

Lac La Biche County *Policy*

TITLE: Community Development Grant

POLICY NO: FIN-71-025

RESOLUTION:20.652

EFFECTIVE DATE: September 12, 2017

DEPARTMENT RESPONSIBLE: Finance and Grants

NEXT REVIEW DATE: August 25, 2023

POLICY STATEMENT:

Social Service Organizations contribute to a more resilient and prosperous community. By making funds available to these organizations, the County can enhance their services within the County and improve the lives of its residents.

To this end, the County will offer the Community Development Grant. The Program provides funding to Social Service Organizations for activities which help them achieve their core mandate. Funding under the Program is reserved for grant requests which are not a good fit under the Family and Community Support Services (FCSS) grant program.

Administration shall establish a procedure for this policy and shall be responsible to ensure the spirit and intent of the policy is being adhered to.

DEFINITIONS:

“Social Service Organizations” means those organizations with a core mandate of delivering programs or services that address a societal need concerning human welfare. This includes, but is not limited to, activities focused around family wellness, safety, illness, poverty, homelessness, education, crime prevention, literacy, or the needs of disadvantaged minority groups.

“Recreational and Cultural Organizations” means those organizations with a core mandate of delivering programs or services with the objective of enjoyment, amusement, pleasure, or contemplation. This includes organizations such as museums, community halls, agricultural halls, seniors clubs, art clubs, and sports organizations.

“Program” means the grant program established by this procedure “Community Development Grant”.

PRINCIPLES:

- Annually, Council may allocate funding for the Program.
- Administration may approve requests up to \$10,000.
- Compliant requests over \$10,000 must be brought to Council for decision. Administration will review these applications and provide a recommendation to Council.
- Administration will only recommend funding for requests which meet the following requirements:
 1. Organizations must be a Social Service Organization and meet further eligibility criteria identified in the corresponding procedure under the section “Organization Eligibility”; and
 2. Only applications for eligible activities will be recommended for funding. Eligible activities will be identified in the corresponding procedure under the section “Eligible Activities”.
- Recreational and Cultural Organizations are not eligible for funding.

- Funding will not be recommended for retroactive costs, except in the case of operational costs which are for the organization’s current operational year.
- The total amount of funding recommended by Administration will not exceed the amount of funding which Council has approved for the Program.
- Administration’s recommendations will take into consideration the following:
 1. Need for the activities proposed in the grant application: How critical is the need which is being addressed?
 2. Expected Outcomes: How effective will the activities be at addressing the identified need?
 3. The need for funding by the organization: Has the organization explored other options for funding, or is the organization capable of funding the activities on their own?
 4. Any other information Administration considers relevant for determining the appropriate amount of funding for an organization.
- Depending on the amount of funding available, and Administration’s assessment of the applications, an applicant may not be recommended to receive funding, or receive less funding than requested.

Council Funding Decisions

- These parameters are only intended to set an expectation as to how funding is recommended to Council by Administration. It is not intended to imply, or to be interpreted as the amount of funding the County is obligated to provide. Council reserves the right at its sole, unfettered discretion, to approve funding for any applicant organization different in a manner different than what is identified in this policy and corresponding procedure on the basis of any factor which Council considers relevant.

"Original Signed"

Chief Administrative Officer

August 28, 2020

Date

"Original Signed"

Mayor

August 29, 2020

Date

SPECIAL NOTES/CROSS REFERENCE: FIN-71-025 Community Development Grant Procedure and CM-72-003

AMENDMENT DATE: August 25, 2020



Procedure

TITLE: Community Development Grant

PROCEDURE NO: FIN-71-025

RESOLUTION:

EFFECTIVE DATE: September 12, 2017

DEPARTMENT RESPONSIBLE: Finance and Grants

NEXT REVIEW DATE: August 25, 2023

PROCEDURE:

Roles and Responsibilities:

1. County Council will:
 - a. Determine the high-level policy direction of the Program, including the basic mechanisms that significantly impact funding levels.
 - b. Authorize Administration to manage the Program;
 - c. Provide oversight for the Program, and approve amendments or changes to the Program;
 - d. Authorize Administration to sign agreements related to the Program in accordance with this procedure; and
 - e. Annually, allocate funding for the program.
 - f. Make the final determination regarding the eligibility of organization's applying for funding.
 - g. Make the final determination on the grant funding for requests exceeding \$10,000.
2. Administration will:
 - a. Manage and administer the Program in accordance with the procedure;
 - b. Monitor and evaluate the effectiveness of the Program;
 - c. Make recommendations to Council regarding the overall nature of the Program, when necessary;
 - d. Make annual funding recommendations for applications which exceed \$10,000;
 - e. Make determinations on funding requests that are \$10,000 and under.
 - f. Report to Council annually, or as required, regarding awarded funding.

Organization Eligibility:

3. In order to be eligible for funding, organizations must meet the following criteria:
 - a. The organization fits the definition of a Social Service Organization;
 - b. The organization is not political or religious in nature;
 - c. The organization is based in Lac La Biche County;
 - d. The organization is a non-profit organization; and
 - e. The organization is provincially or federally incorporated and in good standing.
4. Organizations which are regularly and heavily subsidized for their operational, programming or other costs from other County programs are not eligible to apply, even if they otherwise fit the eligibility criteria.
5. Individuals are not eligible for funding.
6. Administration will use its discretion in determining whether an applicant fits the eligibility criteria.
7. Organizations may only receive funding under this program once a year.
8. Organizations may not apply while a funding agreement under this program is ongoing.

