

eligible party.

- 3.2.6. “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.
- 3.2.7. “Town” shall mean the Town of Three Hills.
- 3.2.8. “Volunteer Group” shall mean a group of individuals with a shared interest who come together to further a mission.

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 primarily to these residents.
- 4.1.3. 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 affiliations;
 - 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 project budget detailing revenues and expenses associated with the project; and
 - ii. A financial statement and/or current bank statements depicting the financial standing of the organization from the previous year-end and/or the most current bank statement.
- 4.2.2. The Town prefers to be a “funder of last resort” and as such the applicant should demonstrate support from some other source(s) than municipal government 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. Applications will only be considered if the individual can provide the Town with written proof that the individual has the authority to act on behalf of the Not-for-Profit Organization or Volunteer Group.
- 4.2.4. Each Not-for-Profit Organization and Volunteer Group may submit one (1) of each: General Operating and Capital Project Funding Applications in the fiscal 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 two (2) application and distribution dates each year:
 - i. The first application deadline will be the first Wednesday of March.
 - ii. The second application deadline will be the first Wednesday of October.
- 4.2.7. The Town shall respond to all applicants within sixty (60) days of the Application deadlines.
- 4.2.8. Applicants are encouraged to refer to Appendix "B" for an overview of the Application timeline and process.

4.3. Funding Considerations

- 4.3.1. In general, financial assistance will be considered for the following types of activities:
 - i. Partial financial assistance that may be used for general operational expenses if it can be established that municipal financial assistance is required for this purpose.
 - ii. To provide partial financial assistance for the implementation of special projects which occur on a nonrecurring basis.
 - iii. 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).
 - iv. To consider subsidized use of facilities for a special purpose on a non-recurring basis.
 - v. Council reserves the right to limit any funding allocation for in-kind services such as rental fee waivers.
 - vi. Provision of "in-kind" services such as donation of Town owned equipment (e.g. bobcat, grader) or material (e.g. gravel).

4.4. Review Process

- 4.4.1. Applications will be reviewed by the CAO or designate for completeness, accuracy, and compliance with this policy.

4.4.2. Grant Applications will be evaluated against the Municipal Grants to Community Groups Program Criteria as outlined in Appendix "C".

4.5. Council Approval

4.5.1. Council shall be the deciding authority for Applications to the Municipal Grants to Community Groups program.

4.5.2. Due to limited funds and the anticipated large volume of applications, not all requests meeting the established criteria will obtain funding.

4.5.3. Applicants will be notified upon Council approving their application.

4.6. Municipal Recognition

4.6.1. Not-for-Profit Organizations and Volunteer Groups receiving financial and in-kind Grants should endeavor to acknowledge the Town's contribution through all printed material and other promotional means. The Town's logo is available by contacting the Town Office.

4.7. Community Group Recognition

4.7.1. 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 of how the funds were used.

4.7.2. Before and after photo's, brief descriptions 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.

Approved On:	May 25, 2020	Resolution No: 243-2020
Effective On:	May 25, 2020	
Previous Version:	June 9, 2014	Resolution No: 208-14
Next Review Date:	May 25, 2021	
Approved By:	Council	
Recommended By:	Chief Administrative Officer	
Paper File Location:	Main Floor Vault	
Electronic File Location:	Y: > Policies	

Appendix A – Grant Application Forms



TOWN OF THREE HILLS
MUNICIPAL GRANTS to COMMUNITY GROUPS
Application for Assistance for
Capital Project Funding

1. Date: _____

2. Name of Organization: _____

3. Contact Name: _____

4. Address: _____

5. Email Address: _____ Phone No: _____

6. (a) Date Organization established in Three Hills: _____

(b) Registered Non-Profit Society in Province of Alberta

Date: _____

Registration Number: _____

(c) Registered Charitable Organization with Federal Government:

Date: _____

Registration Number: _____

7. President: _____

8. Board of Directors:

(1) _____ (4) _____

(2) _____ (5) _____

(3) _____ (6) _____

9. Your organization's objectives and outline of services and programs:

10. Purpose and Function to which Grant funds will be expended:

11. How will community and/or participants benefit: *(please describe the event, program or project and provide adequate documentation demonstrating the need for the proposed service)*

