Services and/or Programs that benefit a broad group of residents including County residents
Funding Limit:	\$50,000 limit/annually per non-profit groups \$250,000 – regional municipalities

## **b. Capital Projects**

Eligible Groups:	Non-profit groups, charitable organizations, local municipalities
Description:	Groups that are seeking to develop, build, and/or renovate a building, facility or land that once completed will enhance the provision of services and/or programming to County residents
Funding Limit:	\$200,000 – non-profit groups, charitable organizations \$5,000,000 – regional municipalities

## **c. Emergency**

Eligible Groups:	Non-profit groups, charitable organizations
Description:	Groups seeking funding to address an urgent issue that will negatively affect the health, safety and/welfare of County residents.
Funding Limit:	\$10,000.00

11. Administration is responsible for ensuring the proposal is complete and may make recommendations of whether or not to fund a specific request.
12. Council holds the responsibility of making the decision of whether to fund.
13. Completed funding requests will be submitted to Council by Administration in a timely manner so as to ensure the request is not presented after the event or the reason for the request lapses.
14. Organizations will be notified of the funding decision in writing as soon as it is practical to do so.
15. In addition to the letter, an agreement is required when grant funding exceeds \$5,000.00
16. The letter and/or agreement will identify any specific requirements associated with accepting the funds. Typically, the larger the amount of funding, the more requirements that will be considered necessary. Administration is responsible for ensuring that the requirements chosen are reasonable and provide sufficient accountability from the recipient. These requirements may include, but are not limited to one or more of the following:
  - a. Timeline of when the funds must be spent or when reporting requirements are due
  - b. Cheque presentation photo opportunity with a member of Council
  - c. Identification of how the County was recognized for their contribution
  - d. Detailed financial reconciliation of all revenue and expenditures for the project
  - e. Submission of a Benefits and Accomplishments Reporting Tool

17. Organizations wishing to deviate from their proposal for which the funds were granted must obtain written approval from Council to expend any funds.
18. Any donations or funds provided through this policy will be coded as a grant under the appropriate County department to ensure proper financial recording.
19. Council can request Administration to provide a report listing the recipients and the amounts received at any time.



**REQUEST FOR FUNDING – COUNCIL DONATIONS & GRANTS**  
**Application Form**

**APPLICANT INFORMATION**

Legal Name of Organization/Individual (*must match provincial records*):

\_\_\_\_\_

Common Name of Organization/Individual (*if different from legal name*):

\_\_\_\_\_

**Mailing Address of Applicant Organization/Individual:** \_\_\_\_\_

\*\* All correspondence and cheques will be mailed to this address.

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Position: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PROJECT OVERVIEW**

**Activity / Event Type (please check one)**

- Hosting a Regional, Provincial, National or International Event
- Community Special Event or Celebration
- Organization/Group Start-up Costs
- Travel to a Regional, Provincial, National or International Event
- Other: Specify \_\_\_\_\_

Project Name: \_\_\_\_\_ Amount Requested: \$ \_\_\_\_\_

**Description of request:** (use back of form if more space is required) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

How will you acknowledge support from the County of Northern Lights?

\_\_\_\_\_

\_\_\_\_\_

Did you approach any other organizations about funding?  Yes\*  No

Did you approach the North or South Recreation Boards for funding?  Yes\*  No

\*If yes, did you receive funding from them for this project, event or activity? Yes\*\*  No

\*\* What was the Amount received? \_\_\_\_\_

## PROJECT BUDGET

Please list sources of revenue and anticipated expenses for the activity /event.

### Revenues:

Applicant Fund-raising: \_\_\_\_\_

Applicant Contribution: \_\_\_\_\_

Other Grants/Donations: \_\_\_\_\_

In-kind Contributions: \_\_\_\_\_

Other: \_\_\_\_\_

Application Amount: \_\_\_\_\_

### Expenditures

Transportation: \_\_\_\_\_

Accommodations: \_\_\_\_\_

Contracted Services: \_\_\_\_\_

Food: \_\_\_\_\_

Administration: \_\_\_\_\_

Other: \_\_\_\_\_

**Total Revenue:** \_\_\_\_\_

**Total Expenditures:** \_\_\_\_\_

Revenues & Expenditures must match.

### Please Submit Applications To:

County of Northern Lights

600 – 7<sup>th</sup> Ave NW, Box 10

Manning, AB T0H 2M0

Fax: 780-836-3663

[cao@countyofnorthernlights.com](mailto:cao@countyofnorthernlights.com)

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the above address.

### For Administrative Use Only:

Date Received: \_\_\_\_\_

Date Reviewed: \_\_\_\_\_

Funding Approved: No  Yes

Amount approved for: \$ \_\_\_\_\_

Funding Type: Donation  or Grant

Council Motion #: \_\_\_\_\_

Department (for budget purposes): \_\_\_\_\_

Comments: \_\_\_\_\_

\_\_\_\_\_



Appendix B

**County Grants  
Benefits and Accomplishments Project Report**

Project Name:		Phone number:
Project Applicant:		
Person Reporting: (name, email)		
Date of Completion:		

**Part A – Report on Accomplishments**

Activities	
<ul style="list-style-type: none"> <li>▪ List (or attach a separate document) of activities completed by the Applicant in relation to the Project</li> </ul>	Project Activities:

**Part B – Financial Report** (Note: All documentation and calculations used to determine the Eligible Costs, *including without limitation copies of the relevant invoices and receipts must be attached*). See **Appendix 1 for financial spread sheet.**

**Part C: Additional Comments** (*e.g. what was the outcome of the project, the benefits to the community or user group, the community response etc.*)

**Part D: County of Northern Lights Acknowledgement:** Please indicate below how the County has been acknowledged or will be acknowledged in the future.

The County would appreciate pictures of the process if available to use for the County Newsletter. Please email them to: [adminassist@countyofnorthernlights.com](mailto:adminassist@countyofnorthernlights.com).



