



Rural Municipality of Woodlands

GRANT PROGRAM POLICY-001

Resolution No. 2016/251

Purpose

The Rural Municipality of Woodlands Grant Program provides financial support to projects that enhance its communities and the quality of life of residents. Each year the Rural Municipality of Woodlands (RM) receives more grant requests than it can fund, thus the objective of this program is to treat all organizations fairly and share available resources throughout the Municipality.

All funding decisions are made based on local needs and priorities within the limitations of Council's approved budget, strategic goals and objectives.

Grant Application Categories

Community Enhancement Grants (Schedule A) are for organizations who are requesting UNDER \$5000 to assist with execution of a one-time special event or project. Preference will be given to activities of a cultural nature, that are community enriching, or that are for public enjoyment. Requests for \$500 or less only require the budget portion of the application to be filled out. Requests between \$500 and \$5000 must be accompanied by a copy of your organization's most current financial report and other sources of revenue.

Major Projects Grants (Schedule B) are for community organizations requesting funding of \$5000 or more to offset costs related to infrastructure development, beautification, environmental sustainability and other major activities.

Note: If your organization has a member appointed by the RM (i.e. representation by a councillor, staff member or other), your organization must have a financial audit completed at your expense. This is only required if you are both requesting \$5000 or more AND have RM representation.

Operations & Annual Support Grants (Schedule C) are for community organizations requesting support for such things as donations to annual charitable events, or assistance with other operational expenses. Requests for \$500 or less only require the budget portion of the application to be filled out. Requests between \$500 and \$5000 must be accompanied by a copy of your organization's most current financial report and other sources of revenue.

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Criteria

To be eligible for grants from the RM, all of the following conditions must be met:

- i. Applicants must be non-profit organizations.
- ii. Funding requests must be made via *one* of the three official application forms by January 15th of each year, using the one which *best reflects* your organization's needs.
- iii. In special circumstances the Council has the discretion to consider a grant application at any time.
- iv. Organizations must have been in existence at least one year, have an organizational plan, and operate on a firm financial basis with complete and accurate financial records. Organizations must complete an annual budget and may issue an annual financial report that is available to the public.
- v. Organizations must be governed by a duly constituted volunteer board of directors that assumes accountability to the community and meets at least annually. Citizen board members must serve without remuneration.
- vi. Funding requests over \$500 **must** outline a complete budget and an annual financial statement, including cash in bank accounts. Annual budgets must include any revenue sources from other organizations or levels of government.
- vii. Grants will not be available to organizations that exist primarily to support political purposes.
- viii. Funding will not be provided for accumulated deficits or funding shortfalls. Financial assistance consideration is based only on budget revenues and expenditures in the year for which the assistance is requested.

Definitions

Event An event occurring in the RM that is held for the fun and enjoyment of residents and visitors. Events may focus on a specific target audience but must also have appeal to the public at large.

Non-profit/Community Service An organization, whether or not incorporated, whose entire resources are devoted to education, health, culture, charity, or any other non-profit purpose and provides a service that directly benefits the residents of the RM. The members, contributors and other resource providers do not receive any financial return directly from the organization.

Major Project To purchase/preserve/restore buildings, grounds or equipment that will beautify the community or enhance the quality of life in the RM through environmental stewardship, recreation, arts, culture, heritage, tourism, or social programs.

Level of Assistance and Allocation Process

Council will review grant applications and a list of applicants will be recommend for inclusion in the annual budgetting process. All applicants will be notified on or before May 15th if their application has been successful and will be included in the Municipal Budget.

Grants may be approved in a lesser amount than that requested, or approval may be given for only a specific portion of the amount requested.

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Evaluation of Grant Requests

Criteria used to evaluate the merits of grant requests may include:

- i. Need / Practicality
- ii. Organization's ability to effectively use funds for community benefit
- iii. Organization's operating cost(s)
- iv. Available financial contribution by organization
- v. Grant requests made by other organizations for purposes similar in nature
- vi. Availability of municipal funds

Payment of Grants

Payment of approved grants under \$500 (or for for grant requests where a project has already been completed), will be made upon approval of the Municipal Financial Plan. **When a grant of over \$500 has been approved, payment is made only when commencement or completion confirmation is received.**

In the case of advanced funding for major projects, organizations must provide detailed reason for receiveing funding prior to the project's commencement. Organizations must clearly indicate what impact *not* receiveing advanced funding will have on the project's success.

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