



Community Grants Program

Procedure No.: PS-REC-3	Council Resolution No.: N/A
Department: Community Services	Authority: CAO
Effective Date: 24/11/2014	Revision Date: November 13, 2018
Review Date: June 2021	Repealed Date:
Supersedes: Recreation Facilities Rental Fee Waiver And Reductions Procedure PS-REC-2	
Related Policy No.: PS-REC-3	
Related Policy Name: Community Grants Program	

Purpose

The purpose is to establish consistent operating guidelines for the Recreation Community Grant Requests by Community Organizations or groups.

Operating Guidelines

1) Eligibility

Applications will only be considered for:

- Not-for-Profit or volunteer based organizations that operate within the Town of Taber and MD of Taber.
- Programs, projects or events that contribute to the social well-being of the community or address a community need.
- Organizations that have not received financial support from the Town previously for the same project in that calendar year. Capital projects will only be eligible for a grant/waiver one time.
- Applications submitted on the prescribed form.

2) Approvals may include distribution of a financial grant or fee waiver or reduction.

3) Funding requests will be considered based on the following:

- a. Financial impact on the Municipality;
- b. Type of request including capital, operational or maintenance expenses. If the request is for a capital project then the organization must be able to demonstrate their ability to maintain the project in the long term;



- c. Number of people reached by the request, the benefit to the community, and the significance of the event or activity;
 - d. Promotion of cultural, heritage, social, or well-being of the community;
 - e. Organizations with an established history of service to the community;
 - f. Demonstration of financial need by producing current financial statements for their organizations not to exceed 50% of the total project cost;
 - g. Identification of fundraising efforts to date or explain why fundraising is not a viable option; and,
 - h. Explanation of the contributions of their group towards the event by way of volunteerism, in kind contributions and financial contributions.
- 4) Community Grants will not be considered for the following:
- a) Groups of a political nature;
 - b) School activities which are already supported through school tax levy;
 - c) Entertainment or social functions with no direct tangible benefit to the community at large;
 - d) Projects, activities or events that stand to make a profit to their organization or are commercial in nature;
 - e) Discriminatory activities or events or those that would incite hatred towards any group;
 - f) Activities or events that are unlawful;
 - g) Activities or events that are contrary to the policies of the municipality;
 - h) Circumstances where the budget previously set for grant funding under this policy has been exhausted subject only to further application to Council for additional funding;
 - i) Request for cash donations; and,
 - j) Any other reason deemed unsuitable by the Town at its sole discretion.
- 5) Process:
- a. Community Organizations or groups, must complete the Community Grant Application available on-line, at the Aquafun Centre or at the Town of Taber Administration Building;



- b. Application for the following calendar year must be submitted by October 15th for consideration under this program. In order to be considered applications must be submitted in full with all requirements. Deadline will not be extended for incomplete application submissions;
 - c. Grants are approved for the following calendar year. Applicants can expect to receive a decision for their request by December 31st of the year the application was submitted;
 - d. If approved, funding must be spent as outlined in the application and as approved by Council. Unused funding must be returned to the Town of Taber;
 - e. Accounting for the funds received must be submitted by October 15th of the year that the grant is received. Dependent on the size of the project, a progress report may be requested. Failure to submit an accounting report may result in disqualification from receiving funds in future years;
 - f. The Recreation Board will review all applications and is the final granting authority;
 - g. The Taber Recreation Board reserves the right to ask any applicant to address the board;
 - h. For facility related applications that are approved, the user group/organization is responsible to contact the Town and formally book the requested facility/facilities.
- 6) Successful applicants must agree to recognize the Town's contribution to their project, activity or event in all related public information, including printed materials, social media and newspaper.
- 7) In approving the Recreation Community Grant, the municipality may impose such conditions or restrictions as it deems fit.
- 8) Decisions will be made based on the total amount of grant funding allocated by Council in a particular budget year. Approvals may be awarded by the Recreation Board, as a percentage based on the total number of applications and the funds allocated in the annual operating budget.



CHIEF ADMINISTRATIVE OFFICER

Nov. 28/2018
DATE





Town of Taber

COMMUNITY GRANT APPLICATION FORM

Is this project (please check one)

- Ongoing (weekly/monthly)
 A onetime project/event

NAME OF PROJECT/PROGRAM/EVENT BEING APPLIED FOR:

DATE:

ORGANIZATION CONTACT INFORMATION

Name of Organization:	
Mailing Address:	
Phone Number:	
Website/E-mail	
Incorporation Number (Societies Act)	

PRIMARY CONTACT FOR THIS GRANT APPLICATION

Name and Title:	
Phone Number:	
E-mail:	

CHECKLIST: These documents must be submitted to the Town of Taber with this Application

	Completed application form
	List of Board of Directors (include names, board positions and phone numbers)
	Organization's financial information (most recent financial statements audited)
	List of other organizations supporting this Project/Other funding sources
	Project Budget

1. PROJECT INFORMATION:

Project for which funding is being requested:	
Date of function: Specify setup/takedown	
Projected completion date:	
Category: (check one)	<input type="checkbox"/> Culture <input type="checkbox"/> Facilities <input type="checkbox"/> Recreation – Aquafun Centre <input type="checkbox"/> Recreation – Sportsfields <input type="checkbox"/> Recreation – Auditorium <input type="checkbox"/> Special Activities

Overview Statement describing the project (community need, target group, activities, etc.):

Who in the community will benefit from this project? Is it open to the general public?

Number of Taber residents who will benefit from this project:

Volunteer Participation:

a) Number of volunteers involved:

b) In what roles/activities will they be involved:

Community: How will the Community learn about the project?

Evaluation: How will your organization measure the success of the completed project?

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How will your organization provide recognition for the Town of Taber's contribution?

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Other Comments?

2. FINANCIAL INFORMATION:

<p>Grant/waiver amount requested:</p>	
<p>Grant/waiver amount requested represents what % of total budget:</p>	
<p>Have you received previous funding/waivers from the Town of Taber in past years? If so, please elaborate the purpose and the total grant/waiver amount received:</p>	
<p>If your request is not fully funded by Council, can you complete your project/event:</p>	

Please attach a detailed budget of the event including itemized revenue/expenses (if not applicable, please explain the reason on the box below).

The undersigned verifies that the information provided in this accounting form is correct and complete. The current President or Treasurer of the organization must sign this application.

_____ Signature of President/Treasurer	_____ Name (please print)
_____ Phone Number	_____ Date

This information is collected for the purposes of determining eligibility of an applicant to receive a Town of Taber grant, and is collected pursuant to the Freedom of Information and Protection of Privacy Act.

If you or your organization has any questions regarding the Town of Taber, Grant Policy, this application, or the application process, please contact the Director of Recreation at (403) 382-9521 or direct (403) 223- 6019. Completed applications, with all required documents, can be submitted to the Director of Recreation:

Regular Mail or Courier:	Fax:	E-mail:
Town of Taber Recreation Board Attention: Director of Recreation 4900 A 50 ST Taber, Alberta, T1G 1T1	(403) 223-5530	Recreation@taber.ca

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