Eligible Activities:

9. The program, service, project, activities, etc. benefits residents of Lac La Biche County.
10. Only activities which clearly and directly complement and enhance the organization's core mandate will be considered eligible.
11. A wide variety of activities are eligible, so long as it meets the other eligibility criteria of this policy and procedure. This could include operational expenses, project expenses, program-based funding, funding for a position, or funding for a new initiative.
12. Each operational funding grant will be for a maximum of one fiscal year, i.e. organizations cannot, through a single application, apply for operational funding for multiple years.
13. Funding is not eligible for events. An event is defined as a planned occurrence with a single overarching purpose or theme which is separate and different from an organization's day-to-day programming or activities, and where attendees are generally concentrated at one specific location.
14. Funding is not eligible for activities for which County funding has already been provided, or for which other funding is anticipated. Small donations or other nominal contributions may not render an organization ineligible.

Funding Agreements and Program Conditions

15. Administration may develop application forms, guidelines, memos, or other forms of communication to relay the requirements and parameters of the program to organizations.
16. The requirements imposed on an applicant and recipient organization by this policy and procedure shall be reflected in the grant application, guidelines, grant funding agreements, and final report, and any other related documents, which Administration will create for the purposes of the funding program established by the policy.
17. Grant funding agreements will incorporate requirements in addition to those outlined in the policy and procedure, which are those conditions and requirements that are deemed appropriate and necessary.

Funding Allocation for the Program

18. Annually, Administration will make a recommendation to Council to allocate funding in the County Operational Budget for funding requests under this program. The amount of funding recommended will be based on the amount of funding approved in the previous year. Other relevant information may be considered at the discretion of Council and Administration.
19. When establishing a budget for the Program, two separate pools of money may be established, one for requests exceeding \$10,000, and one for requests \$10,000 and under.

Use of Grant Funds

20. Funding may only be spent on eligible funds for those activities as identified in the grant application and approved by the County.

Application Submission

21. Applications will be made to the Senior Manager of Finance and Grants, or his/her designate.
22. Unless otherwise indicated, October 31 is the standard intake deadline for applications where over \$10,000 is requested.

23. With reasonable notice, Administration may move the intake deadline to an earlier date. If the intake deadline is extended, no notification will be given.
24. Late applications will be processed at the discretion of Administration.
25. Applications for requests up to \$10,000 may be submitted throughout the year.

Application Submission Requirements

26. A submission for funding must use the application forms and any additional templates or documents prescribed by the County.
27. As part of an application, or throughout the year while a funding agreement remains active, an organization may be required to provide the County with any of the following information:
 - a. Proof of Non-Profit Society Status for the current year;
 - b. Proof of Insurance and Workers Compensation;
 - c. Organization's most recent financial statements;
 - d. Planned activities;
 - e. List of the organization's officers and directors, and their contact information;
 - f. Balance sheet identifying the year-to-date expenses for the current financial period;
 - g. Pending and awarded grants for the year for which the application was made, including those from other County departments, the Province, Federal Government, or other agencies;
 - h. Most recent facility inspection;
 - i. Organization's Bylaws;
 - j. Any other information requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

Funding Review and Approval

28. The Senior Manager of Finance and Grants will make a recommendation to Council for funding according to the requirements outlined in the policy and procedure.
29. Organizations which are approved for funding will receive written notification.
30. Funding must be spent on expenses within the time period identified in the organization's budget, as accepted by the County.
31. Organizations which are approved for funding will be required to enter into an agreement with the County.
32. Approved funding will only be released following the allocation of funding under the program, as well the approval of the County Operational Budget for that year. Administration may choose to release the funding in full, or advance a portion of the funding.

Appeals of Funding Decision

33. Appeals of funding decisions will be handled on a case by case basis and only for decisions made by County Administration.
34. The Senior Manager of Finance and Grants will review appeals and make a recommendation to Senior Management.
35. Administration will not field appeals for funding decisions that are made by Council.

Acknowledgement of Funding Contribution

36. Organizations that receive grant funding must acknowledge Lac La Biche County as a sponsor for the project, program, or as a general sponsor, unless it is not practical or reasonable to do so.

Grant Reporting

- 37. Organizations will be required to submit their financial statement and a final report using any prescribed form within 90 days of the project completion date.
- 38. The final report must identify how the grant funding was used.
- 39. Unspent operational funding must be returned to the County upon request.
- 40. Organizations which in the sole opinion of County Administration, fail to submit reporting documents, have demonstrated poor management of funds, have unaddressed conflict of interest issues, have been found to be in contravention with the *Societies Act* or *Agricultural Societies Act*, or other act under which they are incorporated, or are in any other way unfit to responsibly handle public funds, may be have their ability to submit applications suspended.

"Original Signed"

Chief Administrative Officer

August 28, 2020

Date

SPECIAL NOTES/CROSS REFERENCE: FIN-71-025 Community Development Grant Policy and *CM-72-003*

AMENDMENT DATE: August 25, 2020