4.24 Policy Statement
Grants to Organizations

This policy will define the process by which Sexsmith will provide financial assistance to local not-for-profit organizations, societies, and groups. The intent is to support project-based and/or operating costs associated with the delivery of programs, services, and events that promote active, safe, and sustainable communities and improve the quality of life for Sexsmith residents.

DEFINITIONS

1.1 **Grant Application form** means the application form available through the Town of Sexsmith Administration Office or on the Town's website.

1.2 **Grant Cycle** means the period covering one full calendar year in which there is one opportunity for grant funding.

1.3 **Sexsmith** means the Town of Sexsmith.

1.4 **Grants** means non-repayable funds or products disbursed by Sexsmith to a Council-approved recipient. Under this policy, it is usually a non-profit entity, local organization,or volunteer group that provides recreation or cultural programs and opportunities that benefit Sexsmith residents.

1.5 **Operating** means funding or projects related to maintaining or enhancing operations that are not directly related to infrastructure, or wages, and salaries.

1.6 **Project** means equipment, electronics, infrastructure, program changes or additions, supplies, etc.

1.7 **CAO** means the Chief Administrative Officer appointed by the Town of Sexsmith Council.

2. POLICY STATEMENT AND GUIDELINES

1. Funding

1.1 Sexsmith Town Council will identify the grant funding budget during the annual budget process. Financing for grants will come from general revenues or other funding sources as determined by Sexsmith Town Council.

1.2 Total fiscal year grant funding budget will be set annually by Sexsmith Town Council in operating account 2-11-771 – Grants to Organizations. Maximum

allocations per application will be $1,000. A greater amount may be considered if there are extenuating circumstances.

1.3 If the grant funds are depleted before the end of the fiscal year, the Council may make a motion to supplement the funds for an agreed amount from the Operational Reserve.

2. Applications for Funding

2.1 Application forms will be available online through the Town of Sexsmith website year-round, however, applications are only considered twice a year at regular meetings of the Council.

2.2 Applications must be received in the prescribed form by March 1st for the spring intake and September 1st for the fall intake.

2.3 Only one application for the grant can be submitted by an organization in a year.

2.4 Applications will include:
   o Total budget for the program, event, or project
   o Program or project objectives
   o Benefits to Sexsmith residents and fundraising efforts
   o Financial report from previous event or year. Example – previous years' unaudited financial statement or most recent Income and Expense Statement

2.5 Applications for assistance must demonstrate that the opportunities being provided are open for the use and enjoyment of Sexsmith residents. If user fees are charged, all users will be charged at the same rate. Preference will be given to requests that:
   o Are project-based
   o Benefit Sexsmith residents
   o Provide evidence that there are volunteerism and or fundraising efforts
   o Demonstrate success in achieving project or program goals

3. Application Review

3.1 Application will be reviewed annually at the 2nd Regular Council Meeting in April and October. Initial criteria review will be completed by the Administration – consisting of CAO, ACAO, FCSS Coordinator, and Wellness Coordinator who will present the finding to the Sexsmith Town Council.

3.2 Applications should not duplicate or compete with existing recreational or cultural opportunities unless there is a definite need or benefit to be achieved.

3.3 Applications that are received after a deadline may be considered for the next deadline on request of the applicant pending approval by the CAO and/or Council being cognizant of the annual budget allocation.

4.   Decision

4.1   The final decision to approve or decline grant funding shall lie with SexsmithCouncil.

5.   Notification

5.1   Upon the decision of the applicants' request by the Sexsmith Council, each applicant will be advised of the status of their application.

6.   Distribution of Funds

6.1   Upon approval by Sexsmith Council, the CAO will issue memos to accounts payable to distribute funding within six (6) weeks of the approval date.

7.   Roles and Responsibilities

Chief Administrative Officer is responsible for overall compliance with Policies and disbursement.

ACAO, and FCSS and Wellness Coordinators are responsible for collaborating with CAO to carry out this policy.

8.   Ethics and Code of Conduct

All Sexsmith staff will comply with Sexsmith's Policy Manual, in particular sections concerning conflict of interest and confidentiality. Any staff member found to be acting in non-compliance is subject to disciplinary action.

9.   Policy Authority

The Town of Sexsmith's CAO has the authority to amend this Policy from time to time to keep current, enforceable, and compliant with statutes and legislation in the Province of Alberta. Any changes that are made to this Policy are to be approved by Council.

April 4, 2022

Grants to Organizations

Request for Support

ApplicationAllocation up to $

1,000.00.

1. To determine your group's eligibility for support, please refer to the Town of Sexsmith Website for criteria and guidelines included in the Policy Statement "Small Grants to Organizations"; in addition, please provide the following information. All questions mustbe answered in detail. The application will not be processed if the following informationis not completed and/or supporting documents are not attached.

2. The council will meet twice a year to review proposals and determine the Town of Sexsmith's abilities to financially support.

3. Sexsmith Town Council requests that the benefactors provide proof of purchase for items approved under this grant process. Proof of purchase will be due six (6) months after funds are released to applicants. We also love photos of the communityprojects. Please share those with us.

Group Name: _____

Operating name (if different from above): _____

Name of Contact/Applicant: _____

Address:_____

Phone Number:_____Cell Number: _____

E-mail Address: _____

Type of programs or services delivered by the group:

_____

_____

_____

_____

Approximate dates of the project/event: _____

What is the amount requested? _____

What are the monies to be used for? Description of the project/event.

_____

_____

_____

_____

Who will benefit from this?

_____

_____

_____

_____

Explain why the group's programs or services are important to the community:

_____

_____

_____

_____

Describe how the group's programs or services are distinct or unique from any other similar programs or services already provided in the community.

_____

_____

_____

_____

Have you applied for any other funding or grants? If yes, please provide details.

_____

_____

_____

_____

Please provide financial information: i.e., budget, annual financial statements, quotes for equipment etc.