



Community Grant Program Policy

P33-2017

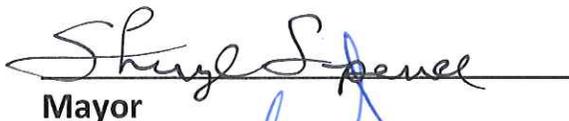
CITY OF WARMAN

Community Grant Program Policy

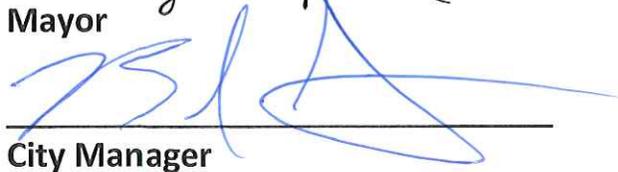
Passed by Resolution 2017-020 at the
Regular Meeting of Council held on January 23, 2017

Revision Date(s):

This policy shall come into force and take effect on the date of adoption.



Mayor



City Manager

Jan 23, 2017.
Date

1.0 PURPOSE

- 1.1. To establish a consistent administrative process for the application and adjudication of the Community Grant Program.
- 1.2. To increase participation and leadership of City of Warman's residents in the development and delivery of culture, sport and recreation activities.
- 1.3. To provide direction on the application eligibility and guidelines for the Community Grant Program.
- 1.4. To assist in the development and provision of sport, recreation and cultural programs by providing funds to non-profit community organizations operated by volunteers.
- 1.5. To ensure funds are distributed to provide access to sport, culture and recreation activities for the residents of the City of Warman regardless of age, sex, ethnicity, economic status, physical or mental ability.

2.0 DEFINITIONS

- 2.1. **Recreation and Community Services Department** – designated staff member in the City of Warman Recreation and Community Services Department
- 2.2. **Community Grant Funding** - is a grant program that is administered by the City of Warman on behalf of the Saskatchewan Lotteries Trust fund for Sport, Culture and Recreation and provides funding to local non-profit volunteer community groups for approved projects.
- 2.3. **Base Grant Funding** – is funding which is directed at annual operations of an eligible organization.
- 2.4. **Special Event Funding** – is funding directed at a special event being hosted by an eligible organization.

3.0 PROGRAM GUIDELINES

- 3.1 Program funds are to be distributed among an equal balance of sport, culture, and recreation initiatives.
- 3.2 The minimum amount is \$100.00; the maximum is \$5,000.00.
- 3.3 Expenditures must occur during the period of April 1 to March 31.
- 3.4 Organizations will be authorized to proceed once confirmation of funds has been received from the Saskatchewan Lotteries Trust Fund for Sport, Culture and Recreation.
- 3.5 Approved grant funds will be released upon receipt of the previous years completed follow up and copies of supporting documentation for eligible expenditures.

- 3.6 If an organization ceases to exist, any equipment purchased by that group with Community Grant Program funding shall become the property of the Recreation and Community Services Department.

4.0 ELIGIBILITY

- 4.1. Applicants must be a non-profit volunteer organization whose purpose is to provide access to sport, culture and recreation opportunities.
- 4.2. Expenditures must be directly related to the operation of a sport, culture or recreation servicing the residents of the City of Warman.
- 4.3. Be able to provide appropriate liability and participant insurance for each project.
- 4.4. Any project, program or event must be designed and operated on a non-profit basis.

5.0 EXCLUSIONS

- 5.1. Funds will not be available to groups that have failed to comply with reporting requirements from previous grants.
- 5.2. Organizations and/or charities whose primary focus is not within the Municipality shall not be considered for a municipal donation or grant.
- 5.3. Individuals and businesses are not eligible to apply for the Community Grant Program.
- 5.4. Funds will not be used to sponsor an individual athlete or team for a competition or to subsidize participation in a sports event.
- 5.5. Funds will not be provided for projects on property held by private landowners.
- 5.6. Funds will not be eligible for construction, renovation or capital projects.

6.0 RESPONSIBILITY

6.1. Recreation and Community Services Department

- 6.1.1. Submit an annual application for Community Grant Program funds from the Saskatchewan Lotteries Trust Fund for Sport, Culture, and Recreation.
- 6.1.2. Coordinate the distribution and collection of the Community Grant Program application forms in which applications will be accepted annually until March 30 annually.
- 6.1.3. Promote the application period to all community groups.
- 6.1.4. Serve as the Recreation Advisory Committee Secretary and provide administrative support to the committee as required.

- 6.1.5. Ensure that all application submissions meet the guidelines and conditions of the program before review by the Recreation Advisory Committee.
- 6.1.6. Coordinate meetings in which the Recreation Advisory Committee would review all applications received.
- 6.1.7. Communicate to grant applicants regarding the status of their application following the adjudication process and final City Council approval.
- 6.1.8. Prepare and assist with the execution of a Funding Agreement with all approved grant recipients.
- 6.1.9. Prepare all necessary reporting documents for the Saskatchewan Lotteries Trust Fund Grant Coordinator.
- 6.1.10. Make amendments to the list of approved projects if surplus funds become available due to under expenditures in the approved projects.

6.2 Recreation Advisory Committee

- 6.2.1. Attend the Community Grant Program adjudication meeting.
- 6.2.2. Ensure that the purpose and guidelines established for the Community Grant Program are adhered to.
- 6.2.3. Declare any conflict of interest whereby his/her committee responsibilities may result in a gain or advantage because of a personal interest for themselves, family, friends, or any business associates or groups they are presently or were formerly associated with. In these situations, committee members must abstain from discussion and voting.
- 6.2.4. Make fair and equitable recommendations for the distribution of funds for the Community Grant Program.
- 6.2.5. Keep all discussions that are held at the adjudication meetings in confidence. Committee members do not have the authority to discuss or disclose the results of the grant review.

7.0 FUNDING DISTRIBUTION

- 7.1. Community Grant Funds shall be distributed as follows:
 - 7.1.1 A minimum of 30% of the available funding must be allocated towards programs directed at under-represented populations; or
 - 7.1.2 A minimum of 60% of the available funding may be allocated as a base grant for general operating; or
 - 7.1.3 A minimum of 10% of the available funding may be allocated towards special events that will encourage visitors to Warman.