

Policy Number:	C-350
Policy Owner:	Economic Development
Adopted By:	Council
Adoption Date:	2023 December 05
Effective Date:	2023 December 05
Date Last Amended:	N/A
Date Last Reviewed:	N/A

Purpose

- 1 This policy establishes Rocky View County’s (the County’s) Economic Development Initiatives Grant Program (the grant program) by outlining funding sources, eligibility criteria, application requirements, approval processes, and evaluation guidelines. The policy aligns with the County’s economic development objectives.



Policy Statement

- 2 Council values the volunteers and other resources that non-profit organizations, such as local chambers of commerce and business associations, provide to aid in the economic prosperity of the County.
- 3 Council encourages and supports partnership opportunities with these non-profit organizations that enhance the value for businesses to operate and grow within the County.
- 4 The County provides operational assistance to eligible chambers of commerce and business associations for one-time or ongoing initiatives, programming, and services in the County through this grant program.



Policy

- 5 Council allocates an annual budget for grant program funding.

- 6 The following organizations may apply to the County for funding for initiatives, programs, or services under the grant program in accordance with this policy:
- (1) the Bragg Creek Chamber of Commerce;
 - (2) the Langdon Chamber of Commerce; and
 - (3) any business association within the County, as approved by Council.
- 7 Organizations may apply for funding under this policy by submitting a complete application form to the County that includes the following:
- (1) project plan or business case outlining the implementation and outcomes of the proposed initiative, program, or service;
 - (2) the proposed budget for the initiative, program, or service;
 - (3) financial statements from the previous year; and
 - (4) list of the organization's officers and directors.
- 8 Organizations may be deemed ineligible for future funding under the grant program for non-compliance with this policy.

Evaluation and Approval Process

- 9 Administration evaluates applications after the grant program deadline has passed based on the following criteria:
- (1) whether the application is fully complete and all required documents have been submitted to the County;
 - (2) whether the initiative, program, or service aligns with the County's plans, strategies, and other guiding documents;
 - (3) the organization's capacity to implement the proposed initiative, program, or service;
 - (4) the number of County businesses impacted by the proposed initiative, program, or service; and
 - (5) the demonstrated financial need for funding under the grant program.

- 10 Council considers Administration's evaluation and decides on applications and funding under the grant program. Grant program decisions made by Council are final.
- (1) Council does not consider reviews or appeals of its grant program decisions.
- 11 If the total amount of funding applied for exceeds the total amount of funding allocated for the grant program, Council may, at its direction, refuse applications or approve applications in part.
- 12 Upon approval from Council, organizations must:
- (1) sign a funding agreement with the County prior to the funds being released. The funding agreement may include conditions, as determined by the Chief Administrative Officer at their discretion, that must be met to the satisfaction of the County;
- (2) use the funds within one fiscal year or within the terms set out in the funding agreement with the County;
- (3) return any unused funds to the County; and
- (4) submit a final project report to the County no later than 3 months after the date noted in the funding agreement. A final project report is required to be eligible for future grant program funding consideration.
- 13 The Chief Administrative Officer, at their discretion, may approve time extensions and minor changes in scope to approve grant funding applications.

Eligible and Ineligible Expenses

- 14 The following expenditures are eligible for funding under the grant program:
- (1) expenditures related to an initiative, program, or service outside of the organization's regular operating expenses. This may include, but is not limited to:
- (a) program supplies and materials;
- (b) staff salaries and wages;
- (c) facility rentals;
- (d) insurance related to the implementation of the initiative, program, or service; and
- (e) promotional and marketing materials.

- 15 The following expenditures are ineligible for funding under the grant program:
- (1) honoraria, per diems, and other reimbursements provided to board members, volunteers, and others involved with the organization;
 - (2) donations or grant funding provided to other organizations;
 - (3) retroactive expenses;
 - (4) amortization and depreciation expenses;
 - (5) Goods and Services Tax (GST);
 - (6) fundraising;
 - (7) initiatives, programming, or services related to institutional uses, such as religion or schools, or business that do not provide access to the general public or operate in the County; and
 - (8) Capital expenses

Conflicts of Interest

- 16 The board, directors, officers, or employees of an organization must be free of conflicts of interest to receive funding under the grant program. They must not act or appear to act to benefit, financially or otherwise, themselves or their family, friends, associates, or businesses.
- 17 The Chief Administrative Officer, in their discretion, may determine that an organization's board or any of its board members, directors, officers, or employees have a conflict of interest if their personal or professional interests (what they could gain financially or otherwise) and their duty to administer grant funding in a transparent and accountable manner is in question.
- 18 If the Chief Administrative Officer determines that an organization's board or any of its board members, directors, officers, or employees have a conflict of interest it must be corrected to the satisfaction of the County.
- (1) If the conflict of interest is not corrected to the satisfaction of the County, the County may withdraw approvals and withhold funds without providing notice to the organization.



References

Legal Authorities	<ul style="list-style-type: none"> • <i>Municipal Government Act (MGA), RSA 2000, c M-26</i>
Related Plans, Bylaws, Policies, etc.	<ul style="list-style-type: none"> • <i>Council’s Strategic Plan</i> • <i>County Policy C-197, Assessment Base Diversification Policy</i> • <i>County Policy C-173, Service Provision to Governments, Agencies, or Organizations</i>
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"> • N/A
Review Date(s) – Review Outcome Description	<ul style="list-style-type: none"> • N/A



Definitions

19 In this policy:

- (1) “Business Association” means a local association that supports, promotes, and protects the interests of the business community in a particular place;
- (2) “Chamber of commerce” means a local association that promotes and protects the interests of the business community in a particular place;
- (3) “Chief Administrative Officer” means the Chief Administrative Officer of Rocky View County as defined in the *Municipal Government Act*, or their authorized designate;
- (4) “conflict of interest” means a situation where an organization’s board or any of its board members, directors, officers, or employees personal or professional interests (what they could gain financially or otherwise) and their duty to administer grant funding in a transparent and accountable manner is in question;

- (5) “Council” means the duly elected Council of Rocky View County;
- (6) “County” means Rocky View County;
- (7) “economic prosperity” means the County’s economic growth, security, and competitiveness;
- (8) “final project report” means a County-supplied financial report template outlining the use of grant funds and how businesses benefited from their expenditures;
- (9) “funding agreements” means the agreement that is developed pending grant funding approval and outlines the terms and conditions of the applicant once the funding has been received;
- (10) “grant program” means the Economic Development Initiatives Grant;
- (11) “operational” means the routine functioning and activities of a program, service, initiative, or facility, such as, but not limited to, operational costs and utilities;
- (12) “retroactive expenses” means expenditures incurred prior to approval by Council of an application under the grant program;
- (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) “volunteer” means anyone who offers time, energy, and skills 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.