



TOWN OF MANNING COMMUNITY GRANT POLICY POLICY #2017-05

Municipal Community Grant Policy

The Town of Manning has established a Community Grant Policy to provide financial assistance towards projects that enhance and enrich the community. The funding will be based on approved budget resources. In determining the allocation to various community groups or agencies, administration and/or council will make recommendations based upon community need and the ability of community groups or agencies to respond to that need. It is expected that community groups or agencies will meet established criteria, provide supporting documentation, and show outcomes and results of the funding.

Purpose

To establish procedures and implement guidelines to ensure that the funds budgeted are distributed in a manner that is fair and consistent.

Guidelines

- 1.1 Non-profit groups, associations, and charitable organizations will be eligible to receive funding under this policy. All groups shall provide an identifiable benefit to the residents of the Town in order to be considered.
- 1.2 All donation/funding requests are required to be accompanied by a completed application (Appendix A) in addition to any other information that the group feels appropriate. This application will outline the cause, other sources of funding, previous funds received from the Town as well as outline the benefit of the event, service or program for Town residents.
- 1.3 Funding under this policy can be cash or gifts in kind such as donated services, equipment or labour.
- 1.4 All requests must be forwarded to Council for a decision. Council may request additional documentation to assist in the evaluation of any application prior to council meeting.
- 1.5 Applications must provide the current year Financial Statements.
- 1.6 Late or incomplete applications will not be accepted.
- 1.7 Multi-applications from the same organization must be prioritized on submission.
- 1.8 Council has the discretion to waive criteria for specific applications.

Deadlines

- 2.1 Prior to September 1st each year, the Chief Administrative Officer shall place an advertisement in the local newspaper and other social media to encourage applications.
- 2.2 The application deadline when applying for a Community Grant shall be October 31st of each year.
- 2.3 The Chief Administrative Officer will set an allocation deadline after October 31st for Councillors to allocate their funds.

Approved by Council Resolution # 17-12809

Date: June 14, 2017

Chief Administrative Officer:


Dennis Egyedy



APPENDIX A
REQUEST FOR COMMUNITY GRANT
Application Form

Legal Name of Organization/Individual

Common Name of Organization/Individual (if different from above)

Mailing Address of Applicant Organization/Individual:

Box: _____ Town: _____ Province: _____ Postal Code: _____

Contact Person: _____ Position: _____

Phone Number: _____ Email: _____

PROJECT OVERVIEW

Activity / Event Type (please check one)

- Hosting a Regional, Provincial, National or International Event
- Community Special Event or Celebration
- Organization/Group Start-up Costs
- Other: Specify _____

Project Name: _____ Amount Requested: \$ _____

Description of Request:

How will you acknowledge support from the Town of Manning?

Did you approach any other organizations about funding? Yes _____ No _____

What was the amount received? \$ _____

PROJECT BUDGET

Please list all sources of revenue and anticipated expenses for the activity/event.

Revenue:

Applicant Fund-raising: _____

Applicant Contribution: _____

Other Grants/Donations: _____

In-Kind Contributions: _____

Other: _____

Application Amount: _____

Total Revenue: _____

Expenses:

Transportation: _____

Accommodation: _____

Contracted Services: _____

Food: _____

Administration: _____

Other: _____

Total Expenses: _____

For Administration Use Only:

Date Received: _____

Date Reviewed: _____

Funding Approved: Yes _____ No _____

Amount approved: \$ _____

Council Motion #: _____

Budget Account: _____

Comments: _____