



City of Leduc Policy

Policy Title: Municipal Grants

Policy No: 11.00:22

Supersedes: 11.00:22
(June 26, 2017)

Revision #: 2

Authority: City Council	
Section: Council	Approval Date: May 27, 2019
Responsible Department: Community and Protective Services	Effective Date: May 27, 2019
Relevant Legislation: City of Leduc Procedures (attached)	
Relevant Council Resolution(s) and Date(s): May 27, 2019	
Relevant Bylaw and Date(s):	
Authority' Signature: "Original Signed by Mayor B. Young"	

Policy Objective:

To provide guidelines for awarding Municipal grants.

Policy:

The City of Leduc May Provide:

1. Limited assistance to non-profit organizations of Leduc whose programs or activities result in benefits to Leduc; however, an applicant that can accomplish an adequate level of activity without a grant may not be recommended for a grant.
2. Limited financial assistance to non-profit organizations or individuals or residents in Leduc travelling to a provincial, national or international arts, recreation, multicultural or sport event.
3. Limited financial assistance to non-profit organizations hosting provincial, national or international recreation, multicultural or sport events in Leduc.
4. Limited financial assistance to organizations without non-profit status may be considered.

Provide Support to Non Profit Organizations

The City of Leduc values the contributions the non-profit sector makes toward social, personal, environmental and economic development and commits support funding through this policy. Leduc is known for its dedicated and willing volunteers. Many of these serve the community through non-profit organizations providing a myriad of arts, social service, recreation, sport, multi-cultural and other community-based programs and services the City of Leduc could never sustain. In addition to the direct services they provide, the non-profit sector generates economic activity, develops community leadership, and empowers citizens to contribute to building a strong, viable and caring community.

Funding Types:

1. **Event Hosting Grants** – To provide funds to eligible community groups and events to assist in defraying costs associated with those events. Event Hosting Grant requests \$2,500 and under will be reviewed by the Grant Application Committee and recommendations provided to Council for approval. Grant requests over \$2,500 will be reviewed by Council.
2. **Travel Grants** – To assist City of Leduc residents with the cost of travel to provincial, western Canada, national or international events in which they represent the City of Leduc, or to receive training / instruction that will be taught in the community. Travel Grant requests will be reviewed by the Grant Application Committee.
3. **General Grants to Organizations** – To provide assistance to City of Leduc non-profit organizations whose activities benefit Leduc’s citizens.
 - a) Grant requests involving recreation / amateur sport, arts, culture, parks, and other community activities will be reviewed by the City’s **Parks, Recreation and Culture Board (PRCB)**.
 - b) Grant requests involving social services programs and initiatives will be reviewed by the City’s **Family and Community Support Services (FCSS) Board**.
4. **Sport Tourism Grants** – To provide financial support to eligible community groups hosting events in Leduc that are associated with sports and/or agriculture.
 - a) A sport and/or agriculture tourism event is defined as:
 - i. A recognized sporting and/or agriculture event that takes place over more than one day;
 - ii. That incorporates an intensive level of activity into those days;
 - iii. Offers participants a unique sporting and/or agriculture experience; and;
 - iv. Has an impact on the local economy.
5. **Ongoing Community Support-** To provide core social funding for **Council selected** non-profit organizations or committees who provide preventive social services that enrich and strengthen family and community life.

General Eligibility Criteria and Evaluation Guidelines for Types 1-4

1. Operational funding and other forms of assistance from the City of Leduc whether through grants or lease subsidies, will be considered in the review of an operating grant.
2. An applicant materially in arrears in payment of its accounts with the City of Leduc at the time of review of the grant applications shall not be recommended for a grant unless direction to do so is provided by Leduc City Council.

