

Approval Date:	February 10, 2025	Policy Number:	P-12-49-D
Motion:	25-02-041		
Supersedes:	P-12-49-C		
Title:	Grants to Organizations Policy		

Purpose

The Town of Peace River recognizes the valuable contributions made by community organizations and volunteer groups to improve the well-being of the community and quality of life for residents. In recognition of these contributions, the Town is committed to helping such organizations through its municipal grant program. Funding is provided each year through the Town’s operating budget to support qualifying organizations through an established application process.

Policy

1. The Town of Peace River has established a Grants to Organizations Policy that offers grants to not-for-profit community groups, teams, and organizations of Peace River for community development, sport, and recreation purposes.
2. Peace River benefits from not-for-profit community groups, teams, organizations, and associations that provide a service to the community, or host community events of significance. These activities have a positive impact on community development, sport, and arts and cultural programs and activities.
3. The grant program is a strategic tool for capacity building, supporting innovation, and addressing community needs which are in line with Council’s vision for the Town of Peace River. This Policy provides an equitable, efficient, transparent, and sustainable framework for allocation of Council’s grants to not-for-profit community groups, teams, organizations, and associations.
4. This Policy applies to all town departments, boards and commissions, and other organizations falling within the reporting entity of the Town, except for the Community Services Board, which shall continue to provide grants to groups through its own budget line and outside of this policy.

Definitions

5. “Capital” means a significant piece of equipment or infrastructure.
6. “Regular Operating Expenses” means the regular costs to operate the organization, such as staffing expenses, utility expenses, lease costs.

Budget

7. The budget for Grants to Organizations shall be set during the annual budgeting process.

Funding Categories

8. Funding will be made available under the following categories:
 - 8.1. Community Development: The application should assist with hosting a significant local, regional, provincial, national, or international event within or near the Town of Peace River. Support may be given to significant key events that have a major role in facilitating community life and well-being.
 - 8.1.1. Organizations or events that promote economic development activities or initiatives will be considered more favourably.
 - 8.1.2. Special projects by organizations that have a favourable benefit to the Town may also be considered which can include Capital projects that are related to the hosting of an event.
 - 8.2. Recreation/Sport Development: The application should enhance development of initiatives that support healthy living through strategies, programs, and activities. The initiatives may assist with participation in events of local, provincial, national, or international significance. Preference will be given to the development of local events.
 - 8.2.1. Requests can include Capital projects that relate to the development or implementation of local events.

Eligibility

9. Consideration of applications will be given only if the applicants meet the following criteria:
 - 9.1. The applicant is a not-for-profit community group, team, organization, or association.
 - 9.2. The applicant has demonstrated the significant value and benefits that the project will have to the community by developed partnerships and volunteer opportunities.
 - 9.3. Applicants applying for grants must be in good standing with the Town of Peace River.
 - 9.4. Applicants will have completed previous, required final reports before new applications are considered.
 - 9.5. Applicants having an outstanding balance with the Town of Peace River are not eligible for a Council grant.
 - 9.6. Joint applications are acceptable and encouraged, however responsibility for the finances and accountability must be clearly defined.

Applications

10. Application Process

- 10.1. It is recommended that applicants read all documents in this package prior to completing and submitting an application.
- 10.2. Applications must be submitted by the deadline date. Incomplete applications will not be reviewed past the deadline and may be deferred to the next granting deadline if event has not occurred.
- 10.3. Applications are accepted three times per year: March 15, June 15, and September 15.
- 10.4. Council may request additional documentation or information to assist in the evaluation of any application.

11. Financial

- 11.1. Funding is typically awarded within thirty (30) days of the grant deadlines.
- 11.2. Funding is subject to the total amount of funds approved by Council in the annual budget. Council has the right to refuse any application or reduce requested amounts. The approved annual budget for the grant program will be allocated equally over each intake period. Any unspent funds from each grant allocation will be available in the next intake period.
- 11.3. Requests for in kind support provided by the Town of Peace River is considered part of the total funding applied and must be identified on the application.
- 11.4. Council grants must be used for the specific project applied for.
- 11.5. If the project does not proceed, the applicant must return the grant funds.
- 11.6. The grant is not intended to support Regular Operating Expenses of the applicant.
- 11.7. Retroactive funding for projects that have been completed will not be considered in the following circumstances:
 - The budget for the Grant Program is fully expended.
 - The organization is requesting funds to offset a deficit or debt from their project.
 - The project or event occurred in a previous calendar year.
- 11.8. Applicants assume the financial risk of the project as there is no guarantee the project will be funded.
- 11.9. 30% of the annual Grants to Organizations budget may be allocated to Capital requests, with a maximum of \$5,000 available per application. If this allocation is not utilized for Capital requests, the funds will be reallocated for general grant applications.

