

POLICY NO. F-001-001

REFERENCE:**ADOPTED BY:****SUPERSEDES: NEW**

Resolution #24/398

PREPARED BY:**DATE ADOPTED:**

Administration

December 16, 2024

TITLE:**GRANTS TO ORGANIZATIONS**

POLICY STATEMENT:

City Council understands and appreciates the contributions that Community Organizations provide to residents of the City and recognize that financial support from the City may be needed to help further the goals of Community Organizations and their programs, events and activities.

PURPOSE:

To provide a framework that ensures financial requests are assessed and awarded in a consistent and equitable manner to support sustainable activities and/or one-time events that positively impact the economic and/or social well-being of the City.

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DEFINITIONS:

Community Organization(s) means not-for-profit organizations that are registered or incorporated under the *Societies Act*, as well as volunteer groups or clubs that are not registered under the *Societies Act*.

Community Support Grant(s) means grants for one-time events that may happen throughout the year and therefore, there are three application deadlines throughout the year.

GUIDELINES:**1. Annual Grants**

- a. Council may establish a list of donations, grants and/or sponsorships which do not require a new application annually. Council may have entered into an agreement or pass a resolution to allow the donation, grant or sponsorship on an annual basis, subject to budget approval.
- b. Council will review annual grant applications during budget deliberations. The grant application is attached as Schedule "A".
- c. The application deadline for annual grants is August 31.

2. Community Support Grants

- a. Community Support Grants are required to submit the same application and supporting documents as annual grants; however, there are three application deadlines (February 28, May 31 and August 31) as events/programs/activities may come up throughout the year.
- b. Community Support Grant applications will be reviewed by Council at a subsequent Council/Council Committee meeting following the receipt of the grant application.

3. General Conditions

- a. Applicants that receive a Community Support Grant must:
 - i. be a Community Organization operating within the City of Brooks;
 - ii. provide recognition of the City of Brooks' contribution to the event/program/activity;
 - iii. request approval if the nature of the approved project in the original application changes;
 - iv. demonstrate financial need for their request;

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- v. not have received funding from other City funded organizations/grants, including, but not limited to the Recreation User Group Grant (RUGG), Arts, Culture and Heritage Grant and/or Grasslands Regional FCSS for the same event/program/activity being applied for;
 - vi. return unused funds if all grant funding is not utilized; and,
 - vii. complete a final report within 60 days after the event/program/activity is finished.
 - b. If a Community Organization has an outstanding final report from a previous Community Support Grant they will not be eligible to receive another grant for one year.
 - c. Once Council has decided to approve, deny or vary an annual grant and/or a Community Support Grant, the decision is final.
 - d. The annual budget for grants to organizations will be set by Council each year.
 - e. Any unused funds from the annual budget for grants to organizations will be moved to reserves.
- 4. **Fee Waivers for City Facilities**
 - a. Fee waiver requests will be treated as Community Support Grants and must adhere to all documentation and final reporting requirements.
 - b. Activities or organizations not eligible:
 - i. Private events such as weddings, birthdays, anniversaries;
 - ii. For-profit organizations, individuals, groups and businesses;
 - iii. Events or activities that are not open to the general public;
 - iv. Organizations based outside of the City of Brooks, unless the demonstrated benefit(s) are primarily to the residents of the City of Brooks;
 - v. Organizations that did not fulfil their obligations during previous events or activities where fees were waived or reduced; and/or,
 - vi. Organizations that did not fulfil their obligations after receiving a grant from the City of Brooks.
- 5. **Final Report**
 - a. The Final Report must include:
 - i. the name of the organization;
 - ii. a summary of actual expenditures of grant funds compared to the budget submitted with the application;
 - iii. the method that the City was recognized for the contribution;
 - iv. a short, written description of activities, number of participants and success(es) of the event/program/activity; and,

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v. signatures of two board members.

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SCHEDULE "A" – GRANT/FEE WAIVER APPLICATION FORM**Name of Organization:**

Mailing Address of Organization:

Contact Name, Position & Phone Number:

Purpose of the Organization:

Outline What the Funds Will Be Used For:

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Outline the Social and/or Economic Impact:

List Any Other Funding Sources for Your Event/Program/Activity and Amount(s) Received:

List Any Grants Received from the City of Brooks in the Last Two Years and Amount(s) Received:

Type of Recognition to be Provided to the City (i.e. speaking opportunity, print, online, etc.):

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Only complete this table if you are requesting a fee waiver.

Fee Type (i.e. ice rental, facility rental)	
Fee Amount	
Location	
Is there an admission/participant fee? Please explain	

Anticipated attendance at event: _____

Does your event/program/activity align with Council's Strategic Focus Areas? Please check all that apply.

- Economic Growth
- Future Development
- Community Viability
- Sense of Belonging
- Employee Well-Being
- Infrastructure Upgrades
- Outdoor Experiences

Are you able to attend a Council and/or Council Committee Meeting to discuss your request? (Meetings are held 1st and 3rd Monday of every month and 2nd and 4th Tuesdays at 4:30 p.m.)

- Yes
- No

Please ensure the following are attached to your application. Applications received without the items listed will not be considered.

- Budget for the event/activity/program, including external funding sources
- Organization's overall budget
- Most recent audited financial statements (if statements are not audited, they must be signed by two board members)

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SCHEDULE "B" – EVALUATION CRITERIA

When reviewing grant applications and fee waiver requests, Council will evaluate based on the following:

1. **Link to Council Strategic Focus Area(s)**
 - Vital
 - Notable
 - Minimal/Not related
2. **Public Need**
 - Community at large
 - Multiple interests
 - Vested interest
3. **Public Benefit**
 - Public interest
 - Mixed interest
 - Private interest
4. **Quality of Life**
 - Important for livable community
 - Important for community image
 - Important for community pride
6. **Other Funding Secured**
 - Secured or attempted to secure other funding
 - Limited success in securing or attempting to secure other funding
7. **Financial Dependence**
 - High (organization dependent on City 2+ years)
 - Moderate (event/program/activity dependent on City funding)
 - Low (minimal requests received from organization)
8. **Recognition for City Contribution**
 - High
 - Moderate
 - None
8. **Economic Benefit**
 - High
 - Moderate
 - Low/None