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|---|---|----------------------------------|
| Parks & Recreation Department |  | Content Updated: |
| Type Municipal Grants to Community Groups | | Supersedes Policy: |
| Subtype | | |
| Policy No: | | Effective Date: February 24 2021 |
| Pages: 1 | | Approval: February 23 2021 |

1. PURPOSE

- a) The purpose of this policy is to:
 - a. provide guidelines for the review of funding requests from Not-for-Profit Organizations and Volunteer Groups to the Town for financial assistance for operating;
 - b. ensure that a system of accountability is implemented for Volunteer Groups and Not-for-Profit Organizations that receive financial assistance from the Town.

2. AUTHORITY

- a) The authority for this policy is by resolution of the Council of the Town of La Ronge.
- b) The Recreation Facility Operations Manager (RFOM) is responsible for the administration and evaluation of this policy.
- c) The RFOM is authorized to exercise appropriate managerial judgement to take such actions as may be necessary to achieve the purpose of this policy.

3. DEFINITIONS

- a) Whenever the singular masculine gender is used in this policy, the same shall include the feminine and neutral gender whenever context requires.
- b) In this policy, unless the context otherwise requires:
 - a. "Application" shall mean the formal application form, as identified in Appendix "A", developed by the Town, specific to the Grant program from which funds are being sought.
 - b. "CAO" shall mean Chief Administrative Officer for the Town of La Ronge or their designate.
 - c. "Community Group" shall mean a not-for-profit organization or a volunteer group.
 - d. "Council" shall mean the body of elected officials who govern the Town.

- e. "Grant" shall mean an award of financial or in-kind assistance by the Town to an eligible party.
- f. "Not-for-Profit Organizations" shall mean a registered society which exists for educational, athletic, recreational or charitable reasons and from which its shareholders, trustees or board members do not benefit financially.
- g. "RFOM" shall mean Recreation Facility Operations Manager that person responsible for community and recreation services for the Town.
- h. "Town" shall mean the Town of La Ronge.
- i. "Volunteer Group" shall mean a group of individuals with a shared interest who come together to further a mission.

4. POLICY

a) Eligibility

- a. Only Not-for-Profit Organizations and Volunteer Groups are eligible for financial assistance under this Policy.
- b. Not-for-Profit Organizations and Volunteer Group memberships and programs must be open to all residents of the Town. Services, programs and activities must be of benefit primarily to these residents.
- c. The following are not eligible for financial assistance under this policy:
 - i. Individual persons;
 - ii. Organizations that provide services or programs that are the responsibility of another level of government including, Health, Education, Libraries and Social Services;
 - iii. Organizations that are in arrears of payments with the Town;
 - iv. Organizations with political affiliations;
 - v. Projects that have already been started or completed.

b) Application Requirements

- a. The Not-for-Profit Organization or Volunteer Group shall provide:
 - i. A project budget detailing revenues and expenses associated with the project; and

- ii. A financial statement and/or current bank statements depicting the financial standing of the organization from the previous year-end and/or the most current bank statement.
- b. The Town prefers to be a “funder of last resort” and as such the applicant should demonstrate support from some other source(s) than municipal government funds (i.e., ticket sales, membership fees, provincial /federal funding, community donations). Unless otherwise indicated by Council, the granting of financial assistance in any year should not be regarded as a commitment by the Town to continue such assistance in future years.
- c. Applications will only be considered if the individual can provide the Town with written proof that the individual has the authority to act on behalf of the Not-for-Profit Organization or Volunteer Group.
- d. Each Not-for-Profit Organization and Volunteer Group may submit one (1): General Operating Application in the fiscal year. All programs, projects and undertakings should be consolidated in the request.
- e. A Not-for-Profit Organization or Volunteer Group receiving financial assistance from the Town should not act in the capacity of a funding body for or make Grants to any other organization or group.
- f. There will be two (2) application and distribution dates each year:
 - i. The first application deadline will be the first Wednesday of March.
 - ii. The second application deadline will be the first Wednesday of October.
- g. The Town shall respond to all applicants within forty (40) days of the Application deadlines.

c) Funding Considerations

- a. In general, financial assistance will be considered for the following types of activities:
 - i. To provide partial financial assistance for the implementation of special projects which occur on a nonrecurring basis.
 - ii. To consider subsidized use of facilities for a special purpose on a non-recurring basis.
 - iii. Council reserves the right to limit any funding allocation for in-kind services such as rental fee waivers.

