



Community Association Operating Grant Policy

3C.011

Section: 3.0 Planning and Community Services
- C. Community Association Support

Authority: Council

Administering Department: Planning and Community Services

Statement

The Municipal District of Bonnyville (M.D.) is committed to financially assisting like-minded, registered not-for-profit community associations, organizations, and societies who demonstrate a financial need through the provision of an operating grant program.

Purpose

The purpose of the Community Association Operating Grant Policy is to aid in the assurance of the sustainability and functionality of rural community services and/or infrastructure located across the municipality and to establish the associated framework, guidelines, and application process.

Definitions

For the purposes of this policy:

- (1) “Applicant” means an association, organization, or society that applies for funding through this policy;
- (2) “Chief Administrative Officer” (CAO) means the Chief Administrative Officer of the M.D. appointed by Council, or their delegate;
- (3) “Constitutional Documents” means the documents by which an applicant is incorporated or created and includes a Certificate of Incorporation, Articles of Incorporation, Memorandum of Association, Articles of Association, bylaws, and annual minutes and annual return;
- (4) “Council” means the duly elected Council of the M.D.;
- (5) “Eligible Community Association” means a like-minded association, organization, or society located within the M.D. or its urban neighbors that is recognized by Council as a registered non-profit group or society that provides M.D. residents with necessary rural community services and/or infrastructure;
- (6) “Financial Need” means the difference between the community association’s operating costs and their current financial status before receiving M.D. funding;
- (7) “Infrastructure” means the framework of physical facilities that support and sustain an inclusive vibrant community through outlets for recreation, events, gatherings, and programming.

- (8) “Sustainability” means an association’s capacity to remain a viable entity and its ability to provide current or improved services to the community into the future.

Policy

- (1) The Council approved Eligible Community Associations List is included as Attachment A. These organizations may apply for an Operating Grant every year based on the parameters/criteria defined in this policy.
- (2) The maximum annual funding provided through this grant program is as follows:
- (a) To a maximum of \$5,000:
 - (i) Community Associations with no hall.
 - (b) To a maximum of \$15,000:
 - (i) Urban Seniors Centres;
 - (ii) Chambers of Commerce excluding the annual membership fee.
 - (c) To a maximum of \$25,000:
 - (i) Agricultural Societies (Excluding Glendon Agricultural Society);
 - (ii) Community Associations with a hall;
 - (iii) Museum/Historical Societies.
 - (d) To a maximum of \$150,000:
 - (i) Glendon Agricultural Society.
- (3) All funding for this grant program is subject to annual budget availability.
- (4) Failure to submit an Operating Grant application for two (2) consecutive years may result in the removal of the community association from the approved list of eligible community associations.
- (5) Administration shall provide Council with an annual list of awarded funding prior to December 31st of each year.

Grant Guidelines

- (1) Criteria and Eligibility
- (a) Eligible community associations must be listed on the Eligible Community Associations List (*Attachment A*) which includes registered not-for-profit community associations, organizations, and societies that have been approved by Council as like-minded groups providing M.D. residents with necessary rural community services and/or infrastructure.
 - (b) Eligible community associations must demonstrate a financial need for the requested grant funding within their application. The M.D. will review all provided application documentation, including the previous year’s annual financial statement, for proof of demonstrated financial need.
 - (c) The applicant must demonstrate where their current operating shortfall exists and why the funding is required.
 - (d) Should an applicant have sufficient funds in reserves or elsewhere in their budget, the applicant must demonstrate why these funds are not being utilized first.

- (e) This grant program should not be relied upon as a guaranteed continuing source of revenue.
 - (f) The applicant must demonstrate how it is or will remain a self-sustaining organization, such as through the provision of a three-year sustainability plan or project plan.
 - (g) The applicant must demonstrate the pursuit or existence of other contributing regional partnerships with their organization, in-kind or financial.
 - (h) An applicant must submit the following supporting documentation with their application:
 - (i) Constitutional documents (Certificate of Incorporation, Bylaws, Memorandum of Association, or Articles of Association);
 - (ii) Most recent Annual General Meeting minutes;
 - (iii) Previous year's Annual Financial Statement including a list of any investments, guaranteed investment certificates, savings account(s) balances, and all grants received in the last 12 months;
 - (iv) A current list of the Board of Directors with names and positions as filed with the Government of Alberta Corporate Registries;
 - (v) A minimum three-year sustainability plan or project plan.
- (2) Deadlines
- (a) An applicant must submit their completed Community Association Operating Grant Application with all required supporting documentation by September 15th of that year to the M.D. Planning & Community Services Department.
 - (b) Applications will be dealt with on a first-come, first-served basis until all funds are allocated.
 - (c) Should funds still be available within the year of application, any applicants who missed the submission deadline, and have not yet received funding, may be considered.
- (3) Application Evaluation and Funding Approvals
- (a) The CAO or designate will review and award all Operating Grants that meet the parameters/criteria outlined within this policy.
 - (b) Council, through annual budget deliberations, will approve the total funds available for the Community Association Operating Grant program.
 - (c) Administration may amend the application form and application guidelines as required and as it pertains to this and all other municipal, provincial, and federal statutes.
- (4) Reporting requirements
- (a) The applicant must report where provided grant funds were utilized within 60 days of the association's annual financial statement release.
 - (b) Should any of the grant funds not be utilized as identified in the application, or if there is misrepresentation in the application, the M.D. may request the approved grant funding be returned forthwith to the municipality.



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- (c) The M.D. reserves the right to deny future funding requests if the funding reporting requirements are not fulfilled.

Policy Review

Within five (5) years from date adopted / amended / reviewed.

For administrative use only:

Related Documentation: (plans, bylaws, policies, procedures, etc.)	Attachment A: Approved Eligible Community Associations List Form: M.D. Community Association Operating Grant Application
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