

THE RURAL MUNICIPALITY OF PINEY

“Community Grants Policy”

Subject: Community Grants

Effective Date: November 1st, 2024

**Replaces Policy: Recreation Commission Policy of November 10, 2015
Large Grant Policy of May 12, 2015
Cultural and Community Identity Policy of May 12, 2015
Events Policy of November 10, 2015**

Resolution No.: 231 Resolution Date: September 24, 2024

A. DEFINITIONS:

Eligible Organizations: An eligible organization must have a charter or mission statement or constitution and elected board of directors and independent funds. The RM may request supporting documentation. The organization must have long standing merit with the greater interest of the community at large in mind. Organizations must be open for all residents of the RM and provide broad benefit. All eligible organizations must have a plan for solvency and disposal of community funded assets whereby the assets remain in the RM.

Ineligible Organizations: An ineligible organization is one that is not open to the public and does not have the greater interest of the community at large in mind. Any organizations that are RM owned are viewed as ineligible organizations.

Eligible Projects: An eligible project must satisfy and comply with the definition of recreation contained herein. The completed projects must serve a broad segment of the community’s population and must be open to all residents of the municipality.

Cash Contributions: Cash contributions are a percentage of cash supplied by the eligible organization to be contributed towards the initial grant project.

B. PURPOSE AND EXPECTATION OF EACH GRANT:

Recreation Commission Grant

The purpose of the Recreation Commission is recreation & event coordination, recreation infrastructure development and promotion. The Recreation Commission is community driven, focusing on the needs of the residents of the municipality and the future needs of the next generation of residents. The Policy and funds associated with the implementation of this policy are 100% recreational based to benefit recreational activities. Results of this policy will be meaningful recreational facilities and services that have a broad benefit to all ratepayers of the RM, available to all ratepayers of the RM and for all age ranges, from young to old.

Three Recreation Districts have been developed for the Rural Municipality of Piney. Each Recreation District is to have an appointed Community Recreation Committee comprised of a minimum of 5 voting members. The Community Committee is to hold a minimum of 2 meetings per year; the meetings are open to the public. Minutes of each meeting are to be recorded, posted locally and provided to the Recreation Commission and RM.

The Community Committee will prepare a yearly local project list by January 15th of the year the grants are being requested for. The Recreation Commission will determine the required details to be presented by the Community Committees and oversee submitting the project list along with each grant submission using the Schedule “A” application attached to this policy.

Yearly, the Community Committee will prepare and review a 4 year capital plan for presentation to the Recreation Commission. The 4 year plan is intended as a planning tool and allows the Recreation Commission to determine future needs within the three recreation districts.

All Community Committee accounts are to have two signing officers and any withdrawal will require two signatures. Accounts will be administered in a manner that provides supporting documentation for all expenditures. Accounts should be managed to General Accepted Accounting Principles.

Roles and responsibilities of the various parties involved in the Recreation Commission Grant are as follows:

1. Rural Municipality of Piney:
 - Budget funds
 - Initiates policy review, revision and implementation
 - Makes final decisions regarding project grant funding
2. Recreation Commission:
 - Recommends to Council changes to policy
 - Reviews projects as to eligibility according to policy (prior to Community Committee prioritization)

3. Community Committee:

- Recommend policy change
- Prioritize and recommend for funding
- Gather from communities and submit to RM, 4 year capital plans

4. Community Organizations:

- Prepare project applications including all required information and present it to the Community Committee
- Deliver project and submit all required reports
- Prepare 4 year capital plan

Large Grant

The purpose of the Large Grant is to provide funds for larger capital projects. 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.

The expectations of this policy are for the coordination and development of recreational and/or cultural services and facilities within broad geographical and demographical areas within the Rural Municipality of Piney. The Policy and funds associated with the implementation of this policy are 100% capital improvement. Results of this policy will be to create meaningful recreational and/or cultural services and facilities that have a broad benefit to all ratepayers of the RM, available to all ratepayers of the RM and for all age ranges, from young to old.

Cultural and Community Identity Grant

The purpose of the Cultural and Community Identity Grant is to provide funds for museums other cultural, historical, or community identity projects. The Policy and funds associated with the implementation of this policy are 100% capital improvement. Cultural and Community Identity Grants will be meaningful cultural and community identity capital improvements that have a broad benefit to all ratepayers to the RM, and are available to all ratepayers of the RM.

Eligible Cultural and Community Identity projects may include, but not be limited to the following:

- Christmas Lighting
- Art Centres
- Museums
- New Community culture sites
- Community signage/billboards that highlight community

Ineligible Cultural and Community Identity projects include, but not be limited to:

- Landscaping
- Maintenance and beautification of an organization

Events Grant

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. Events Grants will be meaningful community events such as festivals, community celebrations and organized sports that are free for the public's enjoyment. Funds cannot be expended on prizes, raffles, donations, etc. The Policy and funds associated with the implementation of this policy include program delivery.

