Policy Title:	COMMUNITY GRANTS POLICY	Policy # 2016-001	
Adopted by Council:	March 8, 2016	Resolution # 2016-094	
Department:	Council & Administration	Replaces # 2012-002 & 003	
Purpose:	To assist Council in administering its annual Public Relations Budget and to provide information and a process for those wishing to request financial support for a cause or event.		
Policy Statement:	Through the <i>Community Grants Policy</i> , the Village of Thorsby will provide for a fair and equitable process for the support of <i>community initiatives</i> that are organized through <i>eligible groups</i> , and are in support of local groups or events that enhance or improve the quality of life and safety of its residents and promote the Thorsby Community as a whole		
Definitions:	for expenses authorized by Council b. Community Grant Policy – mechanic support submitted for Council consist c. community Initiatives – a response support, enhance or provide improveresidents, or promotion of the Thore expected to have a high level of corrected to have a high level of the corrected to have a hig	 a. Public Relations Budget – an amount set aside in the annual operating budget for expenses authorized by Council at their discretion b. Community Grant Policy – mechanism for responding to requests for financial support submitted for Council consideration c. community Initiatives – a response by individuals, groups or organizations to support, enhance or provide improved quality of life or safety for Thorsby residents, or promotion of the Thorsby community as a whole and which can be expected to have a high level of community acceptance. d. eligible groups: > Registered non-profit societies or charities > Community groups/organizations > Organizations that are non-partisan in nature > Be non-profit Groups should not: > be the recipient of any other financial or other type of assistance from Council > be a Provincial or Federal government funded initiative. 	
Criteria:	form and a covering letter outlining support, enhance or provide improv members or promote the Thorsby co	orariums aques ad must consist of a <u>completed application</u> g the purpose of the request, how it will ed quality of life or safety for community	
	the budget year 3. Be submitted a minimum of twenty	eight (28) days before the event to which	

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	they apply.	
	4. Be considered outside the twenty eight (28) day time period only in exceptional	
	circumstances.	
	5. Not be accepted for assistance for individuals or groups to attend or participate	
	in conferences or events outside of the Thorsby.	
	Construction of the second	
	Support levels:	
	a) Events that target audiences of 50 or less , will be eligible to request a grant of	
	up to \$200.00	
	b) Events that target audiences of 51 or more will be eligible to request a grant of	
	up to \$500.00	
	c) Applications for donation items for silent auctions will be considered (max.	
	monetary value up to \$75.00) provided that the event which the silent auction is to be held, meets the criteria to be considered as a community initiative and has	
	not been awarded any Community Grant funding.	
	Other matters:	
	i. If an event is cancelled, authorization for funding shall be automatically voided	
	without the need of a motion of Council and any funds issued, or silent auction	
	item provided, shall be returned to the municipality and may be reallocated in	
	support of other community initiatives.	
	ii. Funds should be utilized for <i>eligible expenses</i> only	
	iii. Organizations shall be limited to one successful grant application, and one	
	successful silent auction item request for a second separate event per calendar	
	year.	
	iv. Groups/organizations must acknowledge Thorsby's contribution in all publicity	
	relating to the events or activity which the application supports.	
	v. Council may at its absolute discretion consider requests for amounts greater	
	than the prescribed maximum or reject any applications that it may feel	
	appropriate to do so.	
	vi. Funding will only be provided if sufficient budgeted funds remain in the in the	
	financial year under consideration	
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Procedure:	1. Completed applications and cover letters should be submitted to Thorsby Town	
	Manager at the Municipal Office, 4917 Hankin Street, Thorsby or mailed for the	
	attention of the Town Manager, Box 297, Thorsby, AB T0C2P0	
	2. The Town Manager shall review applications received and ensure they meet the	
	outlined eligibility criteria of the Community Grants Policy and that sufficient	
	funds remain in the fiscal year under consideration	
	3. If the application does not meet the eligibility criteria or insufficient funds remain	
	available, the Town Manager shall inform the group/organization or individual in	
	writing , stating the reasons for ineligibility or of the funding shortfall.	
	4. The Town Manager shall submit to Council: a Request for Decision (RFD),	
	supported by a copy of the application form and cover letter for their	
	consideration at an upcoming Regular Meeting of Council.	
	5. Council shall exercise its absolute discretion whether to support or reject the	
	application and recommendations of the Town Manager	
	6. Supported applications shall be approved by motion of Council (approvals)	
	7. Following approval by Council, the Town Manager shall authorize payment by	
	cheque of the designated funds to the individual/group/organization within	

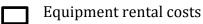
8.	prescribed timelines If applications should be rejected by motion of Council, the Town Manager shall notify the unsuccessful applicant/s in writing stating the reason for rejection by Council
9.	Any unallocated funds remaining at the end of the fiscal year under consideration, may by motion of Council be allocated to reserve funds as considered appropriate by Council.

Community Grant Application

1.	Application/Organization:				
	Name of Group/organization:please print)				
	Mailing address:				
	Contact Person:				
	Phone Number:				
	E-mail address:				
	Type of group: 🔲 Registered Non-profit society or charity				
	Non-profit community group/organization				
	Date of event:				
	Location of event:				
	No. of persons expected to attend event				
2.	Community Initiative: Check the box/boxes that best represents the community initiative/s the application supports an which should have an expected high level of community acceptance:				
	Enhances quality of life of Thorsby residents				
	Enhances safety of Thorsby residents				
	Promotes the community of Thorsby				
3.	Support Level requested:				
	Event for up to 50 persons (excluding organizers/volunteers) up to \$200				
	Event for more than 50 persons (excluding organizers/volunteers) up to \$500				
	Actual grant amount requested:				
	Donation item for silent auction				

4. Type of eligible expenses to which funding will be applied: Please select all that apply

Facility rental costs





Guest Speaker/honorarium

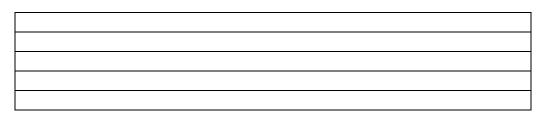
Printing/advertising Trophies/Medal/Plaques Other (please provide details)

5. Principal objectives of your organization:

6. Previous funding received from Thorsby:

Year	Amount Recd.	Event

7. How will our organization acknowledge the grant funding?



8. CHECK LIST : PLEASE ATTACH:

- > a copy of the budget of the event
- list of other sponsors
- > Cover letter explaining purpose of the event, and what it will bring to the village, goals and objectives of the organization
- > Any other information that you may wish Council to consider

Feedback report to Council after the event would be appreciated. E.G # of attendees, successes and funds raised/goals achieved