11.10. Capital Requests

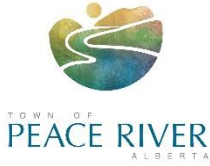
- 11.10.1. Requests for Capital projects, require that the project must be completed within the calendar year that the application is made. (expenditure must be made within the year)
- 11.10.2. If the project is not completed, a request must be made to extend the funding for no more than one (1) year from date of funding approval.
- 11.10.3. The Council grant is not intended to build an organization's reserve, therefore if the project does not proceed the funds must be returned.

12. Other Requirements

- 12.1. Successful applicants are required to acknowledge the Town of Peace River in promotional material.
- 12.2. Applicants must contact the Town's Communication Coordinator prior to using the Town's logo to ensure compliance with our corporate identity.
- 12.3. A follow up report, including an accounting of expenditures and copies of any advertisements/publication of the event showing the Town of Peace River's sponsorship, shall be completed using the template provided (Part E of the application) and submitted to town staff within sixty (60) days of the completed project or event.
- 12.4. Applicants that do not submit the required follow up report as indicated in section 12.3 must return the full grant allotment within thirty (30) days of the final report deadline and will not be eligible to apply for future grants until all requirements have been met.

Elaine Manzer, Mayor

Barbara Miller, CPA, CGA, CLGM
Chief Administrative Officer



Grants to Organizations Application Form

Submission Deadlines

Deadline for the grant intake dates: by March 15, June 15, and September 15.

Submit completed applications to: Town of Peace River, Corporate Services Department
 Box 6600, 9911 – 100 Street
 Peace River, AB T8S 1S4
 phone: (780) 624-2574 fax: (780) 624-4664
 email: info@peacriver.ca

For assistance with completing your application, please contact the Community Services department at (780) 624-1000.

Your organization’s grant application and supporting documentation will be made publicly available on the Council meeting agenda where Council reviews and awards applications. Only your personal information (e.g. signature, personal mailing address or phone number) will be redacted.

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected under Section 33(c) of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the FOIP Coordinator at the address noted above.

Late or incomplete applications will NOT be accepted.

NAME OF ORGANIZATION:		
EVENT/PROJECT NAME:		
AMOUNT REQUESTED: \$		
FOR OFFICE USE ONLY		
Date received	Time	Received by
Reviewed by		

Council Strategic Plan Goals: application must identify which goal applies to your project (please check all that apply)

- Foster a safe community.
- Building a socially connected community.

- Building a physically connected community.
- Expand relationships with local Indigenous Partners
- Grow investment in Peace River.
- Enhance a downtown that people want to visit.
- Ensure that everyone who wants to can find a home in Peace River.
- Reduce the Town's impact on the environment.
- Ensure that the Town of Peace River remains a sustainable and vibrant municipality.

Please explain how your project will achieve the goal identified above.

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Part A • Applicant Information

Name of Organization	
Name of President/Chair	
Mailing Address of Organization	
Phone No	Email

Is your organization a registered not-for-profit or charity: <input type="checkbox"/> Yes <input type="checkbox"/> No	
Alberta Registry No	Date of Incorporation

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

Goals

Please describe what you would like to achieve overall with this event/project. If more space is required, attach documentation to this application.

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Financial Sustainability

If applicable, please explain how your organization plans to be sustainable after funding.

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Marketing of your project/event

What publication and media tools will you be using to promote the event/project?

- Brochures Posters/Flyers Information Booklets Social Media
- Local Newspapers Website Radio Other

The Town of Peace River logo is to be clearly displayed on marketing materials meeting corporate identity standards. A logo will be provided, once grant approval has been confirmed. For logo information contact the Communication Coordinator at (780) 624-2574.

