

MUNICIPAL DISTRICT OF BIGHORN No. 8

POLICY

Name: M.D. GRANT POLICY

Number: CS-8

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PURPOSE AND INTENT

The M.D. of Bighorn No. 8 may provide grants, to eligible recipients, for various purposes: to recognized Community Associations/groups needing funds for recreation, culture, FCSS and facility-related projects; to organizations sponsoring special activities of benefit to M.D. residents as a whole; or other initiatives/causes/purposes of a broader scope, that will benefit the M.D.

This policy will ensure accountability and give all a fair opportunity to have their requests reviewed in a timely manner.

POLICY

The M.D. may provide grants under two regular programs: the Community Grants program, to be facilitated by the Community Services Board, and the Council Discretionary Fund, to be administered directly by Council.

Applications made under the Community Grants program will be reviewed by the Community Services Board as set out in this policy. All other applications received will be directed to the appropriate department and board/committee (as time allows) for preliminary review and recommendations before being reviewed by Council.

COMMUNITY GRANTS PROGRAM

The Community Services Board will (on an annual basis) solicit, receive and review funding applications from community groups for facility, recreation, FCSS and culture funding purposes. The recommendations of the Community Services Board are reviewed by Council; Council can concur with the CSB recommendations, modify same, or reject the recommendations altogether.

The following policies and procedures shall apply to this process:

1. Applications for funding are reviewed once per year. The deadline for applications is set annually before the 30th of September; late applications will not be considered.



2. Grants are given for the following calendar year. Applicants can expect to receive a decision regarding their funding application in early January, with funds provided in March.
3. Applications must include: the organization's most recent financial statement, a list of other organizations supporting the project, the total budget for the project, and a demonstration of how M.D. residents will benefit from this project using demographic or projected usage information.
4. Applications will be considered for capital, operational or maintenance expenses. Requests for operational funding should not exceed 50% of the total project cost.
5. Applications for new capital projects must demonstrate the organizations' ability to maintain the facility in the long-term.
6. Community Organizations should be registered Societies under Provincial regulations/statute. Preference will be given to recognized Community organizations within the boundaries of the M.D. of Bighorn, and to those Community organizations outside the boundaries of the M.D. that demonstrate a high level of participation by M.D. of Bighorn residents.
7. Accounting for the funds received must be submitted by the last working day of August of the year that the grant is received. Progress reports may be requested depending on the size of the project. Failure to submit an accounting or status report regarding previous M.D. funding may disqualify that organization/recipient from receiving funding in the future.
8. Any organization that receives funding from the M.D. under any other account/grant will not be eligible for Community Grants Program funding, for the same project.

COUNCIL DISCRETIONARY FUND

Council may, on an irregular basis, be solicited directly for funds, from various sources, for special activities, new initiatives, worthwhile causes, or other purposes.

The following policies and procedures shall apply, with respect to how such solicitations will be handled:

1. Solicitations for funding will be received at any time during the year; however annual discretionary funding available to Council will be limited, and budgeted Discretionary funds may be allocated before all solicitations are received.
2. Grants are provided for use within the calendar year in which the funds are received. Those soliciting funds from Council can usually expect to receive a



decision regarding their funding request within a short time (30 – 90 days) of submitting the request.

3. Solicitations must include: most recent financial statement from the soliciting party, an indication of other sources of funding solicited/received, and a demonstration of how M.D. residents will benefit, using demographic or projected usage information.
4. Solicitations will be considered for capital, operational or maintenance expenses. Requests for operational funding should not exceed 50% of the total project cost.
5. Solicitations for new capital projects must demonstrate the applicants' ability to maintain the facility in the long-term.
6. Those parties soliciting funds from Council need not be registered Societies under Provincial regulations/statute; however, preference will be given to recognized organizations/activities within the boundaries of the M.D. of Bighorn, and to those organizations/activities outside the boundaries of the M.D. that demonstrate a strong connection to, and benefit for, M.D. of Bighorn residents.
7. Accounting for the funds received must be submitted by the last working day of the year that the grant is received. Progress reports may be requested depending on the size of the project. Failure to submit an accounting or status report regarding previous M.D. funding may disqualify that organization/recipient from receiving more funding.
8. Council may receive and consider solicitations for funding from organizations that are already funded by the M.D. under other accounts/grant programs; however any request would have to be under extraordinary circumstances.

GENERAL

1. Incomplete applications/solicitations (those not including all of the information as specified above) may be returned to the submitter, thus delaying the processing of the funding request. Stated deadlines for submission will not be extended for those submitting incomplete applications/solicitations.
2. If approved, funding must be spent as outlined in the application/solicitation and as approved by Council. Any recipient using grant funds for purposes other than what is outlined in their application/solicitation, without approval from Council, will be responsible for repaying the funds to the M.D., and may jeopardize future funding opportunities with the M.D.
3. Unused grant money must be returned to the M.D. of Bighorn.



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Motion No.: R:154:09

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Motion No.: 141/13

CAO



Rescinds Policy No. CS#1

Reeve



*** - Denotes change
Motion No.**