12. Budget: \$ _____

13. Grant Request: \$ _____ Cash
 \$ _____ In Kind

14. List other sources of potential income or services already solicited, amounts requested and amounts Granted:

15. List amount of personal funding being used i.e. bottle drive income, raffles, etc.

16. If the Grant is not approved what impact could it have on the organization:

Please attach the following documents to your completed Application:

- a) A copy of your most recent Income Statement and Balance Sheet
- b) A copy of your detailed Budget for current year
 - o If report shows a surplus, a statement of intended use of the surplus.
 - o If report shows a deficit, a statement as to how the deficit will be eradicated
- c) A budget for the event, project or program
- d) A before photo or brief description of the proposed event, project or program
- e) Any other information which would assist in the evaluation of your Grant request

Forward prior to **the first Wednesday of March or first Wednesday of October** to:

Town of Three Hills
PO Box 610
232 Main Street
Three Hills, Alberta T0M 2A0
Attention: Chief Administrative Officer

The Town shall respond to all applicants within sixty (60) days of the Application deadline.

The information included in this Application is true and correct to the best of my knowledge:

Signature of Signing Authority

Date

Print Name



TOWN OF THREE HILLS
MUNICIPAL GRANTS to COMMUNITY GROUPS
Application for Assistance for
General Operating

1. Date: _____

2. Name of Organization: _____

3. Contact Name: _____

4. Address: _____

5. Email Address: _____ Phone No: _____

6. (a) Date Organization established in Three Hills: _____

(b) Registered Non-Profit Society in Province of Alberta

Date: _____

Registration Number: _____

(c) Registered Charitable Organization with Federal Government:

Date: _____

Registration Number: _____

7. President: _____

8. Board of Directors:

(1) _____ (4) _____

(2) _____ (5) _____

(3) _____ (6) _____

9. Your organization's objectives and outline of services and programs:

10. Purpose and Function to which Grant funds will be expended:

11. How will community and/or participants benefit: *(please describe the event, program or project and provide adequate documentation demonstrating the need for the proposed service)*

12. Budget: \$ _____

13. Grant Request: \$ _____ Cash
 \$ _____ In Kind

14. List other sources of potential income or services already solicited, amounts requested and amounts Granted:

15. List amount of personal funding being used i.e. bottle drive income, raffles, etc.

16. If the Grant is not approved what impact could it have on the organization:

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Signature of Signing Authority

Date

Print Name

Appendix B – Application Process & Timeline

- All Grant Applications shall be submitted on the approved Municipal Grant Application Forms. 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.
- All Application forms and supporting documents should be received by the Town's CAO, by **the first Wednesday of March or first Wednesday of October** of the current year. The Town shall respond to all applicants within sixty (60) days of the application deadlines.

Grant Applications shall include:

- The name of the Not-for-Profit Organization/Volunteer Group, and the contact information (name, address, email address and telephone number) of a person who can answer questions regarding the information submitted in the Application.
- Financial assistance or in-kind donation request. The Not-for-Profit Organization/Volunteer Group must clearly state the purpose and function and must be responsible for planning and provision of these services.
- Description of the event, program or project. The applicant must present adequate documentation demonstrating the need for the proposed service.
- Details of the Not-for-Profit Organization/Volunteer Group.
- Financial information including:
 - Budget for the event/project/program; and
 - Financial statement and/or bank statement depicting the financial standing of the organization from the previous year-end and/or the most current bank statement.

Appendix C – Municipal Grants to Community Groups Program Criteria

Application Organization: _____

Name of Program/Project/Service: _____

Total Amount of Grant Request: _____

Please use the corresponding scale to assist with ranking the Application.	<i>Strongly Disagree</i> 1	<i>Disagree</i> 2	<i>Somewhat Disagree</i> 3	<i>Somewhat Agree</i> 4	<i>Agree</i> 5	<i>Strongly Agree</i> 6
1. Purpose of the Grant is clearly defined and illustrates the community need for the proposed service.						
2. Service/Project demonstrates added value to the Three Hills community.						
3. Service/Project will benefit a large section of the Three Hills community.						
4. Shows a high level of community involvement in the program.						
5. Budget indicates a clear financial plan and demonstrates efficient use of Town funds.						
6. Organization has the resource capacity (staff, volunteers, additional funding, etc.) to deliver the service/project and achieve the stated outcomes.						
7. Application identifies partnerships that may cost share in the service/project (including memberships).						
Total per Column						
Total Score	/48 maximum score					
Additional comments:						