



Box 338, 2101 20th Ave
Bowden, Alberta, T0M 0K0

Town of Bowden – Province of Alberta Policy Document (01 -2023) GRANTS & DONATIONS POLICY

1 INTRODUCTION

The Town of Bowden is committed to supporting sustainable activities that positively impact the local community.

Community grants and donations are available to projects or organizations which demonstrate and provide cultural, social, or economic benefit to the local community.

2 PURPOSE

The purpose of the Grants & Donation Policy is to:

- i. provide a framework that ensures financial assistance applications are assessed and awarded in a consistent and equitable manner and which positively support the social wellbeing of the Town of Bowden local community,
- ii. provide an accessible and documented process for persons seeking financial assistance from the Town,
- iii. provide the CAO and Council with clear direction for the consideration and approval of requests for financial assistance,
- iv. enhance Council's appreciation and understanding of community groups and their programs within the local community,
- v. maintain public trust and confidence in municipal government affairs and procedures.

This policy states the process and governing principles for how requests for financial assistance must be managed.

3 POLICY STATEMENT

The disbursement of monetary payments as donation, grants, or contributions as gifts in-kind does not form part of the Town's regular program of service delivery. Any disbursement must therefore receive prior Council approval and must align with Council's core values on supporting community programs or initiatives.

The Town reserves the right to exercise responsible financial stewardship and may request accountability and transparency from any person to which financial assistance is given.

The CAO will provide direction where necessary to ensure that all applications are correctly completed prior to submission to Council.

Recipient

Means the person, organization or group that has received (or is due to receive) financial assistance from the Town of Bowden.

Town

Means the municipal corporation of the Town of Bowden, its administrative staff, and designated officers.

Words (interpretation)

- i. “may” is to be construed as permissive and empowering,
- ii. “must” is to be construed as imperative,
- iii. “shall” is to be construed as the same as imperative,
- iv. “should” is to be construed as a recommended,
- v. “including but not limited to” means when listing a number of items, does not limit the bylaw term to only those words or those items listed.

6 GENERAL CRITERIA & CONDITIONS

6.1 Funding Conditions

6.1.1

Financial assistance (funding) for projects or programs must demonstrate or provide a positive contribution to the:

- i. welfare of the local community,
- ii. health, education, and training of people within the local community,
- iii. economic advancement of the local community,
- iv. cultural, heritage, social or environmental well-being of the local community.

6.1.2

Financial assistance (funding) will not be provided to projects or programs:

- i. considered to be within the private or commercial sector,
- ii. that receive funding from other agencies (eg: FCSS),
- iii. that are contrary to the policies or core values of the Municipality,
- iv. that do not provide a benefit to the local community.

6.1.3

Financial assistance (funding) will not be provided:

- i. for staffing costs (full or in part),
- ii. to individuals (requests for sponsorship),
- iii. to repay debts or loans,
- iv. for any party-political event (or to organizations with political affiliations),
- v. for ongoing projects,
- vi. to projects or events that have already taken place,
- vii. if the applicant has not followed the correct application process as set out in this policy.

6.1.4

Financial assistance provided by the Town for a program or event should not be the sole source of funding. Applicants must demonstrate a sound financial need for financial assistance.

6.1.5

The applicant is solely responsible for the operational fulfillment of any financially assisted program.

The Town accepts no liability for any financial losses incurred or liabilities that may arise from a supported project or program.

6.3.4

Applications for financial assistance will be reviewed in the first instance by the CAO.

Any incomplete applications will be returned to the applicant and an indication provided as to what further information is required.

6.3.5

All applications are subject to Council approval.

All applicants acknowledge and agree that the decision(s) made by Council for financial assistance are solely a matter for and are made at the discretion of Council.

6.3.6

Applications will not be approved if budgetary constraints prevent the ability for the Town to make a financial contribution.

6.3.7

Council may impose any conditions and / or restrictions as it deems fit or appropriate including setting of standards, timescales or how the financial assistance must be used.

6.3.8

A decision made by Council to approve, deny, or vary an application is final.

6.3.9

The CAO will notify applicants of their status within 60 days of the application deadline.

6.3.10

Applicants may only submit one application per calendar year.

6.4 Application Deadlines

6.4.1

The Town will review applications semi-annually.

6.4.2

The first application deadline is 30th April.

6.4.3

The second application deadline is 30th October.

