

# Civic Grant Program Policy

# Background

- Not for approval - feedback and discussion first
- Increased pressures on grant allocations
- Need for clarity and accountability
- Streamline multiple “gates”
- Agility for mid-year allocations

# Current Landscape

- **Agreement/Legislation** (i.e. RCMP, Library, TLC, ATS)
- **Base Budget/Historical** (i.e. Allied Arts Council, Chamber, Victim Services, Ag Society)
- **Public Submissions** (i.e. CCBA markets, Late Night Café, Parkland Wellness, Men's Shed)
- **“One Off’s”** (Council or City Manager contingency mid-year requests)
- **Business Cases** (i.e. Storefront Improvement, Low Income Transit)
- **FCSS** (i.e. Domestic Violence, preventive initiatives)

# Current Landscape

Base Budget/Historical Grants	
Allied Arts Council	\$ 30,000
Ag Society	\$ 25,000
Greater Parkland Info Centre	\$ 15,000
Victim Services	\$ 11,000
<b>Total</b>	<b>\$ 81,000</b>

Public Submissions (2024)	
CCBA	\$ 10,000
Late Night Café	\$ 63,000
Skydancer	\$ 41,000
Parkland Wellness Center	\$ 10,000
Ag Society	\$ 10,000
TriCALA	\$ 8,000
Men's Shed	\$ 10,000
<b>Total</b>	<b>\$ 152,000</b>

**Total Community Stream Grants \$ 233,000**

# Jurisdictional Scan

- Many other grant policies / programs provide “per capita” funding
- Many communities commenting on increased requests / demands for funding
- Apples to apples is very tough to measure and analyze
- Very difficult to ascertain from jurisdictional scan the nuances for treatment of base budget or “status quo” vs. those that are part of the annual grant allocation.
- Most have some ability to provide micro-grants outside of a normal budget or annual grant allocation cycle.

# Challenges/Questions

- How to apply consistent principles to historical vs. new?
- How does one potentially move from annual process / allocation to base budget and then become historical?
- Is the Corporate Plan “pot” for public submissions enough? What happens when there are multi-year grants which then diminishes the current year allocation?
- What happens if there is leftover monies in a particular year?
- Who recommends and who approves?

# Concepts

## Concept #1

**Operational “promotional” items or departmental operating (i.e. Corporate Office, FCSS, Ec. Dev.) will remain outside of policy.**

- These items traditionally include things like golf tournament sponsorships or event attraction.
- There has been a slight crossover for certain things; however, these have not been numerous.
- Intent would be to push non-sponsorship type requests to public submission or micro-grant program.

# Concepts

## Concept #2

**Keep any legislated allocations (i.e. library) or other contractual agreements (i.e. RCMP, TLC) outside of policy and allow for the agreement or legislation to dictate.**

- Would still be reported to Council and the public as part of the annual Corporate Plan as “grants to other organizations” but under a specific heading to differentiate from other grants.



# Concepts

## Concept #3

### **Historical or “base budget” allocations would be recognized but exempted from new policy.**

- City would still enhance through agreements the transparency and accountability for these allocations.
- Any request for an increase to the base budget funding would come in the form of a business case vs. public submission.
- Any one-time requests from these groups / organizations (i.e. 50<sup>th</sup> Anniversary Agra Fair) would follow public submission / grant policy.
- Would still be reported to Council and the public as part of the annual Corporate Plan as “grants to other organizations” but under a specific heading to differentiate from other grants.

# Concepts

## Concept #4

**Grant policy would enhance the existing public submission process and any new or existing public submissions would be subject to new policy.**

- Enhanced transparency, accountability, and reporting for these allocations.
- Would have to re-submit each year or following a multi-year conclusion.
- Only way to become “status quo” or part of base budget is through Council approval.
- Process recommendation and approval:
  - SME provide advice / context, Community Services Advisory Committee recommends to Council for Corporate Plan, Council approves as part of Corporate Plan.
  - Application and Eligibility Criteria checklist used to provide consistency and a level of objectivity to process.
- Would still be reported to Council and the public as part of the annual Corporate Plan as “grants to other organizations” but under a specific heading to differentiate from other grants.

