



Council Policy #C52

MUNICIPAL GRANT FUNDING PROGRAM

Approved by Council Resolution #24/01/15

1. PURPOSE:

The purpose of this policy is to establish the City of Beaumont's Municipal Grant Funding Program and to provide Council, Administration, and the public with a framework by which municipal grants will be applied for, reviewed, and awarded.

The policy:

- Ensures an equitable, fair, and transparent framework is in place for the consideration of municipal grant applications and disbursement of public funds.
- Increases the effectiveness of grant program funding, by better linking the grant program to municipal and departmental strategic objectives.
- Reduces the risk inherent in grants by standardizing the applicant disclosure requirements and setting parameters for receiving grants from multiple grant funds.

2. POLICY STATEMENT:

The City provides grants that support individuals, ad hoc groups, collectives, and non-profit organizations, whose efforts and mandates align with City's strategic objectives. Further, the delivery of the Municipal Grant Funding Program is based on sound and defensible administrative and risk management practices reflected in processes that are timely, consistent, equitable, and transparent for all grant applicants.

The City recognizes and values the contributions that community non-profit organizations and their volunteers make to the community. Moreover, in addition to the direct services they provide, non-profit organizations generate recreational and leisure activity, develop leadership, and empower citizens to build strong and caring communities.

While efforts and contributions of community groups and non-profits are significant, Beaumont's taxpayers cannot fund every worthwhile project. As such, organizations are encouraged to create long-term funding sustainability plans suitable to their mandates and initiatives.

The City may provide financial assistance (in-cash or in-kind) for projects, programs, and/or services that enhance quality of life and contribute the long-term development of the community, in the following areas:

- Arts
- Culture
- Heritage

- Leisure/Recreation/Sport
- Environment
- Social services and wellbeing
- Community spirit

This policy outlines broad eligibility criteria, identifies the types of grants and funding streams that may be available and the general terms for each funding type.

A review of this policy will occur every three (3) years or upon such earlier date as may be requested by Council.

3. DEFINITIONS:

The following definitions and interpretations apply in this policy:

- Ad hoc group or collective – means an unincorporated group of individuals (two or more individuals); ad hoc groups are formed for a one-time project, while collectives have ongoing activity.
- Applicant – means the individual, group, or organization submitting a request for funding.
- Arts/The Arts – includes (but is not limited to) music, dance, drama, folk art, creative writing, painting, sculpture, photography, graphic and craft arts, industrial design, costume and fashion design, television, film, radio, and sound recording. Additionally, this relates to the presentation, performance, execution, and exhibition of such major art forms.
- City – means the municipal corporation of the City of Beaumont.
- Collective – see 'Ad hoc group or collective'.
- Community spirit – means the feeling of belonging to the community of Beaumont.
- Council – means the elected governing body of the City.
- Culture – means the expression and celebration of the values and aspirations of a community or communities. It includes activities that characterize a community, its people, and shape its unique sense of place.
- Developmental stage – means the first five (5) year of a not-for-profit organization's incorporation or where a significant mandate change has occurred causing similar vulnerabilities.
- Expression of Interest – means the stage one (1) application form for applications to the Operating and Major Grants funding stream.
- Fiscal year – means the 12-month period used by an organization as an accounting period. For example, the City of Beaumont's fiscal year runs from January 1 to December 31.

- Good standing – means having filed all necessary documentation to maintain active standing under a registered organization’s regulatory body, and/or not being in arrears with previous grant reporting or monies owed to the City of Beaumont.
- Heritage – means features belonging to the culture of a particular society, such as traditions, customs, languages, land, or physical and material objects, which come from the past and continue to be important.
- In-kind – means materials or services donated to an individual, group, organization, or project. The value of the materials or services can be estimated in financial terms. Donated goods and services may be considered as in-kind contributions if they are essential to a project’s success, if they would otherwise have to be purchased by the recipient, if they can be measured at fair market value (i.e., in relation to similar goods and services), and if they are balanced by an equal expense in the project budget.
- Non-profit – see registered non-profit.
- Operating expenses – means costs related to operating a facility, to maintaining day-to-day work (basic organizational and administrative costs), to delivering regular ongoing activities and programming, and to delivering recurring established community events or festivals.
- Registered non-profit organization – means an association organized and operated exclusively for social welfare, civic improvement, pleasure, recreation, or any other purpose except profit, and is registered under relevant provincial or federal legislation.
- Social services – means activities and services that promote human welfare, safety, equity, opportunity, and the well-being of residents of Beaumont, which build stronger communities and strengthen personal or community life.

