



## POLICY

**Effective Date: October 17, 2023**

**Amended:**

**Amended:**

**POLICY TITLE:** Community Sponsorship Granting Policy

**POLICY NUMBER:** 2023-10-01

**POLICY PURPOSE:**

The Village of Clyde has established a Community Sponsorship Grant Program to provide financial assistance towards projects or events which are community driven to enhance and enrich the quality of life in the Village of Clyde. Through the program, the Village of Clyde wishes to encourage initiatives from locally based, registered, non-profit and community organizations which will impact a broad cross-section of the community, encouraging new opportunities for social and cultural events and activities. The intent is to attract more community driven initiatives which support Councils vision to become a hub of Cultural Activity through collaborative opportunities.

The Village of Clyde has established a Community Sponsorship Grant Policy which provides community sponsorship grants to not for profit community groups or organizations within the Village of Clyde for community development and cultural purpose. Projects, events, activities, and recreational accomplishments focused on attaining positive outcomes for the community may be funded through this program.

**POLICY:**

**Definitions:**

**Applicants** refer to not-for-profit community groups, teams, organizations, and associations of the Village of Clyde supporting an eligible project that request support under the Community Sponsorship Grant Program. An applicant may also be not for profit outside of the Village but is supporting an eligible project within.

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**Capital Cost** means one-time expense incurred in goods/equipment that help the applicants accomplish their goals. Capital costs do not include staff, technology, or rental space.

**Council** means the Village of Clyde Council.

**Fundraising** is where funds are being requested for a project or event that will take place in the Village of Clyde.

**Matching Funds** is 50% of the project costs to be contributed via cash, services in-kind, equipment, materials, or volunteer hours.

**Project** is a general term to describe eligible events, services, programs, and initiatives.

**Services in Kind** are those services provided by the Village of Clyde or volunteers for the Organization towards the Project to which the applicant will not be invoiced for.

**Volunteer Hours** are equivalent to:

\$15.00 for unskilled labour working directly on the project

\$30.00 for skilled labour working directly on the project

\$50.00 for heavy equipment, including operator working directly on the project

Donated labor that is not eligible as matching funding for a project includes any other volunteer time that provides general benefits to the organization such as volunteer hours relating to fundraising, time spent preparing the grant application, time spent in meetings, or any activities related to planning for the project or any other planning activities for the organization.

## 1.0 GUIDING PRINCIPLES

Initiatives must support the Village of Clyde's Vision and Goals, as well as meet one or more of the following:

### 1.1 Meet a need or fill a gap in the community.

- Show an understanding of our community, its needs, and existing services.
- Respect our community's diversity.
- Identify creative, innovative, and practical approaches.

### 1.2 Strengthen organizational capacity when required.

- Enhance community organizations' capacity to deliver services.
- Address organizational stability/sustainability.
- Leverage financial and in-kind support.

### 1.3 Promote collaboration and sharing among agencies to reduce duplication of programs or improve effectiveness of services.

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- Complement existing initiatives in the community in a positive and useful way.
- Develop new partnerships or networks.

1.4 Contribute a new understanding about community issues.

1.5 Enhance public buildings and spaces.

1.6 Promote and encourage volunteerism and community spirit by enhancing the work of local volunteer organizations.

1.7 Host a community wide event or do a project that promotes and/or enhances the Local volunteer organizations.

1.8 Engage in the development of youth.

## 2.0 FUNDING CATEGORIES

2.1 Areas of Consideration are:

- Arts/Culture:** The application should strengthen and develop literary, visual, performing, heritage, and media arts.
- Recreation/Sport Development:** The application should enhance development of initiatives that support healthy living through strategies, programs, and activities.
- Community Development:** Support may be given to significant key projects that have a major role in facilitating community life and well-being and demonstrate long-term sustainability.
- Seed Grants:** Funding to help launch a new project, program, or initiative.
- Capital Grants:** Funding for equipment, repairs, and renovation.
- Project/Program Grants:** Funding for a specific and/or recurring initiative with specific objectives and a predetermined cost.