- iv. Provision of “in-kind” services such as donation of Town owned equipment (e.g. bobcat, grader) or material (e.g. gravel).

d) Review Timeline Process

- a. Applications will be reviewed by the RFOM for completeness, accuracy, and compliance with this policy.
- b. The grant application is received and will be date stamped and identify who from the Town received the application.
- c. The RFOM will review all applications to confirm eligibility requirements are met and the application is complete. Applicants may be contacted to provide clarification or further detail on their budget or proposed program.
- d. Eligible applications will then be forwarded to Council for review and approval.
- e. Applicants will receive notification of the outcomes of their funding requests within 40 days after the application deadline.

e) Council Approval

- a. Council shall be the deciding authority for Applications to the Municipal Grants to Community Groups program.
- b. Due to limited funds and/or large volume of applications, not all requests meeting the established criteria will obtain funding.
- c. Applicants will be notified upon Council approving their application.
- d. Upon approval awarded applicants will receive 75% of the grant; upon completion of the follow up the remaining 25% will be awarded.

f) Municipal Recognition

- a. Not-for-Profit Organizations and Volunteer Groups receiving financial and/or in-kind Grants shall acknowledge the Town’s contribution through all printed material and other promotional means. The Town’s logo is available by contacting the Town Office.

g) Community Group Recognition & Follow Up

- a. Upon completion of the project and/or use of operating funds for which financial assistance was provided, Not-for-Profit Organizations and Volunteer Groups shall submit a Follow Up Form (see Appendix “B”) as well as a before and after photo or brief description of how the funds were used.

- b. Before and after photo's, brief descriptions of how funds were used and a cheque presentation with the Mayor and/or Council may be posted on the Town's website, social media, local newspaper, etc. to broadcast the invaluable contributions that Not-for-Profit Organizations and Volunteer Groups have made within the community.

BUDGET SUMMARY

Note: This budget summary will be the same used for the follow-up submission.

| REVENUE | Amount |
|---|---------------|
| Town of La Ronge Grant Program (Request Amount) | \$ |
| Participant Fees | \$ |
| Fundraising (Please list) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| Donations/Sponsorship (Please list) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| In-Kind Contributions (non-cash – please list) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| Other sources (Please list) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| TOTAL REVENUE | \$ |
| EXPENDITURES | |
| Travel/Accommodations | \$ |
| Facility Rental | \$ |
| Equipment Rental | \$ |
| Instructor Fees | \$ |
| Material/Supplies | \$ |
| Food/Nutrition | \$ |
| Other Direct Expenditures (Please list) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |
| 5. | \$ |
| 6. | \$ |
| 7. | \$ |
| 8. | \$ |
| TOTAL EXPENDITURES | \$ |

Please attached the following documents to your completed application:

- a) A copy of your most recent Income Statement and Balance Sheet
- b) A copy of your detailed budget for current year. (If your report shows a surplus, a statement of intended use of the surplus. If the report shows a deficit, a statement as to how the deficit will be eradicated.)
- c) A brief description of the proposed event, project or program.
- d) Any other information which would assist in the evaluation of your Grant request.

INFORMATION CERTIFICATION

I hereby certify that the information contained in this application is accurate and complete. Which include a completed application form and completed budget summary in detail.

Authorized Signature

Position

Print Name

Date

PLEASE SEND COMPLETED APPLICATION TO:

Town of La Ronge

Box 5680

La Ronge, SK. S0J 1L0

Email – recreation@laronge.ca

| | |
|--|--|
| Project Start Date: | |
| Project End Date: | |
| Where did the project take place? | |

What were the ages of the participants?

| | | | | | |
|-------------|--------------|--------------|--------------|--------------|------------|
| 0-10 | 11-20 | 21-30 | 31-40 | 41-50 | 50+ |
|-------------|--------------|--------------|--------------|--------------|------------|

How many people participated in your program?

| | | | | | |
|-------------|--------------|--------------|--------------|--------------|------------|
| 0-10 | 11-20 | 21-30 | 31-40 | 41-50 | 50+ |
|-------------|--------------|--------------|--------------|--------------|------------|

How did you publicly acknowledge the Town of La Ronge as a source of funding?

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Other comments/notes?

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|------------------------|-----------|
| Amount Granted: | \$ |
|------------------------|-----------|

FINAL PROJECT BUDGET SUMMARY

Note: You must show total expenses and revenue for the project. Revenue and expenses must be equal. Copies of the actual receipts or an audited financial statement must be included.

| REVENUE | Amount |
|--|---------------|
| Town of La Ronge Grant Program | \$ |
| Participant Fees | \$ |
| Fundraising (Please list) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| Donations/Sponsorship (Please list) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| In-Kind Contributions (non-cash – please list) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| Other sources (Please list) | |
| 1. | \$ |
| 2. | \$ |
| TOTAL REVENUE | \$ |
| | |
| EXPENDITURES | |
| Travel/Accommodations | \$ |
| Facility Rental | \$ |
| Equipment Rental | \$ |
| Instructor Fees | \$ |
| Material/Supplies | \$ |
| Food/Nutrition | \$ |
| Other Direct Expenditures (Please list) | |
| 1. | \$ |
| 2. | \$ |
| 3. | \$ |
| 4. | \$ |
| 5. | \$ |
| 6. | \$ |
| TOTAL EXPENDITURES | \$ |

Note: Any unused funding dollars must be returned to the Town of La Ronge.

INFORMATION CERTIFICATION

I hereby certify that the information contained in this application is accurate and complete. Which include a completed application form and completed budget summary in detail.



Authorized Signature

Position



Print Name

Date

PLEASE SEND COMPLETED FOLLOW UP TO:

Town of La Ronge

P.O. Box 5680

La Ronge, SK. S0J 1L0

Email - recreation@laronge.ca