4. SCOPE/APPLICATION

This policy shall apply to all applications for funding within the Municipal Grant Funding Program. Grants included in the Municipal Grant Funding Program:

- Operating and Major Project Grants
- Arts Grants
- Community Grants
- Micro Grants

Grants not included in the Municipal Grant Funding Program:

- Family and Community Support Services Grants

5. PROCESS

5.1. Terms and Conditions – All Funding Streams

5.1.1. Funding availability

- On an annual basis, Council shall identify amounts to be allocated for grants as part of the budgeting process.

- Approval of a grant in one year is not an automatic ongoing source of annual funding. Funding is subject to available funds and as approved by Council.
- Eligibility does not guarantee funding. Not all applicants meeting the grant requirements will necessarily receive a grant or the full amount requested.
- Criteria and requirements specific to each funding stream within the Municipal Grant Funding Program will be provided annually to the public in detailed guidelines. Criteria will vary based on the funding stream and on the amount of the grant being requested.
- Applicants may not receive funding from more than one City of Beaumont grant program or funding stream for the same purpose. Applicants may apply for and receive multiple grants in the same year so long as the requests are for separate and distinct purposes.
- The maximum combined total amount awarded to any organization under this policy shall not exceed \$100,000 per year.
- The maximum combined total amount awarded to any ad hoc group or collective under this policy shall not exceed \$60,000 per year.
- The maximum combined total amount awarded to any single individual under this policy shall not exceed \$10,000 per year.
- In certain cases, the City may make municipal contributions contingent on other levels of government support or partnerships.

5.1.2. Eligibility and ineligibility

- The following entities and purposes are ineligible for municipal grant funding:
 - For-profit organizations.
 - Debt retirement, deficit reduction, or endowments.
 - Retroactive grant funding.
 - Fundraising where the surplus is awarded to a beneficiary other than the applicant.
 - Other levels of government.
 - Activities advancing specific political, moral, or religious points of view.
 - Organizations or activities inconsistent with the City's values or goals.
- The following organizations are eligible to apply under all funding streams:
 - Community non-profit organizations who are registered and are in good standing under one of the following Acts:
 - Provincial legislation
 - Agriculture Societies Act
 - Part 21 of the Business Corporations Act – Extra-Provincial Corporations
 - Cemeteries Act or Cemetery Companies Act
 - Companies Act, Part 9 (Non-profit Companies)
 - Libraries Act
 - Societies of Alberta Act
 - Special Act of the Alberta Legislature
 - Federal legislation
 - Special Act of the Parliament of Canada
 - Canada Not-for-Profit Corporations Act and must be registered in Alberta under the Business Corporations Act

- Income Tax Act of Canada and operating in the province of Alberta (Charities)
 - First Nations and Metis settlements
 - Foundation established and regulated under Alberta's Regional Health Authorities Act
 - Universities, colleges and institutes as defined under Alberta's Post-Secondary Learning Act
- Individuals who are residents of Beaumont, Alberta, and who meet the additional criteria below, are eligible to apply for individual project funding under the Arts Grants funding stream and the Micro Grants funding stream:
 - Are 16 years of age or older at the time of the application deadline.
 - Are legally entitled to be or remain in Canada.
 - Are legally entitled to work in Canada.
 - Have their primary residence in Beaumont, Alberta.
 - Ordinarily live in Beaumont, Alberta for at least six months of each year with the exception of attending a formal program of study.
- Ad hoc groups and collectives who meet the criteria below are eligible to apply for funding under the Arts Grants funding stream and the Micro Grants funding stream:
 - At least one member of the group or collective must meet the policy criteria listed for individuals.
 - The primary applicant meets the policy criteria as listed for individuals.

5.1.3. Funding Priorities and Assessment of Applications

- The City may identify funding priorities or areas of focus and adjust selection criteria and funding allocations as community needs evolve and opportunities emerge.
- For all funding streams, applications will be reviewed, and eligible applications will be assessed under the following considerations:
 - Demonstrated alignment with the grant criteria.
 - Demonstrated alignment with City of Beaumont directional plans (Council Strategic Plan and/or any other relevant Master Plans).
 - Demonstrated merit (e.g., identified need, identified impact, clear and reasonable goals and anticipated outcomes).
 - Demonstrated viability (e.g., work plan with appropriate activities and timelines, budget showing appropriate expenses and revenues, appropriate level of risk, ability to provide the necessary resources to complete the initiative).
 - Combined total grant funding requested and/or received in the current year and recent years; with the above considerations all being equal, priority may be given to new applicants or those having received less funding within the last three fiscal years.
- Applications that are incomplete or not submitted by the due date will not be considered.
- To complete the eligibility review and to complete the assessment, application forms shall be designed to capture sufficient information about the applicant and the request for funding. Additional information may be requested after the initial application.

- An applicant that is not in good standing at the time of the review of the grant applications shall not normally be considered.
- Applicants will be notified in writing of the decisions regarding their grant request within a reasonable time. All decisions are final; there is no appeal process.

