



TITLE: COMMUNITY DEVELOPMENT GRANT PROGRAM    PROCEDURE NO:    CM-72-003

SPECIAL NOTES/CROSS REFERENCE:  
POLICY CM-72-003

AMENDMENT DATE:

**PROCEDURE:**

**Roles and Responsibilities:**

1. County Council will:
  - a. Authorize Administration to manage the Community Development Program;
  - b. Provide oversight for the program, and approve amendments or changes to the program; and
  - c. Authorize Administration to sign agreements related to the Community Development Program in accordance with this policy.
  - d. Make decisions on funding requests over \$10,000.
  - e. Annually, allocate funding for the program.
2. Administration will:
  - a. Manage and administer the program in accordance with the policy;
  - b. Monitor and evaluate the effectiveness of the program; and
  - c. Make recommendations to Council regarding the program, when necessary.
  - d. Make decisions on funding requests up to \$10,000.

**Application Submission**

3. Queries about the program and applications will be managed through the Finance and Grants department.
4. An organization seeking funding under this program will submit a completed grant application to the Senior Manager, Finance and Grants.
5. Applicants must use the provided application document to make funding requests.
6. Grants will be limited to non-profit organizations, societies, or associations. Funds will not be granted to individual persons.
7. Applications for requests over \$10,000 must be submitted by October 31, unless stipulated differently in the application form.
8. Applications for requests up to \$10,000 may be submitted throughout the year.
9. Administration will review applications in a timely manner. Organizations with incomplete applications will be contacted and the missing information will be requested.

## **Funding Approval**

10. For funding requests up to \$10,000 (which includes funding requested in subsequent years as part of multi-year funding), Administration will make decisions on grant applications.
11. For funding requests over \$10,000, County Council will review and make decisions on grant applications.

## **Organization Eligibility**

12. An organization may only receive funding under this program once a year. An organization may not apply under this program while another multi-year funding agreement is active under this program.
13. The beneficiaries of the project must be predominantly citizens of Lac La Biche County.
14. Organizations eligible under Recreational/Cultural Operating Program are not eligible under this program.
15. Funding under this program is not available for projects/activities that would otherwise be available under the FCSS grant program. Applicants under this program must declare that they have first inquired into the eligibility of their funding request under the FCSS program before being considered for funding under this program, and that they have received confirmation that the program is ineligible.
16. Within a year that an organization has applied and been approved for funding under this program, or while the funding agreement is active, and organization cannot apply for other funds from the County for the project or program. Organizations that have already received funding for the project or program under other County grant programs, cannot apply under this program for additional funding.

If an organization applies for funding under this program and has already received funding from the County in the application year, or has an active funding agreement under other funding streams with the County, they must demonstrate that the project, program or activity is fundamentally different than the one for which they have or are receiving funding.

## **Application Criteria**

17. Applications will be evaluated based on the following criteria, with consideration to the total annual allocated funding available under the program:
  - a. The need for the program, project or activity of the organization in Lac La Biche County;
  - b. The anticipated effectiveness of the program, project or continued operations of the organization;
  - c. The amount of funding available to the organization from other funding sources, and the effort made to leverage other funding sources;
  - d. The amount of unallocated funding (funding in reserves);
  - e. The accountability of the organization, including procurement and hiring practices;

- f. The amount of funding, apart from the funding requested, that is directed towards the expenses for which the grant intends to cover;
- g. Whether the funding is used to off-set reduced or unavailable funding from other levels of government, when the services and programs being offered are those which primarily fall under the mandate of these levels of government. Organizations requesting funds to off-set costs will be considered with lower priority.
- h. Whether the organization has completed the required reporting documents for previous grants provided under the program.
- i. Whether the activities align with Council priorities and County practices;

### **Eligible Activities**

- 18. Project activities shall not duplicate the activities of other services in the community.
- 19. Funding under this program falls under three categories: operational, project, and program based funding.
- 20. Events are not eligible under this program. Event requests shall be directed to CM-71-015 Event Sponsorship, or any subsequent, related policy.