Final approval of logo on marketing material must be received from the Town before printing.

Community Impact

Please describe how your program/event significantly impacts the ratepayers of the community.

Community Partnerships

Please list community partnerships for this program/event, and their role.

Note: The Town does not waive rental, licensing, permitting, or other application fees.

Grant Checklist: application must include (please check boxes)

- A completed and signed original application form (Parts A, B, and C).
- A completed proposed budget showing all income sources and expenses.
- Additional materials to support your application have been submitted (if any).
- Application meets the criteria of the Policy.
- Organization's Financial Statements from current year.
- Listing of current board members.

Please initial your agreement to the terms of the Council Grants to Organizations.

- ___ I understand that the application and supporting documentation will be part of the public information provided to Council and only my personal information such as mailing address, phone number, email address, and signature will be removed. I understand that any such information relating to the organization will not be removed.
- ___ I understand that the applicant must complete the Final Report within sixty days of the project/event.
- ___ I understand that if funding is awarded and the project does not proceed, the organization must return the funds to the Town of Peace River.

Declaration

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

Applicant Signature (Chairperson)

Date

Part D • Evaluation Criteria, Scoring and Ratios

This section to be completed by staff.

	Evaluation Criteria	Scoring	Score
1. Council Strategic Goals	Vital – fundamental to Council’s goals or key result areas	High • 3	
	Notable – solid fit within Council’s Strategic Goals	Medium • 2	
	Non-Critical – some relevance to Council goal’s but not strategic	Low • 1	
2. Public Need	Community at Large – general need, broad-based	High • 3	
	Multiple Interests – some need, a number of areas/communities	Medium • 2	
	Vested Interest – special interest group(s), localized	Low • 1	
3. Public Benefit	Public Interest – all residents/communities may derive benefit	High • 5	
	Mixed Interest – some residents/communities derive benefit	Medium • 3	
	Private Interest – specific residents/communities benefit	Low • 1	
4. Human Development & Inclusion – Volunteer & Participant	High – equality of access and opportunity (demographic, geographic)	High • 5	
	Moderate – range of demographic groups and/or development potential	Medium • 3	
	Low – limited opportunity, access, or development potential	Low • 1	
5. Quality of Life	Livable Community – important to livable/sustainable community	High • 3	
	Community Image – enhances image or public perception	Medium • 2	
	Community Pride – instills pride, sense of community	Low • 1	
6. Funding – Actual or Attempted	High – applicant has secured or demonstrated attempt to secure other funding	High • 5	
	Some – some success securing or demonstrated attempt to secure other funding	Medium • 3	
	Low – limited success securing or demonstrated attempt to secure other funding	Low • 1	
7. Financial Dependence	High – applicant is dependant on town funding on an ongoing basis (2+ yrs) , or has reserve balance(s) deemed adequate to internally fund request	High • 1	
	Moderate – request is dependent on town funding, at a low percent of expenses	Medium • 3	
	Low – new or intermittent request	Low • 5	
8. Promotional	High – Town receives significant promotional or other benefit of event	High • 4	
	Moderate – Town receives some promotional or other benefit of event	Medium • 2	
	None – Town receives no promotional benefit of event	None • 0	
9. Accountability (“Track Record”)	Yes (or New Org.) – annual report and/or financial statements of prior year rec’d	Yes • 3	
	No – no annual report and/or financial statements received	No • 0	
10. Economic Benefit	High – economic benefit, direct impact to the community as a local event	High • 5	
	Moderate – economic benefit to the community is limited	Medium • 3	
	Low – very little economic benefit to the community	Low • 1	

Total Score:

Financial Summary

INCOME (please list for your organization)	PROPOSED*	ACTUAL
Grant Revenues:		
Sponsors:		
Donations:		
Contributions from other governments (municipal, provincial, federal):		
In-kind contribution from town:		
Subtotal:		
COUNCIL GRANT REQUEST:		
Total Income:		

* Proposed amounts MUST match the figures shown on your original grant application.

EXPENSES (please list for your organization)	PROPOSED*	ACTUAL
Total Expenses:		

* Proposed amounts MUST match the figures shown on your original grant application.