

	COUNCIL POLICY	Policy No: CP-1056-24
		Approved By: Council
		Effective Date: Month, DD, YYYY Resolution No.: Last Reviewed Date: Month, DD, YYYY
		Division: Community and Protective Services

CIVIC GRANT PROGRAM POLICY

POLICY STATEMENT

The City of Spruce Grove recognizes that community development is a shared responsibility of government, the private sector, Non-profit organizations, community groups and individuals, and Grant funding can play an important role in supporting those enhancing community. The Civic Grant Program Policy demonstrates Council’s commitment to working with Community Organizations to support activities and services that support building a vibrant, inclusive, Equitable, and accessible community.

1. PURPOSE

- 1.1 To provide a framework for Grant funding to support eligible Community Organizations.

2. DEFINITIONS

- 2.1 “Applicant” means an organization applying for consideration for Grant funding.
- 2.2 “Belonging” means the feeling of security and support when there is a sense of acceptance, inclusion, and identity.
- 2.3 “Charity” means Charitable Organization registered under the *Charitable Fundraising Act*, R.S.A 2000, c C-9, as amended.
- 2.4 “City” means the municipal corporation of the City of Spruce Grove in the Province of Alberta.
- 2.5 “City Manager” means the administrative head of the City of Spruce Grove.
- 2.6 “Community Grant Program” means a structured City initiative that provides financial support to individuals, organizations, or projects which enhance the quality of life for Spruce Grove residents.

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- 2.7 “Community Groups” mean informal associations of individuals with shared interests or goals whose aim to address local needs and promote community engagement.
- 2.8 “Community Organizations” mean registered Non-profit entities, groups, or associations that operate at the local level to address the needs and interests of the community, with no financial benefit to shareholders, trustees, or board members.
- 2.9 “Community Services Advisory Committee” means the Council appointed committee that adjudicates over and makes advisory recommendations and to Council with respect to community Grants.
- 2.10 “Council” means the Council of the City of Spruce Grove elected pursuant to the *Local Authorities Election Act*, R.S.A. 2000, c L-21, as amended.
- 2.11 “Diversity” means to encompass acceptance and respect, understanding that everyone is unique, and recognizing individual differences in accordance with the protected grounds enumerated in the *Alberta Human Rights Act*, R.S.A. 2000, c. A-25.5, as amended including race, place of origin, colour, ancestry, gender, gender identity or expression, source of income, age, physical disability, mental disability, religious beliefs, marital status, family status, and sexual orientation.
- 2.12 “Equity” or “Equitable” means removing barriers, obstacles, and biases to provide fair opportunities for all based on needs.
- 2.13 “Exclusions” means specific conditions, criteria, or activities that are explicitly not eligible for Grant funding.
- 2.14 “Government Organizations” means an organization that is under the direct or indirect control of a municipal, provincial, or federal government.
- 2.15 “Grant” means any amount of money or funds transferred or allocated to Recipients for a project or to execute a program according to the requirements of each funding stream.

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2.16 “Grant Agreement” means an agreement with the City that outlines the requirements and conditions of the Grant. Grant Agreements may vary depending on the scope and terms of the Grant.

2.17 “In-kind” means support that is provided through volunteerism, cash contribution or allocation of resources to offset total operating costs associated with an initiative.

2.18 “Inclusion” means the act of creating an environment in which any individual or group feels welcomed, supported, respected, valued, and able to fully participate.

2.19 “Microgrant” means a small-scale financial award provided to individuals, Community Organizations, or Community Groups to support local projects or initiatives that contribute to positive community development and engagement.

2.20 “Non-profit” means a community organization incorporated under provincial or federal legislation for a minimum of one year and is in good standing.

2.21 “Political Parties” means organizations whose primary goal is to contest for election and form government.

2.22 “Recipient” means a Non-profit organization, Registered Charity, and/ or individual that has received a Grant from the City.