5.1.4. Funding Conditions

- Grant funds must be expended as specified in the application. Proposed changes must be approved in writing in advance, with reasons for the changes provided to the City's satisfaction.
- Funding may be revoked for failure to comply with the terms and conditions stipulated including, but not limited to:
 - a misappropriation of funds,
 - failure to report when requested, or
 - misrepresentation by the receiving applicant.
- The City, or the City's authorized representative, may examine a funding recipient's financial and other records to ensure that funding is being used or was used for its intended purpose.
- Applicants are required to secure and maintain appropriate insurance coverage in relation to the proposed activity and indemnify the City from claims related to such activities. Proof of insurance may be requested by the City.
- Applicants receiving grant funding from the City shall publicly recognize support from the City of Beaumont in all forms of communications related to the initiative and include a current City logo (provided) where appropriate.
- Applicants receiving grant funding from the City shall submit the required financial accounting and reporting, as per the specific grant stream guidelines.

5.2. Terms and Conditions – Operating and Major Project Grants

The objective of the Operating and Major Project Grants funding stream is to provide to those registered non-profit organizations that have been in existence for more than three (3) years as of the deadline date for filing the grant application and that have demonstrated sound operations and fiscal responsibility, support for the following:

- Operating Grants support:
 - Basic organizational and administrative costs, including salaries of full-time and part-time staff, communications, and the direct expenses of day-to-day work.
 - Facility operating expenses of an organization that operate their own building, including heating, electricity, water, outdoor maintenance, and rental/lease costs.
 - Costs incurred by an organization to deliver regular ongoing activities and programming including office and program supplies.
 - Costs incurred by an organization to deliver a recurring established community event or festival.
 - Up to 100% of eligible expenses to a maximum amount of \$50,000 per year.
- Major Project Grants support:
 - A significant one-time project with a request for funding of over \$10,000.

- Up to 100% of eligible expenses to a maximum amount of \$50,000 per year.
- Applicants may request one (1) operating grant and one (1) major project grant together on the same application form per year, to a total maximum amount of \$100,000 per year.
- Funding, when awarded, may be awarded as a single-year or multi-year commitment; multi-year commitments are ordinarily for no more than three (3) years. Monies approved are for the next fiscal year(s).

5.3. Terms and Conditions – Arts Grants

The objective of the Arts Grants funding stream is to provide support to community non-profit organizations, individual artists, ad hoc groups of artists, and artist collectives, for initiatives that have as their primary focus the support for, the promotion of, and/or the advancement of the arts for Beaumont. This includes:

- One-time and recurring arts events and festivals.
- One-time and recurring arts programming and initiatives.
- Operating expenses of arts organizations (administrative and facility operating expenses).
- Artistic projects and initiatives lead by individual artists, ad hoc groups of artists, and/or artist collectives.
- Up to 100% of eligible expenses to a maximum amount of \$20,000 for initiatives delivered by organizations, ad hoc groups of artists, or artist collectives, and up to 100% of eligible expenses to a maximum of \$10,000 for projects and initiatives lead by individual artists.
- Organizations, ad hoc groups of artists, and artist collectives may apply for a maximum of three (3) Arts Grants per year, to a total maximum amount of \$60,000. Ad hoc groups of artists and artist collectives require an individual principal artist to accept funding. Individual artists may apply for a maximum of two (2) Arts Grants per year, to a total maximum of \$10,000 per year. Individuals may have only one active grant at a time under the Municipal Grant Funding Program.
- Funding, when awarded, is awarded as a one-time commitment. Monies are approved in the current fiscal year.

5.4. Terms and Conditions – Community Grants

The objective of the Community Grants funding stream is to provide support to not-for-profit organizations for the following:

- One-time, and/or recurring community events and festivals.
- One-time, and/or recurring community projects and initiatives within the areas of:
 - Sports and athletics
 - Recreation and leisure
 - Culture and multiculturalism
 - Heritage
 - Environment
 - Social services and wellbeing
 - Increasing community connections

- Building the capacity of the volunteer organizations within Beaumont
- Operating expenses of organizations in their developmental stage.
- Up to 100% of eligible expenses to a maximum amount of \$10,000.
- Applicants may apply for a maximum of two (2) Community Grants per year, to a total maximum amount of \$20,000.
- Funding, when awarded, is awarded as a one-time commitment. Monies are approved in the current fiscal year.

5.5. Terms and Conditions – Micro Grants

The objective of the Micro Grants funding stream is to provide support to residents (individuals, ad hoc groups, and/or collectives) and not-for-profit organizations within Beaumont for the following:

- Small-scale grass-roots initiatives which bolster community spirit, contribute to an enhanced quality of life, and sense of belonging to the community. This includes, but is not limited to, neighbourhood or community gatherings, activities, and initiatives.
- Up to 100% of eligible expenses to a maximum amount of \$1,000.
- Applicants may apply for a maximum of three (3) Micro Grants per year, to a total maximum amount of \$3,000.
- Applicants may have only one active grant at a time under the Micro Grants stream.
- Funding, when awarded, is awarded as a one-time commitment. Monies are approved in the current fiscal year.

