

**THE RURAL MUNICIPALITY OF PINEY**

**“Events Policy”**

\*\*\*\*\*

**Subject:** Events

**Effective Date:** November 11, 2015

**Replaces Policy:** May 12, 2015

**Resolution No.:** 706                      **Resolution Date:** November 10, 2015

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**A. DEFINITION :**

**Eligible Organizations:** An eligible organization must have a charter, mission statement, elected board of directors and independent funds. The organization must have long standing merit with the greater interest of the community at large in mind. They must be open for all residents of the RM and provide broad benefit.

**B. PURPOSE:**

This policy provides for the framework necessary to establish an Events Grant within the Rural Municipality of Piney. The purpose of the Events Grant is to provide funds for special community events that provide vibrant and diverse community experiences for residents and visitors as well as have some meaning or distinction.

**C. EXPECTATIONS:**

The expectation of this policy is to provide funding for community events within the Rural Municipality of Piney. The Policy and funds associated with the implementation of this policy include program delivery. Results of this policy will be meaningful community events such as festivals, community celebrations and organized sports that are open to all ratepayers of the RM with free entry.

## **D. POLICY:**

### **Funding**

The Rural Municipality of Piney will provide funding to the organizations that are approved for a grant under this Policy. The Council will determine how the funds will be dispersed. Funds cannot be expended on prizes, raffles, donations, etc. The funds must provide a benefit that is free for the public's enjoyment.

### **Eligible Projects**

Eligible projects may include, but not be limited to the following:

- Community Celebrations
- Festivals
- Canada Day Celebrations
- Organized sports

### **Submission Forms**

The Submission Form attached hereto as Schedule "A" must be used by all Organizations when applying for a grant under the Events Policy.

### **Program Deadlines**

1. Submission of Projects: must be completed by January 10 of the current year.
2. Council Approval: Council to provide a decision by January 31 of the approved projects for the current year.
3. By December 31 of the current year, all funds allocated for the current year must be expended on the projects proposed, in the manner proposed. Supporting material is to be provided by the organization to the RM of Piney. If a Community Organization fails to provide the necessary supporting documentation to the Municipality, they will not be eligible for future funding.

#### **Supporting Documents required:**

- Receipts for all expenditures
- Photos
- Estimated number in attendance

**E. EVENT POLICY CHART**



Events Policy  
Submission Form

Application Year: \_\_\_\_\_

Event Title: \_\_\_\_\_

Meaning or Distinction: \_\_\_\_\_

Name of Applicant: \_\_\_\_\_

Applicant Address: \_\_\_\_\_

\_\_\_\_\_

Contact Name: \_\_\_\_\_

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

Event Details

Event Location: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Total Event Cost: \_\_\_\_\_

Please explain what the R.M. Grant funds will be used for:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## Budget

### Revenue

RM Grant Request: \_\_\_\_\_

Other Government Grants Secured: \_\_\_\_\_

Supporting Cash Contribution: \_\_\_\_\_

**Total Project Revenue:** \_\_\_\_\_

### Expense Detail:

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**Total Project Value** \_\_\_\_\_