



TOWN OF THREE HILLS

POLICY # 520

MUNICIPAL GRANTS TO COMMUNITY GROUPS POLICY

Approved by Council on: January 23, 2023
Resolution No: 019-2023

1. PURPOSE

- 1.1. To identify the process Not-for-Profit Organizations and Volunteer Groups within the Town that render a service to the residents of Three Hills can apply for financial assistance.
- 1.2. To provide guidelines for the review of funding requests from Not-for-Profit Organizations and Volunteer Groups to the Town for financial assistance.
- 1.3. To ensure that a system of accountability is implemented for Not-for-Profit Organizations and Volunteer Groups that receive financial assistance from the Town.

2. AUTHORITY

- 2.1. The authority for this policy is by resolution of the Council of the Town of Three Hills.
- 2.2. The CAO is responsible for the administration and evaluation of this policy.
- 2.3. The CAO is authorized to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the purpose of this policy.

3. DEFINITIONS

- 3.1. Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral gender whenever context requires.
- 3.2. In this policy, unless the context otherwise requires:
 - 3.2.1. "Community Group" shall mean a Not-for-Profit Organization or a Volunteer Group.
 - 3.2.2. "Not-for-Profit Organizations" shall mean a registered society which exists for educational, athletic, recreational or charitable reasons and from which its shareholders, trustees or board members do not benefit financially.
 - 3.2.3. "Volunteer Group" shall mean a group of individuals with a shared interest who come together to further an initiative.

4. POLICY

4.1. Eligibility

- 4.1.1. Only Not-for-Profit Organizations and Volunteer Groups are eligible for financial assistance under this Policy.
- 4.1.2. Not-for-Profit Organizations and Volunteer Group memberships and programs must be open to all residents of the Town. Services, programs and activities must

be of benefit to the residents of the Town.

4.1.3. Generally, organizations who have received funds through the Municipal Grants for Community Groups program within the last 12 months will not be considered unless the allocated budget for this program has not been fully spent.

4.1.4. The following are not eligible for financial assistance under this policy:

- i. Municipalities;
- ii. Individual persons;
- iii. Organizations that provide services or programs that are the responsibility of another level of government including, Health, Education, Libraries and Social Services;
- iv. Organizations that are in arrears of payments with the Town;
- v. Organizations with political or religious affiliations. However, we will consider applications for non-denominational initiatives that are open to the community-at-large;
- vi. Projects that have already been started or completed.

4.2. Application Requirements

4.2.1. The Not-for-Profit Organization or Volunteer Group shall provide:

- i. A detailed description for the project, , including an indication of how this project will benefit the community. Photographs should be included, if possible.
 - ii. If the project involves land and/or facilities, a Certificate of Title must be included with the application (unless owned by the Town).
 - iii. A detailed budget for the event, project or program.
 - iv. a copy of the most recent Income Statement and Balance Sheet and in the case of a new organization, a copy of the most recent bank statement.
 - v. A copy of the detailed budget for the current year.
- If the report shows a surplus, a statement of intended use of the surplus.
 - If the report shows a deficit, a statement of how the deficit will be dealt with.

4.2.2. The Town should be a “funder of last resort” and the applicant should demonstrate support from source(s) other than municipal funds (i.e. ticket sales, membership fees, provincial/federal funding, community donations). Unless otherwise indicated by Council, the granting of financial assistance in any year should not be regarded as a commitment by the Town to continue such assistance in future years.

4.2.3. All Grant Applications shall be submitted on the approved Municipal Grant application Form. Application forms will be available at the Town Office and on

the Town's website. Availability of Application forms will be advertised on the Town's website and in the local newspaper.

- 4.2.4. Each Not-for-Profit Organization and Volunteer Group may submit one (1) application in each year. All programs, projects and undertakings should be consolidated in the requests.
- 4.2.5. A Not-for-Profit Organization or Volunteer Group receiving financial assistance from the Town should not act in the capacity of a funding body for or make Grants to any other organization or group.
- 4.2.6. There will be one (1) application and distribution date each year on or about March 15th.
- 4.2.7. The Town shall respond to all applicants within sixty (60) days of the Application deadlines, but no later than May 15th.

4.3. Funding Considerations

- 4.3.1. In general, financial assistance will be considered for the following types of activities:
 - i. To provide partial financial assistance for the implementation of special projects which are not recurring.
 - ii. To provide partial financial assistance for funding capital projects which are external to normal operating functions, and not likely to occur on an annual basis (i.e. equipment purchases).
- 4.3.2. Provision of "in-kind" services such as donation of Town owned equipment (e.g. bobcat, grader) or material (e.g. gravel).
- 4.3.3. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain funding.
- 4.3.4. Council shall be the deciding authority for Applications to the Municipal Grants to Community Groups program.

4.4. Community Group Recognition

- 4.4.1. Upon completion of the project and/or use of operating funds for which financial assistance was provided, Not-for-Profit Organizations and Volunteer Groups shall submit a before and after photo or brief description/report of how the funds were used. Failure to report at the completion of the project may result in organizations being disqualified from future assistance through this program.
- 4.4.2. Before and after photos, brief descriptions/reports of how funds were used and a cheque presentation with the Mayor and/or Council may be posted on the Town's website, social media, local newspaper, etc. to broadcast the invaluable contributions that Not-for-Profit Organizations and Volunteer Groups have made within the community.

5. **PRIOR POLICY**

5.1. This policy shall supersede and replace all prior policies, oral or written, regarding Municipal Grants to Community Groups within the Town of Three Hills.



Mayor



Chief Administrative Officer

Previous Version:	May 25, 2020	243-2020
Effective On:	January 23, 2023	019-2023
Review Date:	January 23, 2026	

Appendix A – Grant Application Form

Please send your completed application to the following address no later than March 15th:

**Town of Three Hills
PO Box 610
232 Main Street
Three Hills, Alberta T0M 2A0
Email: info@threehills.ca**

Please provide the following documents to your completed application:

- A detailed budget for the event, project or program.
- A copy of your most recent Income Statement and Balance Sheet
- A copy of your detailed Budget for the current year
 - If report shows a surplus, a statement of intended use of the surplus
 - If report shows a deficit, a statement as to how the deficit will be eradicated.

APPLICANT AGREEMENT

I DECLARE THAT: (application must be signed by two members of the organization’s Executive Committee)

- I am a duly authorized representative having legal and/or financial signing authority for the organization.
- The information contained in this application and supporting documents is true and accurate and endorsed by the organization.
- An accounting of spending, showing compliance with conditions of the grant shall be provided at completion of the project, no later than one year from the date the grant was approved.

Signature

Signature

Print Name

Print Name:

Date

Date