3. An applicant will not receive a grant in excess of 25 percent of its operating expenditures, based on their recent financial statement unless direction to do so is provided by Leduc City Council
4. The maximum and minimum grant award may be established annually based on grant funding available.
5. Multiyear funding may be provided for up to three years. After three (3) years, the funding request will be reassessed.
6. Applicants that received multiyear funding will not be eligible for reapplication until their multiyear funding is complete, unless there are extenuating circumstances outlined to Leduc City Council that would justify additional funding.
7. All applicants will be provided with a written basis of the decision, regarding their initial grant recommendation, within a reasonable time after the application deadline.

General Eligibility Criteria and Evaluation Guidelines for Type 5

1. Majority of citizens served, must reside within the City of Leduc.
2. Annual reporting process may include an annual final report and financial statement.
3. An applicant materially in arrears in payment of its accounts with the City of Leduc may be removed from Ongoing Community Support funding as per Council direction.
4. Requests for increased funding must be submitted in writing by May 1 to Family & Community Support Services and subject to review.
5. Funding increases may be approved by Administration if the amount is less than 10% of current grant allotment for that organization **or** less than \$5,000 (whichever is deemed higher). Requests above the allotment will be directed to Council for a decision.

PROCEDURE

Procedure Title: Municipal Grants

Related Policy: 11.00:22, Municipal Grants

Date: May 27, 2019

Revision: 1

Approved On: May 27, 2019

Signature: "Original Signed by Mayor B. Young"

Procedure Objective: Provide eligibility criteria, administrative process and evaluation guidelines for awarding grants to organizations and municipal grants.

Definitions:

- 1.01 "Applicant" means an organization or individual applying for a grant pursuant to this policy.
- 1.02 "Arts" means all those symbolic representations of a people's worldview transmitted through the media of music, drama, dance, visual arts, literature and craft and combinations thereof. Arts includes, but is not limited to, the activities of musical composition, singing, dancing, acting, drawing, painting, sculpture, graphic, motion pictures and photography, creative writing, weaving, pottery, jewelry making, embroidering, and architecture.
- 1.03 "Board / Committee" means those groups of citizens designated by City Council to make recommendations to City Council on grants applications and on such other matters that may from time-to-time be requested by City Council. These will include the Parks, Recreation and Culture Board, Family and Community Support Services Board and other funding review committees as appointed by Council.
- 1.04 "Community Activity" means programs and activities provided by applicants which help citizens to strengthen personal or community life.
- 1.05 "Community Grant" means a grant awarded by the City to an applicant pursuant to this policy.
- 1.06 "Designated Contact" means City staff or the staff of Community and Protective Services assigned the responsibility of managing a grant program pursuant to this policy.
- 1.07 "Incorporating Documents" means the documents by which an applicant is incorporated or created and includes an application for incorporation, articles of incorporation, memorandum of association, articles of association and bylaws.
- 1.08 "Multicultural" means the practice of promoting human and group relations, in which ethnic, racial, religious and linguistic similarities and differences are valued, respected and exchanged.

- 1.09 "Policy" means this City policy together with all attachments hereto as amended from this time.
- 1.10 "Recreation/Amateur Sport" means all activities and experiences in which an individual chooses to participate in his/her leisure time and includes, but is not limited to, athletic, physical, historical, natural science, cultural, social and intellectual activities, experiences and programs.
- 1.11 "Social Services" defined as social programs and activities provided by not-for-profit organizations which help citizens to strengthen personal or community life.

Appeals

There shall be limited provisions by which an appeal can be made. An appeal must be in writing and follow the identified appeal process.

Grants to Organizations appeal process:

There shall be limited provisions by which an appeal can be made. An appeal must be in writing to Council within 45 days of receiving notification of the grant application decision.

For all other grants appeal processes: To submit an appeal regarding a grant decision, contact the appointed City grant administrator.

The following four matters may not be considered as viable grounds for appeal:

1. Changes in circumstances of the applicant since the date of the grant application. The circumstances of the applicant and of the appeal must be limited to the date on the original grant application or the deadline date for filing the grant application, and not the facts or circumstances subsequently arising;
2. Changes in the application since the grant deadline date will not be considered;
3. An appeal from a finding of fact regarding fundamental eligibility is not appealable (e.g. late submission, incomplete grant application, applicant not properly registered as a not-for-profit society);
4. This policy does not apply to programs of assistance the City of Leduc administers on behalf of another order of government.

