

Policy Number:	C-321
Policy Owner:	Recreation, Parks and Community Support
Adopted By:	Council
Adoption Date:	2004 September 07
Effective Date:	2004 September 07
Date Last Amended:	2020 January 28
Date Last Reviewed:	2020 January 15

Purpose

- 1 This policy establishes an annual funding program to support community organizations and projects that provide various benefits to the communities in Rocky View County (the County).



Policy Statement

- 2 Council understands the importance of aiding innovative and collaborative initiatives that service the County. This grant program consists of distinct grant categories that reflect the diverse needs of the County's communities.
- 3 Council values the contributions that the non-profit sector makes in social, personal, economic, and environmental areas and commits to funding such through this policy.



Policy

- 4 Community benefit initiatives grants are funded through the County's general revenue fund. The amount of grant funding annually available may vary.
- 5 The maximum grant funding a community organization may receive is \$7,500 per year.
- 6 Allocations are determined based on alignment with defined grant criteria and demonstrated need. Should grant requests exceed budgeted funds, not all grant applicants may receive full requested support.
- 7 Grant recipients and the amount disbursed through this program must be reported to Council annually.

- 8 The Chief Administrative Officer (CAO) is responsible for the assessment, approval, and allotment of grant applications.
- (1) Notwithstanding section 8 of this policy, Council approves grant applications for discretionary initiatives by a resolution of Council. Discretionary grant applications are identified by the CAO or their delegate, for Council's consideration, in accordance with section 18 of this policy.
- 9 The CAO's funding decisions are final.
- 10 All material produced through a Heritage Awareness grant is the property of the County.

Grant Eligibility Criteria

- 11 Grant applications must fall within one of the grant categories below to be considered for funding:
- (1) Heritage Awareness grants support tangible initiatives to promote and preserve the County's history. A Heritage Awareness grant is considered for initiatives that:
- (a) document historical places or events in order to retain the information for future generations; or
 - (b) encourage public involvement in heritage preservation and promote knowledge about the County's history.
- (2) Volunteer Development grants support investment back into the community through volunteerism. A Volunteer Development grant is considered for:
- (a) organizations that want to improve and develop their capacity in supporting County volunteers through leadership development, board governance, succession planning, and community events;
 - (b) community events in the County aimed to promote volunteerism and help build social cohesion and inclusion across County communities; or
 - (c) projects that encourage community participation and support the County's volunteer sector.

- (3) Arts and Festival grants support organizations and festivals in their efforts to provide quality arts programming. An Arts and Festival grant is considered for programs and events within the arts and performing arts mediums.
 - (4) Community Beautification grants support non-profit organizations and projects that beautify County communities to enhance quality of life and well-being of County residents. A Community Beautification grant is considered for:
 - (a) supporting a non-profit organization's ability to improve the appearance of their community; or
 - (b) landscaping, community pathway or trail enhancement, tree plantings, decorative lighting, a community garden, enhanced signage, and neighbourhood entrance signage.
 - (5) Cultivating Communities grants support enterprises that promote and create healthy communities. A Cultivating Communities grant is considered for:
 - (a) initiatives to develop healthy communities; or
 - (b) emergency rescue services, crime prevention programs, animal services, and community safety enhancements or programs.
- 12 Community organizations must be registered or incorporated non-profit organizations under the *Agricultural Societies Act*, the *Societies Act*, or the section 9 of the *Companies Act* to apply for community benefit initiatives grants.
- 13 Community organizations may only submit one community benefit initiative grant application per calendar year.
- 14 Community organizations must complete a grant application form provided by the County.
- 15 Community organizations must provide a project completion financial report on how the grant funds were used no later than three months after completion of the project. If the financial report is not provided, future funding requests are not considered.
- 16 All grant applications must include current financial statements, audited if available.
- 17 Grant recipients must recognize the County as a source of funding. Community organizations must identify on their grant application form how recognition of the County's funding shall be promoted.