### **Multi-Year Funding Agreements**

- 21. Funding agreements may be approved to a maximum of three years.

### **Application Submission Requirements**

- 22. An application may require any of the following information, based on the requirements of the application submission form, which forms part of this procedure:
  - a. Proof of Non-Profit Society Status for the current year;
  - b. Organization's most recent financial statements;
  - c. Planned use of funds;
  - d. Scope, description and details of the project and program, identifying the target audience, unique and innovative techniques.
  - e. List of the organization's officers and directors, and their contact information;
  - f. Projected expenses and revenues for the project or program for which the funding is requested.
  - g. For operational requests, an operational budget for all the years which the funding is requested.
  - h. Pending and awarded grants directed to program, project or operating expense for which funding is requested, including those from other County departments, the Province, Federal Government, or other agencies;
  - i. Organization's Bylaws; and
  - j. Any other information requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.
- 23. An applicant is not eligible for funding for a program, project or operating expense if it has been incurred prior to receiving approval for funding under the program.

## **Available Funding**

24. Annually, Council will allocate funding through the County budgeting process for applications handled by Administration.

## **Awarded Funding**

25. An organization will use the awarded grant funding only in a manner which has been approved by the County.
26. The recipient organization will be notified of the terms and conditions of the approved funding.
27. Organizations receiving funding in a given year must use the funds within the funding year, unless otherwise specified. All or portions of unexpended funds must be returned to the County.
28. Prior to issuing funding to an organization, the organization will sign and return a funding agreement.
29. Annual or final reports will use the prescribed report form.
30. Annual or final reports must be accepted by the grants department before new applications will be considered or, in the case of multiple-year funding, the next instalment of money is released.
31. All decisions regarding awarded funding are final. An organization cannot contest or reapply for additional funding.

## **Reporting**

32. Organizations will be required to provide a report no later than 90 days following completion of the program, project or operating activity, or at stipulated intervals as identified in funding letters or agreements. In the case of multiple year grants, annual reports must be submitted. The report must certify that funds were spent on activities described in the grant application and must also include:
- a. A complete and accurate financial accounting of the project, program or operating activity authorized by a representative with legal or financial signing authority;
  - b. An evaluation of the success of the project, program or operating activity and outcome measurement; and
  - c. Copies of any printed materials and/or publicity generated by the project, program or operating activity.

## **Acknowledgement of Funding Contribution**

33. An organization must acknowledge the County's contribution to the project/program in all related public information, printed material and media coverage. The municipality's logo is available through the County office. The County logo standards are available through the Communications Department and must be followed.

### **Failure to comply with grant conditions**

34. If a grant recipient defaults in the provision of a satisfactory report on the project or fails to meet grant conditions, the recipient will be responsible for returning the funds and may be ineligible for future grant funding.

### **Disclosure of Information**

35. Societies that submit an application agree that the organization's financial statements, names of directors, officials and their positions and the organization's bylaws, may be made public as part of the Council's review of the application, subject to applicable exceptions under the *Freedom of Information and Protection of Privacy Act (FOIP)*.
36. The organization acknowledges that *FOIP* applies to records submitted by the organization to the County in relation to the grant application, including the application and agreement, and final reporting. These records may be disclosed in response to an access to information request under the *FOIP Act*, subject to any applicable exceptions to disclosure under the Act.
37. The organization agrees to give the County, or someone formally appointed by the County to audit, access to the Organization's operation and/or premises to verify the grant has been used for the purpose provided and will provide full access to all financial statements and records having any connection with the grant or the purpose during the term of the funding year, and seven years after the funding year is over.

### **Repeal**

38. Policy CM-72-002 Community Social Services Grant and its procedure is repealed.

"Original Signed"  
Chief Administrative Officer

September 21, 2017