Procedures:

A. Funding

1. Funding requirements for grants will be provided through the City's budget process.
2. There are five streams of municipal grants:
 - a) **Event Hosting Grants** – To provide funds to eligible community groups and events to assist in defraying costs associated with those events. Event Hosting Grants will be applied for in conjunction with the Host Grant application form and will be reviewed by the Council Grant Application Committee. The committee is comprised of three appointed Councillors and one Community and Protective Services (CPS) administrative liaison (non voting).

- b) **Travel Grants** – To assist City of Leduc residents with the cost of travel to provincial, western Canada, national or international events in which they represent the City of Leduc, or to receive training / instruction that will be taught in the community. Travel Grants will be applied for in conjunction with the Travel Grant application form and will be reviewed by the Council Grant Application Committee. The committee is comprised of three appointed Councillors and one CPS administrative liaison (non voting).
- c) **General Grants to Organizations** – To provide assistance to City of Leduc non-profit organizations whose activities result in benefiting Leduc’s citizens.
 - i. Grant requests involving recreation / amateur sport, arts, culture, parks, and other community activities will be reviewed by the City’s **Parks, Recreation and Culture (PRC) Board**. The Board will make their recommendation to City Council on whether grant funding will be provided, and the amount of funding to be disbursed.
 - ii. Grant requests involving social services programs and initiatives will be reviewed through the City’s **Family and Community Support Services (FCSS) Board**. The Board will make their recommendation to City Council on whether grant funding will be provided, and the amount of funding to be disbursed. Grant applications assessed and rated by the FCSS Board are based on specified criteria as per the FCSS Mandate.
- d) **Sport Tourism Event Grants** – To provide financial support to eligible community groups hosting events in Leduc that are associated with sports and/or agriculture.

A sport and/or agriculture tourism event is defined as:

- i. A recognized sporting and/or agriculture event that takes place over more than one day
 - ii. That incorporates an intensive level of activity into those days;
 - iii. Offers participants a unique sporting and/or agriculture experience; and
 - iv. Has an impact on the local economy.
- e) **Ongoing Community Support-** To provide core social funding for **Council selected** non-profit organizations or committees who provide preventive social services that enrich and strengthen family and community life.

B. Applications

1. Deadline Dates:

- a) Applications for General Grants to Organizations shall be submitted to the designated contact in the month of August. A specific deadline date will be

established annually by agreement between the Boards and the CPS business unit.

- b) Applications will be submitted prior to the budget year for which the grant application will be considered.
- c) Applications for Travel and Event Hosting Grants will be accepted on an ongoing basis throughout the year, but must be received no less than eight (8) weeks prior to the scheduled event date. Special circumstances will be taken into consideration for late applications. Applications will be processed as submitted.
- d) Applications for Ongoing Community Support funds will require a formal presentation to City Council.

C. Applicants shall:

1. Forward all applications for grants to the designated contact;
2. When applying for a grant for the first time, file copies of their incorporating documents with the designated contact;
3. File copies of all amendments of their incorporating documents with the designated contact when those amendments are made;
4. When applying for a grant for the first time, file with the designated contact copies of all leases/licenses and rental agreements with the City;
5. File with the designated contact copies of all amendments to leases/license and rental agreements with the City when those amendments are made;
6. On the request of the designated contact, provide proof of their nonprofit status;
7. Unless specifically waived by City Council or the relevant Board, on or before any applicable deadline, provide the following information to the appropriate designated contact:
 - a) A completed grant application in the form currently used by the relevant Board;
 - b) An annual report, and/or the current budget of the applicant;
 - c) A financial statement for the last completed fiscal year. This statement shall be independently reviewed and/or signed by two Board members other than the treasurer;
 - d) A description of all efforts made to obtain funds;
 - e) A detailed explanation as to the effect on the applicant's programs should a grant not be awarded at all or in the amount requested;
 - f) All other information required or requested by City Council, the relevant Board, or the designated contact.