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

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

C. POLICY GUIDELINES & SUBMISSION FORMS:

Community Grant Policy – Grant Submission Form:

1. The Community Grants Policy – Grant Submission Form attached hereto as Schedule “A” must be used by all eligible organizations when applying for a grant under this policy.
2. Each grant submission is to be filled out separately; applications with more than one grant listed on the form will not be accepted.
3. Budget for each application must include the RM grant request, any other government grants, and a minimum 10% supporting cash contribution of the grant funds being requested. All these amounts are to equal the total project revenue.
4. A copy of the eligible organization's last bank statement received may be requested at time of application. Bank statements provided to the RM will remain confidential and for office use only.
5. Once an approved grant is completed, each organization is to send to the RM office pictures of the completed project, along with all receipts of the project. Receipts must total or be greater than the total project revenue. The total of the receipts must exceed the grant funds provided by the RM, any other government funds received, and the 10% supporting cash contribution of the grant funds received.
6. No reallocation of funds will be given to any eligible organization. All funds received are to only be spent on the initial project accepted by council. Any funds left over must be spent on this initial project or the balance of grant funds must be returned to the RM office before the December 31st deadline.
7. If an organization fails to provide the necessary supporting documents for each completed project by the deadline, they will not be eligible for future funding until they have met the terms of the outstanding grant.

Community Grant Policy – Extension Request Form:

1. If a project cannot be completed by the December 31st deadline, a Community Grants Policy – Extension Request Form attached hereto as Schedule “B”, must be filled out and returned to the RM.
2. Separate Extension Request Forms must be filled out for each grant you are requesting an extension for and will then be presented to council for their decision, in order for an extension to be granted.
3. There will be a maximum of 1 extension request allowed per eligible grant, with a maximum extension deadline of six (6) months from the December 31st deadline.

D. POLICY & SUBMISSION FORM DEADLINES:

1. GRANT SUBMISSION FORMS DEADLINE: Must be submitted to the RM by January 15th of each year that grant is being requested for.
2. COUNCILS APPROVAL FOR GRANT: Council to provide a decision by February 28th of each year that grant is being approved for.
3. DISBURSEMENT OF FUNDS: Funds for each accepted grant will be disbursed to each eligible organization by June 30th of the year the grant is for. No funds will be disbursed until all prior projects have been completed and all necessary supporting documents have been received.
4. PROJECT COMPLETION: By December 31st of the year the grant was received; proof of completion must be provided to the RM for each approved grant.
5. EXTENSION REQUESTS DEADLINE: Must be submitted to the RM by December 31st of the year the grant was received.
6. EXTENSION REQUESTS: Must not exceed 6 months passed December 31st (no later than June 30th of the following year). Under extreme extenuating circumstances, council will be willing to view requests for a secondary extension, with the decision of council to be based on the evidence provided.

Building Permits

When the construction of structures or renovations to existing structures triggers the need for a Building Permit, a building permit must be obtained. No fees will be charged to eligible organizations, but all Building Permit applications must be filled out and accepted by the RM office and the building inspector. Failure to obtain a Building Permit will result in the suspension of future funding.

Community Grants Policy - Grant Submission Form

Grant Application for:

- Recreation Commission Grant
- Large Grant
- Cultural and Community Identity Grant
- Events Grant

(Submission Forms must be filled out separately for more than one grant application)

Grant Year: _____ Project Title: _____

Name of Applicant: _____

Applicant Address: _____

Contact Name: _____

Phone Number: _____ Email: _____

Project Details

Project Location: _____

Project Start Date: _____ Date of Completion: _____

Have you applied for additional funding from other government agencies: ___ Yes ___ No

If No, why not: _____ If Yes, were you successful: ___ Yes ___ No

Total Project Cost: _____

Community Benefit: (additional information may be on separate form)

1) Provide a brief overview of the project, including its main objectives & expected outcomes.

2) Details of some of the anticipated results you hope to achieve.

3) Explain how the project will be sustained after the grant period ends.

Budget

RM Grant Request: _____

Other Government Grants (confirmed/unconfirmed): _____

Community Contribution (10% of grant funds requested): _____

Copy of Bank Statement Attached: Yes No *(To be filled out by RM office staff)*

Total Project Revenue: \$ _____

Expense Detail:

_____ :	_____
_____ :	_____
_____ :	_____
_____ :	_____
_____ :	_____
_____ :	_____
_____ :	_____
_____ :	_____
_____ :	_____
_____ :	_____

Total Project Value: _____

By signing below, I confirm that I have read the Community Grants Policy and agree to the terms of this policy as presented. I am aware that the deadline for all grant submissions is January 15th of the year the grant is being requested for.

Signature: _____

Date: _____

Community Grants Policy - Extension Request Form

The Grant the extension is being requested for:

- Recreation Commission Grant**
- Large Grant**
- Cultural and Community Identity Grant**
- Events Grant**

(Extension Forms must be filled out separately for multiple extension requests)

Year Grant was received: _____

Project Title: _____

Organization Name: _____

Contact Name: _____

Phone Number: _____ Email: _____

Extension Request: _____

(extension requests must not exceed June 30th of the following year)

Reason for Extension: _____

Signature: _____

Date: _____