



## **Policy No. GP- 2023-02**

### **Community Grant Policy**

### **Motion: 2023-040**

#### ***Policy Purpose***

The purpose of this Policy is to:

1. Provide monetary or in-kind assistance to organizations that partake in initiatives and activities that positively impact the Town.
2. Create a standardized and consistent application process for the Town to be able to conduct fair and transparent distribution of public funds to eligible organizations.

#### ***Policy Statement***

Council has the ability to provide grants to community groups that demonstrate a need for assistance. The Town of Raymond is committed to supporting the initiatives and activities of organizations that encourage well-being, growth, and sustainability in the community.

#### ***Eligibility***

To qualify for a Community Grant, applicants must:

1. Be located in Raymond or provide a service that benefits the community's members.
2. Have non-profit status or be a regulated society under the Alberta Societies Act or the Agricultural Societies Act (exceptions may be made for organizations that do not fit these categories on a case-by-case basis).
3. Be in good standing with the Town.
4. Demonstrate sound financial and administrative management.
5. Have a demonstrated need for financial assistance.
6. Be able to provide financial disclosure of their organization.

#### ***Procedure***

Community Grant requests must be submitted each year. To be considered, completed applications must be received by October 15 or the next business day if that date falls on a weekend.

Applications must include:

1. The name, address, and contact details of the organization, including the name of the primary contact person.

2. The purpose of the request.
3. A clear explanation of what the grant will be going to.
4. The amount of assistance being requested.
5. Supporting documents including:
  - 5.1 Financial Statements (on level of “notice to reader”)
  - 5.2 Project Budget (if applicable)
  - 5.3 A description of how previous grants have been used in past years (if the applicant has been the recipient before)

Only applications that meet the eligibility criteria and provide all necessary information will be considered. Incomplete applications will be rejected.

All Community Grant applications will go through council, who have the absolute discretion to approve or reject any submission. All decisions will require a council resolution.

Administration will follow up with each applicant, either authorizing the payment of funds to successful applicants or providing an explanation to unsuccessful applicants as to why they were rejected.

All information provided to the Town is collected under the authority of Sec. 33 of the *Freedom of Information and Protection of Privacy Act* and will only be used to assess applications.