6.4.4

Council may consider applications outside of the application deadlines if the applicant is able to demonstrate that the purpose for which they are seeking financial assistance was not foreseen at the time of the biannual application deadlines.

6.5 Recognition

6.5.1

The Town of Bowden requires successful applicants to provide recognition of the grant / donation funding in their event promotion and / or advertising including the use of the Town of Bowden branding where appropriate.

9 SUPPLEMENTARY INFORMATION

9.1

Questions or concerns relating to this policy should in the first instance be directed to the Chief Administrative Officer:

Tel: 403 224 3395 E-mail: cao@bowden.ca

9.2

All schedules form part of this policy.

Schedules attached to this policy:

Schedule A Town of Bowden Financial Assistance Application Form

9.3 Policy Specifics


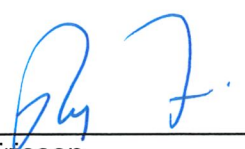
Policy Number	01 / 2023
Policy Title	Grants & Donations Policy
Policy Type	Council Policy
Supersedes / Revokes	Policy 11-04 (of June 2016)
Policy Passed	Regular Council Meeting of 09 January 2023
Council Resolution	7.a
Date Effective	Immediate upon signing by Mayor & CAO
Policy Review Date	As required / at least every Council term
Distribution:	Elected Officials / CAO / CFO

9.4 Policy Revision History

Date	Description of Change	Section	Approved by

9.5

Signed:

 <hr/> Robb Stuart Mayor	 <hr/> Rudy Friesen, Chief Administrative Officer
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TOWN OF BOWDEN FINANCIAL ASSISTANCE APPLICATION FORM

(CONFIDENTIAL)

Year 2023

This is an application for financial assistance by way of donation, grant or gift in-kind from the Town of Bowden. The eligibility and process for receiving financial assistance are defined in the Town of Bowden policy document titled, "Grants & Donation Policy 01-2023".

Application Checklist:

Please complete the form in its entirety – where not applicable annotate as: (n/a)

Return this form in the first instance to the Town Administration Office or scan and email to:

cao@bowden.ca

Your application must include all the following items for your organization:

- Current Year Budget
- Most recent audited financial statements
- List of Board Directors or Organizing Committee members
- Specific Project or Event Budget (projected revenues or costings).

This form should be submitted prior to 30th April or 30th October each calendar year.

The application will be reviewed for completeness by the CAO. The CAO and / or Town Council reserves the right to request further information or clarity on any matter or request proof on how the grant / donation funds will be spent.

General:

Legal Name of Organization	
Full Civic Address	
Registered Charity Number	<i>(if applicable)</i>
Registration Not for Profit <i>(date & registration number)</i>	<i>(if applicable)</i>
Type of Organization	
Fiscal Year	<i>(from / to)</i>

Funding:

(please indicate the amount of financial assistance requested)

\$

Primary Contact: *(for this application)*

Contact Name	
Contact Cell Number	
Email	

Organization: Board of Directors / Committee Members:

Position	Name	Address

Membership:

(please provide details of membership numbers)

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Organizational Purpose:

(please provide details of your organization's mission statement, core values, & goals)

Utilization: (how the funds be used)

(please check one box and provide further details in the description box below)

Capital Equipment Purchase <input type="checkbox"/>	Operational Costs <input type="checkbox"/>	One Time Event <input type="checkbox"/>	Other <input type="checkbox"/>
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Description:

(describe in detail how the funds will be used)

Funding: (other sources)

(please indicate if your organization received funding last year from other sources)

Source:	Amount \$	Source:	Amount \$
Source:	Amount \$	Source:	Amount \$

(how was the grant(s) used)

Other information:

(please provide any other relevant information in support of your application – attach separate sheets if necessary)

Authorization:

Name:		Phone (cell):	
Position:		Email:	
Declaration:	<i>I certify that the information provided within this application is factual and correct and that I have read, understood, and agree to be bound by the terms and conditions as set out in the Town of Bowden Grants & Donations Policy and other agreement or condition made by the Town in respect of this application.</i>	Signature:	

The information within this application is collected under Section 33 of the Freedom of Information and Protection of Privacy (FOIP) Act for the purpose of determining eligibility for a Financial Assistance Grant and is governed, authorized, and protected by that Act.

Section for completion by Town of Bowden

Date received: _____

Date reviewed (by CAO): _____

Application complete Y / N

If incomplete state, why:

Further Action (if required):

Date for submission to Council: _____