D. Administration shall:

1. With respect to grants under the jurisdictions of the relevant Boards / committees and the business unit, administer this policy in accordance with the directions of City Council;
2. With respect to this procedure, provide administrative support and financial advice to City Council, or the relevant Boards or Committees, and all other City business units as may, from time-to-time, be necessary;
3. Ensure the payment of outstanding City claims against an applicant prior to forwarding any cash grant to that applicant;
4. Administer grants approved by City Council on behalf of the Board and report thereon to City Council;
5. In conjunction with the Board, ascertain the relative merit of applicants for grants to be evaluated by the relevant Board;
6. Act as a liaison to the applicants, the relevant Board and City Council;
7. As required, convene an ad hoc committee to review emergent grant requests.
8. Provide City Council with a summary of Ongoing Community Support Funds through the budget process.

E. General Principles

The applicant and the grant application will be rated based on the following general criteria consistent with the City of Leduc's Corporate Strategic Plan:

Community Character:

- Our streets, open spaces, parks and buildings reflect our heritage, values and lifestyle. We expect excellence in design that facilitates vibrant, diverse and active community spaces and neighbourhoods.
- We invest in strategic community-building projects and programs that allow for ongoing municipal operations and continually enhance our culture.

Community Wellness:

- We support a safe, healthy, active and caring community.
- We support initiatives that contribute to a healthy and sustainable environment.
- We ensure quality opportunities to participate in all aspects of our community and foster a sense of belonging.

Economic Development:

- We effectively leverage our market strengths and opportunities to maximize economic development.
- We are a leader in economic development and promote the sub-region as Canada's energy services leader.
- Economic development decisions promote optimal business locations within the region.

The following additional criteria will be considered in the evaluation process:

Sustainability - Initiatives are to provide organization with self-sufficiency and viability.

Financial Need – The financial need of the organization.

Number of Residents Impacted – The number of residents positively impacted by the group and its services and / or the project being proposed.

The applicant and the grant application must satisfy the following:

1. The applicant must be a registered nonprofit organization in existence for more than one year or an individual carrying on a not-for-profit activity for more than one year as of the deadline date for filing the grant application, Applications from organizations without non profit status may be considered.
2. Non profit organizations are required to show proof of non profit or charity status. Organizations that are not non profit will provide their Terms of Reference.
3. The applicant's membership and beneficiaries of its programs and services must be directed to the improvement of the quality of life of Leduc residents; applications and programs must predominantly serve residents of the City of Leduc;
4. The grant applied for shall not be intended or used for a purpose beyond the corporate objectives of the applicant as outlined in its incorporating documents;
5. The grant applied for shall be intended and used to further the applicant's non profit activities, and must not either directly or indirectly be intended or used to further a profit venture;
6. Within the deadlines, the applicant must file and provide all documents and information outlined in the grant application;
7. The activities of the applicant should merit public funding support;
8. The activities of the applicant shall not substantially duplicate the activities of other applicants or other government supported individuals or organizations;
9. An applicant that can accomplish an adequate level of activity without a grant, may not be recommended for a grant at the Board's discretion;
10. The applicant demonstrates fiscal responsibility and is managed in a responsible manner;
11. The applicant shall demonstrate initiative and success in generating diverse sources of revenue;

12. The applicant shall have an open membership to its organization, except for valid program factors (e.g. age).

F. Grant Awards

1. The applicant will be notified of the grant award within a reasonable time after the application deadline;
2. The applicant shall submit the required financial accounting as per the specific grant program guidelines;
3. The applicant shall submit the required outcomes report upon completion of the calendar year that the grant was provided. Grant applications will not be considered from organizations that received funds in the past, but did not submit an outcomes report;
4. Conditional Grant – A grant may be recommended and approved subject to the satisfaction of one or more conditions and the payment of that grant shall not be made until those conditions are satisfied.