## 3.0 ELIGIBILITY

Consideration of applicants will be given only if the Applicants meet the following criteria:

- 3.1 The applicant is a Village of Clyde locally based, registered, non-profit organization for association.
  - 3.1.1 The applicant may be from outside of the Westlock area, supporting a project occurring within the community.

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- 3.2 The applicant has determined the significant value and benefits that the project will have to the community by developing partnerships and volunteer opportunities.
- 3.3 Applicants will have completed previous, required final reports before new applications will be considered as eligible.
- 3.4 If a request falls within one of the categories below, it will not be considered:
- Deficit funding
  - Debt retirement
  - Emergency funding
  - Salaries, wages, and benefits
  - Religious or faith-based organization – that focuses on one spiritual tradition.
  - Gaming activities
  - Purchase of alcohol
  - Any expense incurred prior to the Council’s decision date.
  - Political organizations
- 3.5 Prior funding projects may receive a lower priority.
- 3.6 Major sources of funding from other government grants may receive a lower priority.

#### **4.0 APPLICATION PROCESS**

- 4.1 An organization is eligible to apply if they are a registered nonprofit organization, or community group.
- 4.2 Applicants will be required to complete the Community Grants Application.
- 4.3 Applicants are required to provide the most recent approved Society Annual Return from Service Canada.
- 4.4 Applicants must provide the current year’s Financial Statements.
- 4.5 Late or incomplete applicants will not be accepted.
- 4.6 Only one application per organization will be considered in an intake cycle.
- 4.7 Council has the discretion to waive criteria for specific applications.

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- 4.8 All applicants must be legible on Schedule A, B, C. Typewritten applications are recommended.
- 4.9 Council may request additional documentation to assist in the evaluation of any application prior to council meeting.
- 4.10 Applicants will be notified within 7 working days of the Council decision.
- 4.11 Applicants that do not submit the required final report as indicated in Section 6.0 must return the full community grant allotment within thirty (30) day of the final report deadline and will not be eligible to apply for future community grants until all requirements have been met.

## **5.0 FINANCIAL**

- 5.1 Application funding deadlines are March 31 and September 30 at 4:30 p.m.
- 5.2 Funding will be awarded approximately thirty (30) days after the submission deadline.
- 5.3 Funding is subject to the total amount of funds approved by the Council as per the budget.
- 5.4 Council has the right to refuse any application or reduce requested amounts.
- 5.5 Funding is limited to a maximum of \$2000.00 a year for any one application.
- 5.6 Matched funding from the applicant must be, at a minimum, fifty percent (50%) of the total related expenses.
- 5.7 Requests for services in kind support from the Village of Clyde are considered part of the total funding applied for. Combined support of in-kind services and grant awarded shall not exceed a maximum value of \$3500.00

## **6.0 ACCOUNTABILITY**

### **6.1 Grant recipients must:**

- a. Be prepared to enter into a "Letter of Agreement" with the Village of Clyde if the application is approved.
- b. Be prepared to meet an insurance requirement.

- c. Agree that any project cost shortfalls or resulting ongoing funding requirements with their responsibility.
- d. Agree to recognize the Village of Clyde's contribution to the project in all related public information, print materials and media coverage and.
- e. Agree to provide the Village of Clyde with a final report on the project supported by the grant. This report is to be received no later than sixty (60) days following completion of the project and must include a budget summary indicating how the grant monies were expended.

## **7.0 REVIEW PROCESS**

- 7.1 Administration shall check applications are complete and that the required Documentation is included.
- 7.2 Council will review the applications.
- 7.3 Administration may make changes to Schedules A, B, C, D, as required.

