



COUNCIL POLICY

NAME: Community Assistance Grant	POLICY NUMBER: CMS-C-01
DEPARTMENT: Corporate & Community Services	ATTACHMENTS 1) Community Assistance Grant Application
DATE APPROVED: May 1 2023	REVISION DATE:
SUPERSEDES: C-02-18	

1) POLICY STATEMENT

- 1.1 The Town of Drumheller Council supports local groups through the Community Assistance Grant providing Cash and/or In-Kind work.

2) PURPOSE

- 2.1 The purpose of this policy is to support the delivery of community programs, projects, and events for groups that take place in the Drumheller Valley that promote active, safe, sustainable communities and improve the quality of life for residents.

3) DEFINITIONS

- 3.1 In this Policy;

- a) "in-kind": means goods and/or services provided by the Town not involving cash.
- b) "cash": means legal tender that can be used to exchange goods or services.
- c) "groups": Local community groups, non-profits, and societies in Drumheller.

4) SCOPE & RESPONSIBILITIES

- 4.1 The scope of the policy is to define the approval authority limits, eligibility criteria, and the process guidelines.

- a) Council allocates funds to the community assistance grant program through the annual budget process.

- b) Approval limits:

- (1) Manager of Recreation, Arts, and Culture – Cash requests up to \$3500.
- (2) Director of Infrastructure Services – In-Kind requests up to \$10,000.
- (3) Chief Administrative Officer (or designate) – Cash requests \$3501 to \$5000.
- (4) Council – Will approve cash and in-kind requests over these amounts.

- c) Eligibility:

- (1) Must be a local group.
- (2) Applications must demonstrate that the programs, project, or event is open for the use and enjoyment of users and the community.
- (3) The program, project or event must take place in the Drumheller Valley.
- (4) The program, project or event will occur within twelve months of approval.

- (5) The program, project, or event will provide an active, safe, and sustainable community that will improve or amplify the quality of life in Drumheller.
- (6) Groups will only be eligible for one application per year.

d) Not eligible:


- (1) Individuals, businesses, or other government entities.
- (2) Private functions
- (3) Operational expenses related to wages, utilities, taxes, or general day-to-day functions.

e) Process:

- (1) Applications and fillable forms are available on the Town of Drumheller website (www.drumheller.ca) or by contacting the Corporate and Community Services Administrative Assistant at 403 823 1324.
- (2) Applications are considered on an ongoing basis throughout the year and approvals are subject to available funds.
- (3) Completed applications including budget are to be submitted to the Corporate and Community Services Administrative Assistant and will be reviewed by the Manager of Recreation, Arts, and Culture.
- (4) For cash requests under \$5001 or in-kind requests under \$10,001; applications must be received to allow for turnaround time of up to 30 calendar days.
- (5) For cash requests over \$5001 or in-kind requests over \$10,001; applications must be received to allow for turnaround time of up to 45 calendar days and may require presentation to Council.
- (6) Applicants will be notified of the decision by email and letter.

5) REVIEW PERIOD AND TRANSITIONAL

- 5.1 In consultation with Council, this Policy will be reviewed and revised as needed.
- 5.2 This Policy will come into effect after a resolution from Council and supersedes Policy C-02-18.


MAYOR


CHIEF ADMINISTRATIVE OFFICER

REVISIONS

COMMUNITY ASSISTANCE GRANT

GENERAL INFORMATION:

1) APPLICATIONS

- (1) Applications and fillable form are also available on the Town of Drumheller website (www.drumheller.ca).
- (2) Applications are considered on an ongoing basis throughout the year and approvals are subject to available funds.

2) DETERMINE YOUR GROUP'S ELIGIBILITY.

a) Eligibility:

- (1) Must be a local group.
- (2) Applications must demonstrate that the programs, project, or event is open for the use and enjoyment of users and the community.
- (3) The program, project or event must take place in the Drumheller Valley.
- (4) The program, project or event will occur within one year of approval.
- (5) The program, project, or event will provide an active, safe, and sustainable community that will improve or amplify the quality of life in Drumheller.
- (6) Groups will only be eligible for one application per year.

b) Not eligible:

- (1) Individuals, businesses, or other government entities.
- (2) Private functions
- (3) Operational expenses related to wages, utilities, taxes, or general day-to-day functions.

3) TIMELINES

- a) Cash requests under \$5001 or in-kind requests under \$10,001; applications must be in to allow for turnaround time of up to 30 calendar days from the program, project, or event.
- b) Cash requests over \$5001 or in-kind requests over \$10,001; applications must be in to allow for turnaround time of up to 45 calendar days from the program, project, or event and may require presentation to Council.

Completed applications are to be submitted to:

Town of Drumheller
224 Centre Street, Drumheller, AB T0J 0Y4
Attention: Community Assistance Program
Email: communityservices@drumheller.ca

Questions about the form, please contact 403-823-1324



COMMUNITY ASSISTANCE GRANT - APPLICATION

ORGANIZATIONAL INFORMATION

Organization Name: _____

Mailing Address: _____

City / Town: _____ Province: _____ Postal Code: _____

Contact Name: _____ Title: _____

Phone Number: _____ Alternate Phone Number: _____

Email Address: _____

Registered Society or Charity Number (if Applicable): _____

Have you applied for this funding in this calendar year? Yes No

Are you requesting Cash support _____ In-kind support _____

Cash Amount or In-Kind Service Requested: _____

Event Date: _____ Not Applicable

Location: _____

PURPOSE AND NEED

Please provide a description of the program, project, or event. (e.g., What is it about? What specifically will the funding/support be used for? Anticipated attendance?)

Describe the benefits of the program, project, or event to the community. (e.g., How does it promote active, safe, sustainable communities and improve the quality of life in the Drumheller Valley?)



How will the Town of Drumheller be recognized for their support? (e.g., posters, signs, announcements, social media, etc.)

Please attach the detailed budget for your grant request. (Detail revenues sources, other grants, sales etc. and all expenses for this request)

Describe what may happen if you do not receive the grant funding or support, or if you receive less than the requested amount. (e.g., It will still proceed, it will not proceed, it will need to be modified or postponed, is a safety risk, etc.)

OBLIGATIONS UPON RECEIVING GRANT

Groups may only spend grant funds on the items identified in the application. Recipients may be required to account for funds spent by means of a final budget and/or receipts. Recognition of the Town of Drumheller for their support is required. Failure to provide requested information, may affect future grant application consideration.



DECLARATION STATEMENT

We undersigned representative(s) certify that this application is completed and actuate. Application must be signed by two members of the Society or Group who have signing authority.

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

Name: _____ **Title:** _____

Signature: _____ **Date:** _____

APPLICATION CHECKLIST

- Provided organizational and contact information.
- Defined request – cash amount or in-kind service.
- Detailed description of program, project, or event.
- Detailed budget provided.
- Read and understood obligations upon receiving grant requirements.
- Application is signed by members of group who have signing authority.

Completed applications are to be submitted to:
Town of Drumheller
224 Centre Street, Drumheller, AB T0J 0Y4
Attention: Community Assistance Program
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Questions about the form, please contact 403-823-1324

FOR OFFICE USE ONLY

Date application received: _____

Approved: _____ Not Approved: _____

Reason if not approved: _____

Date of approval letter: _____