

## TOWN OF BON ACCORD POLICY STATEMENT

**SECTION:** *Community Services*

**POLICY NO.:** 14.131

**SUBJECT:** Community Grant Program

**RESPONSIBLE AUTHORITY:** Community Services Department

**REVIEWED & APPROVED BY COUNCIL:**

March 15, 2016 Regular Meeting of Council      Resolution #16-072

**PURPOSE AND INTENT:** The purpose of this policy is to establish guidelines and procedures for requests of financial support from community groups or agencies.

**POLICY STATEMENT:** The Town will provide financial support to various community groups or agencies who provide programs and services that benefit the Town of Bon Accord and its residents. The funding will be based on approved budget resources. It is expected that community groups or agencies will meet established criteria, provide supporting documentation, and show outcomes and results of the funding.

**DEFINITIONS:**

1. "Applicants" refers to not-for-profit community groups, teams, organizations and associations of Bon Accord supporting an eligible project that request support under the Community Donation and Sponsorship Policy. An applicant may also be not for profit from outside of Bon Accord, but is supporting an eligible project within Bon Accord.
2. "Grant" – is a financial assistance mechanism through which money and/or direct assistance is provided to carry out approved activities.
3. "Town Council" – means the duly elected officers of the Town of Bon Accord and the Chief Elected Officer or Mayor.
4. "Non-profit" – means an organization that uses the revenues to achieve the application goal and to not profit from or have excess revenues.
5. "Preventative Social Services" – means services that enhance the social well-being of individuals and families through promotion or intervention strategies provided at the earliest opportunity.

## **FUNDING CATEGORIES:**

1. Community Grants
  - a. Arts/Culture – The application should strengthen and develop literary, visual, performing, heritage, and media arts. It should enhance access and annual participation in creative expression through initiatives that contribute to a vibrant cultural life.
  - b. Recreation/Sport Development – The application should enhance the development of initiatives that support healthy living through strategies, programs, and activities. The initiatives may assist with participation in events of local, provincial, national, and international significance.
  - c. Community Development – The application should support the development of community enhancement initiatives that will provide the maximum benefit to the residents in the Town of Bon Accord.
2. Family and Community Support Services Grants – Financially assist community non-profit, volunteer service agencies and organizations that support locally driven preventative social services that enhance the well-being of individuals, families and communities.

## **ELIGIBILITY:**

### **The following applies to all funding categories:**

- a) The applicant is a non-profit community group, team, organization or association that is located in the Town of Bon Accord.
- b) The applicant may be from outside of Bon Accord supporting a project occurring within the Town or benefitting our residents.
- c) Applicants must be in good standing with the Town of Bon Accord.
  - i. Applicants have completed required paperwork from past applications prior to a new application is considered eligible.
  - ii. Applicants having an outstanding balance with the Town of Bon Accord are considered ineligible.
- d) Joint applications are encouraged.

### **The following applies to Family and Community Support Services Grants:**

- a) Any registered non-profit organization that provides services to Bon Accord residents that fall within the definition of preventative social services as outlined in the Provincial FCSS Act and Regulation.

## **RESPONSIBILITIES:**

### Town Council

- a) Approve by resolution this policy and any amendment.
- b) Consider the allocation of resources for successful implementation of this policy in the annual budget process.
- c)

## Chief Administration Officer

- a) Implement this policy and approve procedures.
- b) Ensure policy and procedure reviews occur and verify the implementation of policies and procedures.
- c) Establish format of application forms, minimum documentation required to be submitted by the applicant and application deadlines.