## **PART 2 – Small Grant Process \$0 - \$500.00**

### **1.0 Does not require a grant application, requires a letter of application**

- 1.1 Small grant process to maximum \$500.00
- 1.2 Funding is subject to the total amount of funds approved by the Council as per the budget.
- 1.3 Small grant process is to be administrated by Administration.
- 1.4 Open year-round application process.
- 1.5 Limited to once per calendar year; per individual, team, or organization.
- 1.6 Due to timing of events, if approved, funds may not be distributed until after the project.
- 1.7 Letter of application must include the following:
  - a. Full name of the individual, team, or organization
  - b. Complete address for individual, team, or organization

- c. Are you part of a larger organization, and if so the name and address?
- d. What is the project?
  - i. Date, location
  - ii. Number of individuals supported by the project.
- e. Total cost of project
- f. Proposed revenue – list
- g. Proposed expenses – list
- h. Contact name and phone number for the applicant(s)
- i. Cheque is payable to:
- j. Will the cheque be picked up or mailed?


1.8 The Village of Clyde logo must be clearly displayed on sponsorship. Materials.

1.9 The Village of Clyde may request further clarification or further information.



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Mayor, Charis Aguirre



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Chief Administrative Officer, Jaye Parrent

**APPLICATION INFORMATION: Schedule A**

Name of Organization:	
Name of President/Chair of Organization:	
Mailing Address of Organization:	
Town:	Province:
Postal Code:	
Telephone No:	Cellphone No:
Email Address:	Website Address:
Alberta Corporate Registry No.	
Date of Incorporation:	
Provide a photocopy of the registry? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If not available, why?	
Is your organization located within the Village of Clyde? <input type="checkbox"/> Yes <input type="checkbox"/> No	
If no, where is the organization located?	
Cheque is made payable to:	

Contact person for application:	
Position:	Telephone No:
Email Address:	Preference of Communication: <input type="checkbox"/> Email <input type="checkbox"/> Phone
Secondary contact person:	
Position:	Telephone No:
Email Address:	Preference of Communication: <input type="checkbox"/> Email <input type="checkbox"/> Phone

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**PROJECT PLAN Schedule B**

<b>Name of Project:</b>	
Date of Event:	Anticipated number of Participants:
Target Population: (please circle appropriate target)	
<input type="checkbox"/> Children/Youth <input type="checkbox"/> Adults <input type="checkbox"/> Seniors <input type="checkbox"/> Families <input type="checkbox"/> Other	
Please circle the box that BEST describes the category of funding as per Grant Guidelines:	
<input type="checkbox"/> Arts and Culture <input type="checkbox"/> Sports/Recreation <input type="checkbox"/> Community Development	
Is this the first time the organization has requested.	
Funding for this project?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Do you require assistance from the Village?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Please Specify:	
Will your event/project require road closures: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Attach documentation if required: <b>including quotes for an expenditure to justify your Proposed Project Expenses</b>	
Location of the event in the community:	
Goals: (Please describe what you would like to achieve overall with this project. If more space is required attach documentation too this application)	

SCA

**Financial Sustainability:** Please explain how your organization plans to be sustainable after funding.

**Marketing of your project:**

What publication and media tools are you using to promote the project. (Please check box appropriate lines.)

<input type="checkbox"/> Brochures	<input type="checkbox"/> Poster/Flyers	<input type="checkbox"/> Information Booklets	<input type="checkbox"/> Other
<input type="checkbox"/> Local Newspaper	<input type="checkbox"/> Website	<input type="checkbox"/> Radio	<input type="checkbox"/> Social Media

Village of Clyde logo will be clearly displayed on marketing materials meeting corporate identity standards:	<input type="checkbox"/> Yes	<input type="checkbox"/> No
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If no, please state the reason:

For logo information contact the office at 780-348-5356 once grant approval has been given. **Final design of logo on marketing material must be approved before printing has started.**

Resident Impact: Please describe how your event/project significantly impacts the residents of our community.

