



## COUNCIL POLICY 104 Community Grants

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<b>References:</b> Municipal Government Act Records Management Bylaw	<b>Effective Date:</b>  <b>Council Resolution No:</b>	<b>December 20, 2023</b>  <b>2023-258</b>
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### **POLICY STATEMENT**

The Village of Warner shall offer a Community Grants Program to provide financial assistance towards projects/events/activities that enhance and enrich the community.

### **PURPOSE**

To provide a source of funds for eligible Groups and events, and to establish specific criteria for the provision of funds distributed in an efficient and transparent manner.

The Village of Warner recognizes community and volunteer efforts contribute to the success of the Village and shall provide guidelines for consideration of external requests for the distribution of Community Grants funding.

### **DEFINITIONS**

“Community” means the geographic area established as the recreation boundary surrounding Warner (the lands described within the boundaries of the County of Warner No. 5)

“Groups” means not-for-profit, local Groups, newly formed youth and student Groups.

### **RESPONSIBILITIES**

The Chief Administrative Officer (or designate) is responsible to administer this policy within the terms and conditions established.

### **STANDARDS**

#### **1. Funding Distribution Authority**

- 1.1. Council shall determine the level of Community Grants funding per its budget approval process.
- 1.2. The Chief Administrative Officer (CAO) shall annually approve grant criteria ensuring appropriate promotion and timelines that allow Groups to prepare applications for specific grant streams.
- 1.3. The CAO shall approve applications within approved budget.
- 1.4. The following applications require Council approval:
  - 1.4.1. Funding requests over \$500.00,
  - 1.4.2. Recurring Community Events with funding beyond a single year, or
  - 1.4.3. an Ad Hoc Community Event of an emergent nature require approval of Council.
- 1.5. Council may, in its discretion, establish a committee of elected officials and/or community members to adjudicate applications to the Community Grants Program.

1.6. Unallocated funds shall be allotted to Reserves dedicated for sustaining future Community Grants programs.

## **2. Application**

2.1. Applications shall be submitted the Village no later than September 30<sup>th</sup> for the following budget year.

2.2. Only organizations registered as a not-for-profit or non-profit society based in Warner or with an active Warner chapter may apply.

2.2.1. Political or religious organizations are not eligible to apply.

2.2.2. A newly formed organization or youth/student groups without official registration may be considered for a one time start up grant allocation.

2.3. Retroactive funding requests are not eligible.

2.4. Council or Administration has the right to refuse any application in whole or in part and/or reduce requested amounts.

2.5. Applicants shall agree to recognize the Village of Warners contribution to the project in all related public information, printed material and media coverage.

2.6. If an eligible program/event is cancelled or is not completed within 12 months of the approval of the grant funding or within an extended period as approved by the CAO, any unexpended funds shall be returned to the Village.

## **3. Funding Criteria General Principles**

3.1. Funds will be used to support programs and services in the Community that:

3.1.1. adds value to the quality of life not being fulfilled by other initiatives;

3.1.2. complements existing initiatives in the community in a positive manner;

3.1.3. promotes collaboration and to reduce duplication of programs or improve effectiveness of services; and/or,

3.1.4. leverages financial and in-kind support.

3.2. Funding to organizations with good standing.

3.3. Projects must occur within the Village of Warner or the Warner Recreation Area of the County of Warner.

3.4. Applicant's membership and beneficiaries of its projects/events/activities must be predominantly residents of the Village of Warner Community.

3.5. Projects/events/activities or applicants that are primarily of commercial nature are not eligible for funding.

3.5 Funding shall take into consideration potential duplication with other known programs/projects/services/events.

3.6 Projects that can be completed within 12-months are preferred.

3.7 Donation and Sponsorship requests are not considered Community Grants.