Non-Eligible Associations, Initiatives, and Expenditures

- 18 The following organizations, initiatives, and expenditures are ineligible for funding under this policy:
- (1) religious societies registered under the *Religious Societies' Land Act*;
 - (2) school boards and school activities;
 - (3) societies or associations that are not open to the general public;
 - (4) costs to operate the community organization, including but not limited to salaries, wages, and day-to-day administration;
 - (5) fundraising activities;
 - (6) honoraria;
 - (7) computers and other hardware;
 - (8) consumables; and
 - (9) retroactive expenditures.

Discretionary Associations, Initiatives, Programs, and Expenditures

- 19 The following organizations, initiatives, and expenditures may receive a community benefit initiatives grant subject to Council's discretion:
- (1) non-profit organizations registered in another province but providing a service to County residents;
 - (2) programs or facilities that receive funding from Family and Community Support Services or Social Services;
 - (3) service clubs; and
 - (4) facilities on private property.



References

Legal Authorities	<ul style="list-style-type: none"> • <i>Agricultural Societies Act</i>, RSA 2000, c A-11 • <i>Companies Act</i>, RSA 2000, c C-21 • <i>Municipal Government Act</i>, RSA 2000, c M-26 • <i>Religious Societies’ Land Act</i>, RSA 2000, c R-15 • <i>Societies Act</i>, RSA 2000, c R-15
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> • N/A
Related Procedures	<ul style="list-style-type: none"> • N/A
Other	<ul style="list-style-type: none"> • N/A



Policy History

Amendment Date(s) – Amendment Description	<ul style="list-style-type: none"> • 2013 April 22 – Renumbered from Council Policy 206 to Policy 321, policy updated • 2019 September 10 – Council amended to current practices and standards, changed grant max from \$5,000 to \$7,500 • 2020 January 28 – Council amended to remove application date and add definitions
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> • 2019 August 21 – Minor amendments to align with current practices and policy standards • 2020 January 15 – Minor amendments to clarify policy and improve functionality for grant applicants



Definitions

20 In this policy:

- (1) “*Agricultural Societies Act*” means the Province of Alberta’s *Agricultural Societies Act*, RSA 2000, c A-11, as amended or replaced from time to time;
- (2) “CAO” means Chief Administrative Officer;
- (3) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act* or their authorized delegate;

- (4) “community benefit initiatives” means programs, projects or other initiatives deemed to benefit County residents under this policy;
- (5) “community organization” means community based non-profit organizations that are registered or incorporated under the Province of Alberta’s *Societies Act*, the *Agricultural Societies Act*, or section 9 of the *Companies Act*;
- (6) “*Companies Act*” means the Province of Alberta’s *Companies Act*, RSA 2000, c C-21, as amended or replaced from time to time;
- (7) “Council” means the duly elected Council of Rocky View County;
- (8) “County” means Rocky View County;
- (9) “financial statements” means a formal record of the financial records of a community organization;
- (10) “*Municipal Government Act*” means the Province of Alberta’s *Municipal Government Act*, RSA 2000, c M-26, as amended or replaced from time to time;
- (11) “*Religious Societies’ Land Act*” means the Province of Alberta’s *Religious Societies’ Land Act*, RSA 2000, c R-15, as amended or replaced from time to time;
- (12) “retroactive expenses” means expenditures incurred prior to approval of a grant.
- (13) “Rocky View County” means Rocky View County as a municipal corporation and the geographical area within its jurisdictional boundaries, as the context requires;
- (14) “service club” means a voluntary non-profit organization where members perform charitable works either by direct hands-on efforts or by raising money for other organizations;
- (15) “*Societies Act*” means the Province of Alberta’s *Societies Act*, RSA 2000, c R-15, as amended or replaced from time to time; and
- (16) “volunteer” means anyone who offers time, energy, and skills of their own free will for the mutual benefit of the volunteer and the organization. Volunteers work without financial compensation, or the expectation of financial compensation beyond an agreed-upon reimbursement for expenses.