3. RESPONSIBILITIES

3.1 Council must:

- (a) provide sufficient resources to support all the designated funding streams;
- (b) defer responsibility of the Civic Grant Program to administration; and

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- (c) direct Administration to develop, document, and execute all grants in adherence to all policy statements, unless otherwise directed by other Council policies, bylaws or legal agreements.

3.2 City Manager must:

- (a) ensure the approved Civic Grant Program Policy is communicated to the public;
- (b) ensure the approved Civic Grant Program Policy is implemented and adhered to by staff; and
- (c) ensure the Civic Grant Program Policy is reported on in accordance with the approved policy.

4. GENERAL PRINCIPLES

4.1 Civic Grants:

- (a) are a way to invest in and support groups whose work directly benefits the community;
- (b) seek to support innovative and creative approaches to addressing community needs;
- (c) must align with the City's strategic priorities, goals, and objectives;
- (d) must align with the principles of Diversity, Inclusion, Equity and Belonging;
- (e) encourage collaboration and foster partnerships to leverage collective efforts and resources;

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- (f) require a high level of accountability and transparency in the use of funds;
- (g) must include In-kind contributions from the Recipient;
- (h) aim to support eligible Recipients by providing supplementary funding to complement existing revenue sources;
- (i) must address one of the themes of social development, sport and recreation, arts and culture, economic development, environmental and/or Indigenous relations; and
- (j) allocation decisions must not be bound by precedent.

5. SCOPE

5.1 This policy supports Grants and activities in two distinct funding streams:

- (a) **Community Grants** to support eligible organizations that contribute to the social, cultural, environmental, economic, and/or recreational wellness of residents.
- (b) **Microgrants** to support individuals, Community Organizations, or Community Groups to support local projects or initiatives that contribute to positive community development and engagement.

6. ALLOCATION OF FUNDS

6.1 Community Grant

- (a) The amount of annual funding allocated for Community Grants is approved and determined annually by Council as part of the Corporate Plan approval process.

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6.2 Microgrant

- (a) The amount of annual funding for microgrants is approved and determined annually by Council as part of the Corporate Plan approval process.

7. LENGTH OF FUNDING

- 7.1 For a new Recipient of a civic Grant, all Grants are administered for a maximum of one year.
- 7.2 To be considered and approved for multi-year funding two conditions must be met:
 - (a) Financial capacity at the discretion of the City; and
 - (b) Recipient has met all reporting requirements as per agreement in previous years.
- 7.3 Consideration for moving a particular Recipient from the Civic Grant Program to automatic base budget allocation must be approved by City Council through a recommendation of Administration or request by Council.

8. ASSUMPTIONS

8.1 Community Grant

- (a) The Community Grant Program must allow for flexibility in addressing emergent needs.
- (b) Unallocated or unspent Grant funding provided to a Recipient from the Community Grant Program may be carried forward for future allocation upon written request to the City.

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- (c) A reserve must be established and utilized for all Community Grant Funds that are not allocated during the funding year.
- (d) Grant Recipients must provide Administration an annual report within 60 days of the funding period ending.
- (e) The Community Services Advisory Committee must provide oversight and recommendations for grants to be considered annually by Council during the Corporate Plan deliberations.
- (f) All Applicants must disclose all other City funding being applied for or received.

8.2 Microgrant

- (a) The micro Grant must not exceed \$1,500 for any one initiative.
- (b) The Recipient is not eligible for multi-year funding.
- (c) The Grant Recipient must provide Administration a summary report highlighting the impact of the Grant on the initiative within 30 days of the initiative ending.
- (d) Grant applications must be vetted by the appropriate department subject matter experts, with information then provided to the Community Services Advisory Committee.
- (e) The Community Services Advisory Committee must approve applications that meet the criteria and parameters set out in this Policy.
- (f) All Applicants must disclose all other City funding being applied for or received.

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(g) Applicants may apply at any time; however, the approved budget must be divided and allocated as follows:

- (i) 50% from January 1 - June 30; and
- (ii) 50% from July 1 - December 31

Any funds not allocated in the first half of the year may be allocated in the second half if required. Any funds not allocated by the end of the year must be transferred to the reserve to be considered for future needs.

