Policy No. GP-2026-03
COMMUNITY FUNDING AND GRANTS POLICY
Motion: 2026-111

1. Purpose

The purpose of this policy is to:

(a) establish a consistent, transparent, and accountable framework for the distribution of municipal funds;

(b) ensure that all funding decisions align with a valid municipal purpose under the Municipal Government Act;

(c) support initiatives that contribute to the well-being, sustainability, and development of the community; and

(d) reduce legal, financial, and reputational risk associated with discretionary funding.

2. Policy Statement

The Town of Raymond may provide financial or in-kind support to eligible organizations where such support serves a clear municipal purpose and provides a demonstrable benefit to the community.

Funding shall be provided in a manner that is:

- *transparent and documented;*
- *consistent with this policy.*

3. Guiding Principles

All funding decisions shall be guided by:

(a) Municipal Purpose;

(b) Accountability;

(c) Transparency.

4. Eligible Applicants

Applicants must:

(a) be a non-profit organization, society, or community group;

(b) operate within or provide a direct benefit to the Town of Raymond;

(c) be in good standing with the Town;

(d) demonstrate sound financial and administrative practices;

(e) provide financial disclosure as required.

5. Eligible Funding Uses

Funding may be provided for:

(a) community programs, services, or events;

(b) initiatives that promote social, cultural, recreational, or economic well-being;

(c) projects that enhance community infrastructure or services;
(d) other initiatives deemed by Council to provide a clear municipal benefit.

6. Ineligible Funding

The Town shall not provide funding for:

(a) private individuals or personal benefit;
(b) for-profit organizations (unless part of a municipal initiative);
(c) political, partisan, or advocacy activities;
(d) activities without a clear municipal benefit;
(e) organizations lacking appropriate governance or financial accountability.

7. Application Process and Timeline

(a) Annual Intake
Applications shall be accepted on a first come, first serve basis throughout the year.

(b) Application Requirements
Applicants must submit:

- *organization name and contact information;*
- *description of the request and intended use of funds;*
- *total amount requested;*
- *project details and timelines (if applicable);*

Supporting documentation:

- *financial statements (minimum "notice to reader");*
- *project budget (if applicable);*
- *summary of prior funding use (if previously funded).*

Incomplete applications shall not be considered.

(d) Administrative Review
Administration shall:

- *review applications for completeness and eligibility;*
- *evaluate submissions based on Section 8;*
- *request clarification where necessary;*
- *prepare recommendations for Council.*

(e) Council Decision
Council shall consider applications as they are received. All decisions shall be made by Council resolution. Council will allocate funds for this policy annually within their approved operating budget. If requests exceed available funding, Council may or may not determine to reallocate additional funds.

(f) Notification
Applicants shall be notified in writing of:

- *approval and conditions; or*
- *denial.*

(g) Payment
Approved funding shall be issued following Council approval and subject to any conditions.

8. Evaluation Criteria
Applications shall be evaluated based on:
(a) alignment with municipal purpose;
(b) demonstrated community benefit;
(c) financial need and sustainability;
(d) organizational capacity and governance;
(e) past performance (if applicable).

9. Decision-Making Authority
(a) All funding decisions shall be made by Council resolution.
(b) Council retains discretion to approve or deny applications in accordance with this policy.
(c) Administration shall provide recommendations.

10. Funding Conditions
Funding may be subject to conditions, including:
(a) restrictions on use of funds;
(b) reporting requirements;
(c) acknowledgment of municipal support where appropriate.

11. Accountability
Organizations that misuse funds or fail to comply with funding conditions may be deemed ineligible for future funding.
Approval of funding does not guarantee future funding.

12. Administration
This policy shall be administered by the Chief Administrative Officer (CAO) or designate.

13. Conflict of Interest
Council members shall comply with the Municipal Government Act regarding conflicts of interest.

14. Transparency
All decisions shall be documented through Council resolution and form part of the public record.

15. Repeal

Policy GP-2017-02 (Council Contributions) is repealed.
Policy GP-2023-02 (Community Grant Policy) is repealed.