



# POLICY

Policy No. 13 - 422 - 19/12/02

Department: Administration

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## Annual Grants Disbursement Criteria

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### SCOPE AND PURPOSE:

Council recognizes the valuable contribution organizations and groups make to the community. Annually, three types of grants may be made available to support activities and services which benefit the community as a whole and exhibit partnership between different organizations and groups.

### POLICY:

#### 1. Annual Support Grant

This grant may be available to registered non-profit organizations to support essential operations and capital expenditures for the provision of services which directly benefit the community.

- 1.1 Applicants must complete an application, addressing the below criteria.
- 1.2 Applications will be evaluated on the following criteria:
  - Benefit of service to the community;
  - For a first time applicant; overview of the plans for how the service will be implemented, monitored, and meet any regulations that may exist;
  - For a repeat applicant; overview of any changes to how the service is being delivered and an operational report for the prior year;
  - Financial reporting; annual budget and most current financial statements;
  - Society must have current status, be active and be in good standing with Town of Nanton accounts;
  - Whether or not collaboration between two or more non-profit organizations or a partnership with local user groups/ businesses is demonstrated within the application;
  - Other information that may be requested by the Town in consideration of the request.
- 1.3 A call for applications will take place annually in the early fall.

## **2. Annual Promotional Grant**

This grant may be available to organizations and groups to support promotional efforts related to Tourism, Economic Development, and or Community Development in Nanton.

- 2.1 Applicants must complete a request form addressing the below criteria.
- 2.2 Applications will be evaluated on the following criteria:
  - Positive benefit and impact to the community (Tourism, Economic Development, Community Development)
  - Partnership between organizations
  - Number of participants and or visitors the event will draw.
  - Creativity of project; new or improved event
  - Effort to seek additional or other funding channels for a collaborative approach
- 2.3 Any community group or organization in Nanton with the purpose of bettering the community and not making personal financial gain may apply. Activities with a dual purpose of both promotional and fund raising will be considered, however, the application must demonstrate a 50% focus on promotion of the community.
- 2.4 Each letter of request received may be eligible for a maximum funding of \$500.00. The funds must be requested and spent in the same calendar year as the request was granted.
- 2.5 Requests may be submitted to the Chief Administrative Officer throughout the year, with consideration and response to the request to occur within 30 days of receiving the completed application.
- 2.6 Recipients will be required to submit a written final evaluation form to the Town of Nanton, provided with the funding approval, prior to December 31 of the calendar year. If the Town does not receive this final report the applicant may be ineligible for future funding.
- 2.7 The Town may require the display of an approved municipal banner at the event/promotion in recognition of Town sponsorship via the grant.

## **3. Municipal Facility Rental Sponsorship**

The Town sets aside limited resources for exclusive use by Nanton and Area user groups, businesses (must hold a Town or regional licence), associations and societies for financial contribution toward the following in the form of a grant:

- User fees charged by municipally-owned or managed public facilities, including damage deposits
  - Private general liability insurance policies that name the Town of Nanton as an additional insured for the purpose of a third-party event or activity on municipal property.
- 3.1 Each letter of request received may be eligible for a maximum funding of \$500.00. The funds must be requested and spent in the same calendar year as the request was granted.



- 3.1.1 Funds granted for municipal fees and deposits will be transferred internally and the applicant notified.
  - 3.1.2 Additional grant, waiver or sponsorship requests that exceed \$500 will not be considered under this policy.
  - 3.1.3 The request for sponsorship can be received and processed as part of a negotiated permit or rental agreement.
- 3.2 The Town may require the display of an approved municipal banner at the event in recognition of Town sponsorship of the event.

**GENERAL:**

The availability and amount of the funds for each grant will be determined by Council in the annual budget. The Town reserves the right to deny any grant application.

This Policy # 13 422 19/12/02 replaces former policy #12-486-18/12/03.

  
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MAYOR

December 2, 2019  
Date

  
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CHIEF ADMINISTRATIVE OFFICER

December 2, 2019  
Date