



TOWN POLICY

POLICY NUMBER: 7204

REFERENCE:

Resolution No. 317.11.19

ADOPTED BY:

Town Council
November 6, 2019

PREPARED BY: Community & Protective Services

DATE: November 6, 2019

TITLE: Community Improvement Program Policy

Purpose

The Community Improvement Program policy exists to establish a grant funding program to the Strathmore and area community organizations to support of the myriad of recreation, culture, and social based programs and activities that enhance Strathmore's overall identity, sense of place and quality of life.

The foundation of this policy is grounded in Strathmore's vision of recreation, culture, and social based programs and activities contributing to its overall identity, sense of place, and quality of life.

This policy is to provide support for Strathmore and area-based not-for-profit community organizations for projects that benefit the Strathmore community and enhance the quality of life. The Town of Strathmore may provide grant funding to support:

1. Recreation & Cultural Events
2. Minor Capital Projects
3. Community Programs
4. Family & Social Programs
5. Economic Development Initiatives

Scope

This policy applies to eligible community not-for-profit organizations requesting funding from the Town of Strathmore to support recreation, sport, culture and leisure, along with other community-based programs, activities and capital project related costs.

Definitions

"Administration" means the department assigned the responsibility of managing the grant programs pursuant to this policy.

“Applicant” means a community association applying for a grant pursuant to this policy.

“Chief Administrative Officer” is the person appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or the person appointed to act as his designate

“Community Services” is the administrative Business Unit who is responsible for the facilitation of the Community Improvement Program guidelines and application process in support of Council for the allocation of the Community Improvement Program funds.

“Community Activity” means programs and activities provided by the community association which help residents of the Town of Strathmore to strengthen personal or community life.

“Community Association” means a non-profit community association located within, and recognized by, the Town of Strathmore as an ‘eligible group’ for grant programs and other community services.

“Community Improvement Fund Grant” (the “Grant”) means grants awarded by the Town of Strathmore to an applicant pursuant to this policy.

“Constitutional Documents” means the documents by which an applicant is incorporated or created and includes, but not limited to, an Application for Incorporation, Articles of Incorporation, Memoranda of Association, Articles of Association, and bylaws.

“Crisis” means a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.

“Council” means the Council of the Town of Strathmore, in the Province of Alberta.

“Economic Development” means to capitalize on opportunities to improve the economic well-being and quality of life for the Town of Strathmore.

“Matching Funds” means funds that are set to be contribute in equal amount to fund the project.

“Memorandum of Understanding” means a memorandum of understanding (MoU) or other contractual agreement between two or more parties outlined in a formal document.

“Policy” means this Town of Strathmore policy together with all attachments hereto as amended from this time.

“Tangible Capital Assets” means physical and measurable assets that are used in the organization’s operations. These assets may include buildings, equipment, and machinery.

POLICY STATEMENT

The Town of Strathmore may provide the following grant programs to support:

1. Recreation & Cultural Events
To assist with the costs of recreation, culture, and/or arts programs and events provided to community residents.

2. Minor Capital Projects
To assist with the capital costs associated with the conservation, development, and/or enhancement of programs and service delivery provided by community associations.
3. Community Programs
To assist in offsetting organizational expenses incurred in the operations of programs designed to support community associations looking to offer programs that are a demonstrated need.
4. Family & Social Programs
To assist with events and programs that align directly with Family and Community Support Services (FCSS) mandate.
5. Economic Development Initiatives
To assist with opportunities to improve the economic well-being and quality of life for the Town of Strathmore.

General Eligibility Criteria

The Applicant must satisfy the following minimum standards and must meet the Terms and Conditions set out for the specific grant program for which the application is submitted. Additional criteria and conditions may apply as outlined in Community Improvement Program Procedures.

1. The Applicant must be a registered Community Association in existence for more than one year as of the deadline date for filing the grant application.
2. The Applicant's membership and beneficiaries of its programs and activities must be predominantly residents of the Town of Strathmore.
3. The Applicant's programs and activities must be directed to the improvement of the quality of life for residents of Strathmore.
4. The Grant applied for shall be intended and used to further the Applicant's not-for-profit activities and must not either directly or indirectly be intended or used to further a profit venture. Excluding applications that are considered "Economic Development" in nature.
5. Within the deadlines, the Applicant must file and provide all documents and information outlined in the Grant application.
6. The Applicant must demonstrate fiscal responsibility and manage its finances in a responsible manner.
7. The Applicant shall have an open membership to its organization and programs, except for valid program factors (e.g. geographic location).
8. Applications must include:
 - a. Most recent annual financial statements;
 - b. Proof of filing of Annual Return from Corporate Registries;
 - c. Amendments to Bylaws as filed with Corporate Registries;
 - d. A current list of Board of Directors with names and positions.

Recreation & Culture Criteria

- i. To support sporting events at the Inter-Provincial, National or International level;
- ii. To support unique, recreational or cultural events (maximum of two (2) years);
- iii. To create a unique, one-time social experience that connects visitors and residents within Strathmore;
- iv. To increase civic pride through community celebration

Applications must include:

- a. Detailed description of the project
- b. Project budget

Minor Capital Projects Criteria

- i. To support associations with capital costs to enhance programs and service delivery;
- ii. Projects may be covered up to 50% of the cost of the project;
- iii. Associations' contributions may include cash, in-kind donations of equipment, supplies and donated labour;
- iv. Priorities:
 - a. Fire, Safety and Health
 - b. Preventative Maintenance
 - c. Renovations

Applications must include:

- a. Detailed description of the project
- b. Project budget
- c. Verification of matching funds
- d. Business Plan

Community Programs Criteria

- i. To support community associations looking to offer programs to the community that are a demonstrated need. Programs may focus on both ongoing program delivery and new or 'revamped' programs.
- ii. Priority of funding will be given to programs that focus on programming that fulfills a need or those focus on children and families (must be open to the public);
- iii. The grant may only be used to offset the costs associated with the program;
- iv. Require the creation of a Memorandum of Understanding.

Applications must include:

- a. Detailed description of the project
- b. Project budget
- c. Identification of community contribution (i.e., in kind donations, volunteer hours, available funding)
- d. Business Plan

Family & Social Programs Criteria

- i. Projects that fit with the Family & Community Support Services (FCSS) mission of strengthening the social well-being of individuals, families and community. All Family and Social Programs will be guided by Town of Strathmore Policy 5102 FCSS Grant Program.

Economic Development Initiatives Programs Criteria

- i. To support “For Profit Business” to position Strathmore as a destination of choice for the purpose of attracting business investment, tourism development, fostering trade and growing Strathmore.
- ii. All Economic Development Initiatives requesting Town support will do so directly with the Economic Development Office and will be evaluated on a case by case basis based on alignment with Council Strategic Priorities, Economic Development Priorities and availability of resources.

Funding

1. Funding levels for grants will be provided through the Town of Strathmore budget process.

Approvals

1. Town of Strathmore Administration will receive and prepare all grants for Committee review.
2. Community Improvement Program Committee will review and provide recommendation to Council. Council has final approval on all requests funded from the Community Improvement Program.
3. The Applicant will be notified of the grant award within a reasonable time after the application deadline.
4. The Applicant shall submit the required financial accounting as per the specific grant program guidelines.
5. The Applicant can appeal the decision of Administration to the Town of Strathmore Council.

End of Policy