

		<h1>Community Grants Program</h1>
<b>Procedure No.:</b> PS-REC-4	<b>Council Resolution No.:</b> N/A	
<b>Department:</b> Recreation	<b>Authority:</b> Chief Administrative Officer	
<b>Effective Date:</b> November 24, 2014	<b>Revision Date:</b> December 19, 2022	
<b>Review Date:</b> November, 2025	<b>Repealed Date:</b>	
<b>Supersedes:</b> Recreation Facilities Rental Fee Waiver And Reductions Procedure PS-REC-3		
<b>Related Policy No.:</b> PS-REC-4		
<b>Related Policy Name:</b> Community Grants Program		

**1.0 PURPOSE**

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

**2.0 OPERATING GUIDELINES**

2.1 Eligibility:

2.1.1 Applications will only be considered for:

2.1.1.1 Not-for-Profit or volunteer based organizations that operate within the Town of Taber and MD of Taber.

2.1.1.2 Programs, projects or events that contribute to the social well-being of the community or address a community need.

2.1.1.3 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.

2.1.1.4 Applications submitted on the prescribed form.

2.2 Approvals may include a fee waiver or reduction.

2.3 Fee waiver requests will be considered based on the following:

2.3.1 Financial impact on the Municipality;

2.3.2 Number of people reached by the request, the benefit to the community, and the significance of the event or activity;

2.3.3 Promotion of cultural, heritage, social, or well-being of the community;



- 2.3.4 Organizations with an established history of service to the community;
  - 2.3.5 Demonstration of financial need by producing current financial statements for their organizations not to exceed 50% of the total project cost;
  - 2.3.6 Identification of fundraising efforts to date or explain why fundraising is not a viable option; and,
  - 2.3.7 Explanation of the contributions of their group towards the event by way of volunteerism, in kind contributions and financial contributions.
- 2.4 Community Grants will **not** be considered for the following:
- 2.4.1 Groups of a political nature;
  - 2.4.2 School activities which are already supported through school tax levy;
  - 2.4.3 Entertainment or social functions with no direct tangible benefit to the community at large;
  - 2.4.4 Projects, activities or events that stand to make a profit to their organization or are commercial in nature;
  - 2.4.5 Discriminatory activities or events or those that would incite hatred towards any group;
  - 2.4.6 Activities or events that are unlawful;
  - 2.4.7 Activities or events that are contrary to the policies of the municipality;
  - 2.4.8 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;
  - 2.4.9 Request for cash donations;
  - 2.4.10 Any other reason deemed unsuitable by the Town at its sole discretion; and
  - 2.4.11 Any waiver requests that come in after the Community Grant Program deadline.
- 2.5 Process:
- 2.5.1 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;
  - 2.5.2 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;



- 2.5.3 Grants are approved for the following calendar year. Applicants can expect to receive a decision for their request by December 31<sup>st</sup> of the year the application was submitted;
  - 2.5.4 If approved, allocation of waivers must be utilized as outlined in the application and as approved by the Recreation Board;
  - 2.5.5 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;
  - 2.5.6 The Recreation Board will review all applications and is the final granting authority;
  - 2.5.7 The Taber Recreation Board reserves the right to ask any applicant to address the Board;
  - 2.5.8 For facility related applications that are approved, the user group/organization is responsible to contact the Town and formally book the requested facility/facilities.
- 2.6 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.
  - 2.7 In approving the Community Grant, the Municipality may impose such conditions or restrictions as it deems fit.
  - 2.8 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.
  - 2.9 Any applications submitted subsequent to the October 15 annual deadline may be considered for acceptance at the discretion of the Manager of Recreation, and will have to be made with a full description of the grant request, financial request, and benefits statement before the request would be considered. No Delegations will be accepted.

  
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CHIEF ADMINISTRATIVE OFFICER

April 6 2023  
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DATE