# Concepts

## Concept #5

### Introduction of Micro-Grant component

- Specific parameters for qualification (intended to be grassroots “seed money” to start a project or initiative or for one-time). Benefit to “community” vs. a particular individual (not necessarily sponsorship unless community benefit).
- To address mid-year or short-term requests that come up throughout the year.
- Maximum of \$1,500 to avoid circumventing public submission / grant allocation process.
- Process options for recommendation and approval:
  - SME provides context / advice; Community Services Advisory Committee meets and approves as needed.
  - Application and Eligibility Criteria checklist used to provide consistency and a level of objectivity to process.
- Would still be reported to Council and the public as part of the annual Corporate Plan as “grants to other organizations” but under a specific heading to differentiate from other grants.

# Funding

- Any legislated or legal agreements/contracts would remain and process for increases are either through business cases or overall Corporate Plan approval.
- Historical or base budget allocations would remain and the process for increases would be business cases and approval by Council as part of CP approval.
- Current “pot” for public submissions is \$150,000 annually; however, multi-year initiatives and approvals impact future years. For example, the table below shows the approved public submissions by year and remaining allocations for 2025 / 2026.
- It is being recommended as part of the Corporate Plan to add an additional \$25,000 to the public submission / grant funding allocation and \$15,000 to the new micro-grant program. This is new funding (total \$40,000) that is not currently a part of the City’s overall base budget.
- While it may be unlikely, any unused funds from public submissions or micro-grants would be set aside for future pressures.

Current Public Submission Allocation			
	2024	2025	2026
CCBA	\$ 10,000		
Late Night Café	\$ 63,000	\$ 28,000	\$ 28,000
Skydancer	\$ 41,000	\$ 41,000	\$ 41,000
Parkland Wellness Center	\$ 10,000	\$ -	\$ -
Ag Society	\$ 10,000	\$ -	\$ -
TriCALA	\$ 8,000	\$ -	\$ -
Men's Shed	\$ 10,000	\$ -	\$ -
<b>Total</b>	<b>\$ 152,000</b>	<b>\$ 69,000</b>	<b>\$ 69,000</b>
<b>Allocated Budget</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>	<b>\$ 150,000</b>
<b>New Public Submissions</b>	<b>-\$ 2,000</b>	<b>\$ 81,000</b>	<b>\$ 81,000</b>

# Draft Policy Highlights

- General
  - Many policy components consistent with jurisdictional scan (i.e. insurance, non-profit, general eligibility, agreements, reporting, etc.)
- Section 5: Scope (two main categories)
- Section 6: Funding (TBD as part of Corporate Plan)
- Section 7: Length
  - Generally, one year with consideration for multiple years.
  - Process for how a recipient will move from grant program to base budget
- Disclosure of other grants received and / or applied for
- Section 8.2: Micro-grants (50/50 split from Jan - June and July -Dec)

# Draft Policy Highlights

- Section 9.2: Minimum requirement for matching commitment
- Section 10: Exclusions
  - Aligns with identified “concepts” (i.e. departmental operating, historical or base budget allocations, fee for service or legislated agreements, etc.)
- Section 11: Terms and conditions including final decision by appropriate entity (Council or Community Services Advisory Committee)
- Section 13: Rescission of Policy 3,011 and 8,022
  - 3,011 - Funding to Charitable / Not-For-Profit Organizations
  - 8,022 - Family and Community Support Services Grants

# Next Steps

- Feedback from Council - July 8
- Updated policy for Council approval - August 26
  - Communications Plan to be included as part of the August 26 approval
- Community Services Advisory Committee Bylaw Third Reading
  - Third Reading August 26 for alignment
- 2024 will follow previous “public budget submission” process
- Corporate Plan consideration of additional funding (Nov)
- Fully implement 2025