**Volunteers:**

Total # of volunteers:	Total # of volunteer hours:
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Roles of volunteers:

**Community Partnerships:** Please list below the project partnerships for this program/event

Name:

Their role in the program/event:

**PROJECT BUDGET Schedule C**

<b>Income</b>	<b>Proposed</b>
a. Community Sponsorship Grant Request	
b. Organizational Funding	
c. Other Sources of Funding Received (Donations, etc.)	
d. Provincial/Federal Funding Received	
e. Earned Revenue from Project/Event (fees, admissions, etc.)	
f. Sub-Total	
g. Matched funding 50% of Community Sponsorship Grant Request (Line a), must be provided by the Organization Funding (Line b).	
h. Other Sources of Funding Applied for and not received	
i. In Kind from Organization	
j. Donated Material and Equipment, In Kind	
k. Village in Kind	
<b>Project Income Total</b>	

<b>Expenses</b>	<b>Proposed</b>
l. Contracted Services	
m. Rentals	
n. Transportation	
o. Marketing Materials	
p. Volunteer Expenses	
q. Event Insurance	
r. Other	
<b>Project Expenses Total:</b>	

**Note:** If budget shows a surplus (excess of revenue over expenditures), a statement of intended use must be included in this application

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**Declaration**

I certify that to the best of my knowledge the information provided in this application is accurate and complete.

\_\_\_\_\_  
Applicant Signature (Chairperson)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant Signature (Board Member)

\_\_\_\_\_  
Date

**Community Sponsorship Grant Application Final Report**

**Schedule D**

Please note: This report must be completed and submitted within thirty (30) days of the event/program.

**Final Report Checklist:** has been completed.

- ✓ Project Summary
- ✓ Partnership/Volunteer List
- ✓ Financial Summary
- ✓ Marketing Materials Including Media Coverage Provided

Name of Project:

\_\_\_\_\_

Name of Organization:

\_\_\_\_\_

Date of Event:

\_\_\_\_\_

Actual # of Participants: \_\_\_\_\_

Name of Contact Person for Final Report: \_\_\_\_\_

Signature: \_\_\_\_\_

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Phone Number: \_\_\_\_\_

Date: \_\_\_\_\_

*Under Section 38 of the Freedom of Information and Protection of Privacy Act, Municipalities must protect the personal information it collects by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, and destruction. Municipalities must comply with Section 39 and 40 when using and disclosing personal information.*

**Project Summary:** *(In 200 words or less summarize your project)*

*If additional space is required, please attach documentation to this report.*

List of Partners	Their Role in Project
Actual # of volunteers	Actual # of volunteer hours
Volunteer's role in project:	

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**Financial Summary**

<b>Income</b>	<b>Proposed Revenue</b>	<b>Actual Revenue</b>
Organization Funding		
In Kind Calculations		
Earned Revenue from Event		
Donated Materials and Equipment		
Council Community Sponsorship Grant		
<b>Total</b>		

<b>Expenses</b>	<b>Proposed Expenses</b>	<b>Actual Expenses</b>
Contracted Services		
Rentals		
Transportation		
Marketing Materials		
Volunteer Expenses		
Event Insurance		
Other		
<b>Total</b>		

<b>Marketing Materials &amp; Media Coverage:</b>	
Photocopies provided and attached to this report	<input type="checkbox"/> Yes <span style="margin-left: 200px;"><input type="checkbox"/> No</span>
If no, please state your reason:	

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# COMMUNITY SPONSORSHIP GRANT PROGRAM CHECKLIST

## 1. The Application

- Ensure there are two contacts.
- Ensure that the grant funds requested are matched or greater to the amount funded by the applicant for the event/program.
- I have requested no more than \$2000 (maximum)
- The Declaration is signed by the chairperson and a separate board member.
- Keep a copy of the Final Reporting Documentation to submit within 30 days of the event/program.
- I have stated that I am a registered non-profit organization for a minimum of one year.

## 2. I Have Attached the Additional Required Documentation

- Most recent approved Society Annual Return from Service Canada
- Current Year Financial Statements
- Completed Previous Final Reports, if applicable
- Any other documentation required by the application dependent on the type of event/program, including additional information you feel would be beneficial to attach.

## 3. Other

- I have reviewed and understand the Village of Clyde Policy No. 2023-10-01 Community Sponsorship Grant Program