



City of Leduc Policy

Policy Title: Municipal Grants

Policy No: 11.00:22

Supersedes: 11.00:22
(May 27, 2019)

Revision #: 3

Council Authority: City Council
Approval Date: February 14, 2022
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Relevant Legislation: Attached
Relevant Council Date of Resolution(s): June 26, 2017 and May 27, 2019
Relevant Bylaw and Date(s): n/a
Authority's Signature: "Signed by Mayor Young"

Purpose:

To provide guidelines for awarding Municipal Grants.

Definitions:

- 1.01 "Applicant" means a non-profit organization, 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 participants or users designated by City Council to make recommendations to City Council on grant 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 Advisory Board and other funding review committees as appointed by Council.
- 1.04 "Community Activity" means programs and activities provided by applicants which help participants or users 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 Social Development (CSD) 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 City of Leduc participants or users to strengthen personal or community life.
- 1.12 "Leduc participants or users / Resident of Leduc" defined as an individual living in the City of Leduc boundaries.

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, individuals or residents in Leduc travelling to a provincial, national or international art, recreation, multicultural or sport event.
3. 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. The City of 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, multicultural 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 participants or users to contribute to building a strong, viable and caring community.

Funding Types 1-4:

1. **Event Hosting Grants** – To provide funds to eligible non-profit organizations, or community groups and events to assist in defraying costs associated with those events.
2. **Travel Grants** – To assist City of Leduc individuals, teams, or volunteer coaches and/or instructors 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 and/or instruction that will be taught in the community.
3. **General Grants to Organizations (GTO)** – To aid City of Leduc non-profit organizations whose activities benefit City of Leduc’s participants or users.
4. **Funding Agreements** - To provide core funding for **Council selected** non-profit organizations or committees to support their operations that enrich or strengthen social and community life.

General Eligibility Criteria and Evaluation Guidelines for Types 1-3

1. Organizations are eligible for one funding type per year.
2. 60% of participants or users served at a minimum, must reside within the City of Leduc.
3. An applicant will not receive a grant in excess of 25 percent of its operating expenditures, based on their most recent financial statements unless direction to do so is provided by Leduc City Council.
4. Operational funding and other forms of assistance from the City of Leduc whether through grants, donations, services in kind or lease subsidies, will be considered in the review.
5. 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.
6. The maximum and minimum grant award may be established annually based on grant funding available.
7. Annual reporting process as stated per grant application.
8. Multiyear funding (for type 3) may be provided for up to three years. Funding is conditional on financial statements being provided each year as confirmation that the grant funding was used as intended and not in excess of 25% of the participant’s operating expenditures. After three years, the funding request will be reviewed with possibility to extend via a Funding Agreement.
9. Applicants travelling with a team cannot apply as an individual.
10. Applicants that received multiyear funding will not be eligible for reapplication until their multiyear funding is complete.
11. All applicants will be provided with a written basis of the decision, regarding their initial grant recommendation:

- Funding Type 1 & 2: Within three months after the stated application deadline;
- Funding Type 3: Written notification will be provided in January the following year with the results of the grant application.

General Eligibility Criteria and Evaluation Guidelines for Type 4

1. Organizations are eligible for one funding type per year.
2. 60% of participants or users served at a minimum, must reside within the City of Leduc.
3. Annual reporting process will include an annual final report and financial statement.
4. An applicant behind on the payments of their account(s) or services of their agreement(s) with the City of Leduc may be removed from Funding Agreement funding as per Council direction.
5. Requests for increased funding must be submitted, in writing, by May 1 to grants@leduc.ca and is subject to review during the budget process.
 - 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 during the budget process.
6. All applicants will be provided with written notice of the decision for their grant recommendation.
 - Funding Type 4: Done on a case by case basis so timelines will vary depending on agreement structure.

Appeals

1. Eligible appeals may be made within 45 days of receiving notification of the grant application decision.

Reallocation

1. For unforeseen situations, applications can be made to carry funding to another year, refund the grant, or reallocate funding to an alternative project.

PROCEDURE

Procedure Title: Municipal Grants

Related Policy: 11.00:22, Municipal Grants

Date:

Revision: 2

Approved On:

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.

Appeals

Grants to Organizations appeal process:

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

For all other grant appeal processes:

To submit an appeal regarding a grant decision, contact the appointed City of Leduc grant administrator.

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

1. Changes in circumstances of the applicant since grant application date;
2. Changes in the application since the grant deadline date;
3. The finding of fact regarding fundamental eligibility (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.

Reallocation:

For unforeseen situations, application can be made to carry funding to another year, refund the grant, or reallocate funding to an alternative project.

Grant Reallocation Process:

To submit for a grant reallocation, contact the appointed City of Leduc grant administrator.

Procedures:

A. Funding

1. Funding requirements for grants will be provided through the City of Leduc's budget process.
2. There are four streams of municipal grants:
 - a) **Event Hosting Grants** – To provide funds to eligible non-profit organizations, 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 Social Development (CSD) 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 Community and Social Development (CSD) administrative liaison (non-voting).
 - c) **General Grants to Organizations** – To provide assistance to non-profit organizations whose activities result in benefiting Leduc's participants or users.
 - 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) Advisory 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 Advisory Board consider specific criteria such as the FCSS Mandate.
 - d) **Funding Agreements** - To provide core funding for **Council selected** non-profit organizations or committees to support their operations that enrich or strengthen social and community life.

B. Applications

1. Deadline Dates:

- a) Applications for General Grants to Organizations shall be submitted to the designated contact by the stated deadline established annually by agreement between the Boards and the Community and Social Development (CSD) business unit.
 - i. Applications will be submitted prior to the budget year for which the grant application will be considered.
- b) 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 or travel date. Applications will be processed as submitted.
- c) To be considered for a Funding Agreement, an application can be submitted to the designated contact after successfully being funded for a minimum of three years.

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 non-profit 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 Leduc City Council;
2. With respect to this procedure, provide administrative support and financial advice to Leduc 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 Leduc City Council on behalf of the Board and report thereon to Leduc 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 Leduc City Council;
7. As required, convene an ad hoc committee to review emergent grant requests.
8. Provide Leduc City Council with a summary of Funding Agreement Funds through the budget process.

E. Council Focus Areas

The applicant and the grant application will be rated based on the general criteria consistent with the City of Leduc's Corporate Strategic Plan. 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 – A minimum of 60% of participants must be City of Leduc residents positively impacted by the group and its services / the project being proposed.

The applicant and the grant application must satisfy the following:

1. The applicant must be a registered non-profit 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 organizations 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 as per the following schedule:
 - a) Funding Type 1 & 2: Within 3 months after the stated application deadline;
 - b) Funding Type 3: Written notification will be provided in January the following year with the results of the grant application;
 - c) Funding Type 4: Done on a case by case basis so timelines will vary depending on agreement structure.
2. The applicant shall submit the required financial accounting as per the specific grant program guidelines;
3. The applicant shall submit the required final documentation 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 a final 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.