9. ELIGIBILITY

9.1 All Funding Streams

- (a) The Applicant must be based in Spruce Grove, or programs, services, or events offered must be accessible and used by residents of Spruce Grove.
- (b) Where required, Applicants must have a current certificate of insurance and carry the minimum liability amount determined by each funding stream.
- (c) Applicants must meet the requirements of the specific Grant funding stream they are applying for, in addition to the requirements stated in this policy.
- (d) Applicants must agree to acknowledge the support of the City in all print and public material related to the program/service within the Grant agreement and follow City standards, and guidelines, where applicable.
- (e) Grant recipients must enter into a Grant Agreement to receive funds.

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- (f) Grant Recipients must comply with all bylaws, provincial and federal legislation, and any other statutory regulations when utilizing Grant funds and executing the Grant agreement.
- (g) Grant Recipients must comply with reporting requirements to the City as determined by the specific Grant or as set out in the Grant agreement.
- (h) Grant Recipients must adhere to clear reporting and accountability measures that reflect the value of the Grant and the impact to the community.

9.2 Community Grant

- (a) Unless otherwise indicated, Community Grant Applicants require a minimum of a twenty-five percent (25%) matching commitment in the form of any combination of cash, materials, volunteer labor and/ or fundraising.
- (b) Unless otherwise indicated, for annual, multi-year, or short-term funding agreements the Applicant must be a Registered Non-profit or a Registered Charity for a minimum of one year and demonstrate that they are in good standing with the City, Province, and/or Federal Government, unless otherwise indicated.

9.3 Microgrants

- (a) Microgrants are open to individuals, Community Groups, or organizations with a proposed project or initiative that aligns with the goals, objectives, and priorities of the Community Grant Program.
- (b) The Recipient must be a registered Non-profit or Charity for a minimum of one year and demonstrate that they are in good standing with the City, Province, and/or Federal Government, as applicable.

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10. EXCLUSIONS

10.1 The Civic Grant Program does not support:

- (a) initiatives that provide a Grant, donation, or scholarship to another person, group, or organization, including political organizations, Political Parties, and/or registered political candidates;
- (b) for-profit organizations;
- (c) Government Organizations; and
- (d) organizations whose activities, programs, or initiatives breach Provincial or Federal human rights codes, or the *Charter of Rights and Freedoms*.

10.2 This policy does not apply to the following:

- (a) Funding and Grants the City is receiving;
- (b) Honorariums;
- (c) Historical groups and organizations that are included in the City's annual base budget allocation;
- (d) Funding and budget allocations administered through various departments for programs, services, and identified needs;
- (e) Fee for Service agreements; and
- (f) Rebates.

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11. TERMS AND CONDITIONS OF GRANT AWARDS

- 11.1 All Grant Recipients will be subjected to the terms and conditions outlined in the Grant agreement. Prior to the disbursement of funds, Recipients are required to sign the Grant agreement.
- 11.2 The decision of Council for Community Grants and the Community Services Advisory Committee for Microgrants are final and are not subject to appeal.

12. TERMINATION

- 12.1 The City has the right to limit, change, or cancel any of the funding streams as legislation, financial resources, or obligatory regulations change.
- 12.2 The City may refuse to award Grants to any organization that:
 - (a) violates any provision in the policy, the Grant program, or the Grant agreement; and/or
 - (b) is not in good standing with the City and/or Provincial or Federal Government or regulatory body.
- 12.3 In the event of termination, the City must provide written notice to the Grant Recipient, specifying the reasons for termination and any applicable corrective actions to be taken within a designated timeframe.

13. RESCISSION OF POLICY 3,011 AND 8,022

- 13.1 3,011 – Funding to Charitable/Not-For-Profit Organizations is hereby rescinded.
- 13.2 8,022 – Family and Community Support Services Grants is hereby rescinded.

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RELATED DOCUMENTS

Community Services Advisory Committee Bylaw, as amended.

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