

	<h2>Council Policy</h2>
Policy Title:	Community Grants Policy
Policy Number:	CSD-001
Date in Effect:	March 7, 2017
Current as of:	March 1, 2022

POLICY STATEMENT

1. The Town of Canmore Community Grants Program is established to provide funding to Canmore-based not-for profit societies and community organizations. Funding will support local initiatives and local/regional events that promote a circular economy, a sense of belonging, community affordability, and Equity, Inclusion, and Diversity.

37-2018, 48-2022

PURPOSE

2. The Town of Canmore Community Grant Program provides up to 50 percent in funding to initiatives or events that promote a resilient and sustainable community for all Canmore residents.

37-2018, 48-2022

DEFINITIONS

3. Not-for-Profit Societies: (Nonprofit) A registered legal structure where all profit is reinvested into the organization to further their mission.
4. Community Organizations: A group of individuals with a shared interest who come together to further a mission. (Community organizations are not a society, non-profit, or for-profit organization).

48-2022

5. *Section 3.3 Repealed 48-2022*

6. Community Event Organization: A regional and/or local event that draws regional and/or provincial audiences and participants; and has limited international participation and media coverage.

48-2022

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- 7. Major Events: Events that draw international participants/audiences; significantly increasing local tourism; significantly impacts municipal operations; and anticipates international/national media coverage.
48-2022

- 8. Circular Economy: An Initiative or Event that incorporates waste-limiting activities such as (but not limited to): sharing, renting, reusing, repairing, refurbishing, remanufacturing, repurposing, and/or recycling.
48-2022

- 9. Equity, Diversity, and Inclusion: An Initiative or Event that promotes fair and respectful treatment of all people, a demographic mix of community, and the creation of an environment where everyone feels welcome, respected, and are able to fully participate.
48-2022

ELIGIBILITY

- 10. Community Organizations and Not-For-Profits events and societies that promote a circular economy, a sense of belong, community affordability, and equity, inclusion, and diversity.
48-2022

- 11. Organizations must demonstrate good financial standing.
48-2022

- 12. *Section 4.2 repealed 48-2022*

- 13. *Section 4.3 repealed 48-2022*

- 14. *Section 4.4 repealed 37-2018*

- 15. Applications may not be considered eligible if:
 - a) the application does not adhere to all relevant Town of Canmore policies,
 - b) the application is incomplete,
 - c) application documentation is submitted after the posted deadline,
 - d) the Organization is a for-profit business and/or event,
 - e) the Community Organization includes three or fewer committee members (or project volunteers).
 - f) the event is considered a Major event, or

Policy approved by:

- g) the applicant has not met the responsibilities of a previously provided grant.

37-2018, 48-2022

- 16. Eligible applications will be reviewed and ranked by the Community Grant Selection Committee based on their ability to demonstrate fit with the purpose of the grant and eligibility criteria. Applicants that demonstrate fit with all eligibility criteria will be given a higher score and allocated a larger proportion of the Community Grant Budget.

48-2022

RESPONSIBILITIES

- 17. Upon accepting funding from the Town of Canmore and signing a Letter of Agreement, awarded grant applicants must:

- a) spend the funding within the calendar year, unless an extension is officially granted (see Procedure); and
- b) submit a final report to the Town of Canmore no more than 30 days after the calendar year that the grant was awarded. Final report will include:
 - i) description of grant allocation,
 - ii) statement of impact, and
 - iii) picture describing initiative/event that can be publicly shared.

48-2022

- 18. The total funding amount must be returned to the Town if:

- a) funding has not been spent within approved granted timeline, or
- b) the applicant does not meet the requirements of section 17(b).

- 19. Administration is responsible for the overall management of the grant program including:

- a) advertising grant competition details,
- b) overseeing the Community Grant Selection Committee,
- c) administering the application process,
- d) using discretion to approve applications to extend the term of an awarded grant,
- e) reporting awarded projects and the process used for allocating grant dollars to Council,
- f) reporting the final reported project outcomes to Council, and

Policy approved by:

g) reporting unused project funds to Council.

20. The Community Grant Selection Committee is responsible for:

- a) selecting community grant applications that fit the purpose of the grant,
- b) ranking all selected community grant applications in accordance with the criteria set out in this policy, and
- c) determining the proportion of the council approved budget that will be awarded to each successful applicant.

37-2018

21. Council is responsible for:

- a) establishing a budget for Community Grants,
- b) approving a Community Grants Policy,
- c) approving the Community Grants Selection Committee (CGSC) Bylaw,
- d) appointing members to the Community Grants Selection Committee, and
- e) allocating unused project funds that they wish directed somewhere other than reserves.

POLICY REVIEW

22. This policy will be reviewed by Council on or before March 31, 2026.

48-2022

RELATED DOCUMENTS

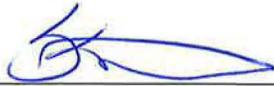
- 23. Community Grant Procedure
- 24. Community Grant Selection Committee Bylaw
- 25. Current Town of Canmore Strategic Plan

ATTACHMENTS

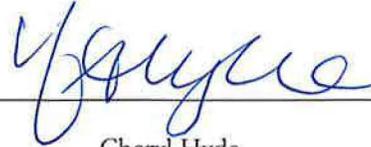
None

REPEALS POLICY: Community Grant Policy 348 -2012

Policy approved by: am se

AUTHORIZATION:


Sean Krausert
Mayor



Cheryl Hyde
Municipal Clerk

REVISION HISTORY

Action	Date	Council Motion	Notes
Approved	2017-03-07	79-2017	Repealed policy 348-2012
Amended	2018-03-06	37-2018	Refined to better reflect the purpose of the program.
Amended	2022-03-01	48-2022	Amended section numbering, amended eligibility criteria and removed second annual competition.

Policy approved by: CT SK