5.6. Process – Municipal Grant Program Budget

The following year's draft operating budget will include the total amount of funding that was awarded and/or allocated through the Municipal Grant Funding Program (across all grant funding streams) in the current year's operating budget. Changes (increases or decreases) to the total amount of funding allocated to the Program, and/or changes to how the total amount of funding is distributed across the grant funding streams that make up the Program, will be made as part of the annual operating budget process.

Requests for annual or multi-year funding from the Operating and Major Project Grants stream for the following year(s) are accepted in the current year. Eligible requests will be assessed by Council. Final decisions are made as part of the annual operating budget process; monies approved are for the next fiscal year(s).

The remaining total amount of funding then allocated across the three (3) remaining grant funding streams (specifically the Arts Grants, the Community Grants, and the Micro Grants funding streams) for the following year will be determined as part of the annual operating budget process; funds allocated to these streams are for the next fiscal year.

5.7. Process – Operating and Major Project Grants

5.7.1. Application Process

This grant stream has one intake per year with applications completed in two stages.

- Stage 1 is the submission of an Expression of Interest (EOI)
 - Applicants whose EOIs meet eligibility requirements will be invited to submit a full application.
- Stage 2 is the submission of remaining required information to complete the full application.

5.7.2. Assessment and Approvals

Eligible applications will be compiled by Administration and circulated to Council for evaluation. Final decisions are made as part of the annual operating budget process; monies approved are for the next fiscal year(s). There is no appeal process.

5.7.3. Fund disbursement schedule

Funding will normally be payable to those applicants with final approval on the following schedule:

- For grants of \$25,000 or less funding is provided as one lump-sum payment.
- Grants for more than \$25,000 receive an initial payment of 75% of the total, followed by the remaining 25%, contingent on the acceptance of the year-end or updated documentation as specified.
- Funding to groups participating in a multi-year agreement will follow this same payment schedule for each year of the agreement.

5.8.Process – Arts Grants

5.8.1. Application Process

- Application deadline(s) will be set annually.

5.8.2. Assessment and Approvals

Eligible applications will be compiled by Administration and circulated to the Arts Advisory Committee for evaluation. Recommendations will be presented to Council for final approval. Final decisions are made through an approved motion of Council; monies approved are for the current fiscal year. There is no appeal process.

5.8.3. Fund disbursement schedule

Funding will normally be payable to applicants with final approval on the following schedule:

- For non-profits:
 - For all grant amounts, an initial payment of 75% of the total, followed by the remaining 25%, contingent on the acceptance of final reporting as required.
- For ad hoc groups of artists and artist collectives:
 - For all grant amounts, an initial payment of 50% of the total, followed by the remaining 50%, contingent on the acceptance of final reporting as required.
- For individual artists:
 - For all grant amounts, an initial payment of 0% of the total, followed by the remaining 100%, contingent on the acceptance of final reporting as required.

5.9.Process – Community Grants

5.9.1. Application Process

- Application deadline(s) will be set annually.

5.9.2. Assessment and Approvals

Eligible applications will be compiled by Administration and circulated to the Grant Funding Advisory Committee for evaluation. Recommendations will be presented to Council for final approval. Final decisions are made through an approved motion of Council; monies approved are for the current fiscal year(s). There is no appeal process.

5.9.3. Fund disbursement schedule

Funding will normally be payable to applicants with final approval on the following schedule:

- For all grant amounts, an initial payment of 75% of the total, followed by the remaining 25%, contingent on the acceptance of final reporting as required.

5.10. Process – Micro Grants

5.10.1. Application Process

- Application deadline(s) will be set annually.

5.10.2. Assessment and Approvals

Administration will review and award all grant applications for the Micro Grants stream; monies approved are for the current fiscal year. There is no appeal process.

5.10.3. Fund disbursement schedule

Funding will normally be payable to all applicants with final approval on the following schedule:

- For all grant amounts, an initial payment of 0% of the total, followed by the remaining 100%, contingent on the acceptance of final reporting as required.

6. AUTHORITY/RESPONSIBILITY TO IMPLEMENT

Beaumont City Council is responsible for:

- Approving this policy and any amendments thereto and allocating funding through the annual budget process for successful implementation of this policy.
- Ensuring funding allocation decisions reflect the best interests of the community of Beaumont and align with City Council priorities and vision.
- Reviewing and awarding applications to the Operating and Major Project Grant stream.
- Establishing an Arts Advisory Committee or other appropriate body to review all grant applications to the Arts Grant stream and to make recommendations to Council for final approval.
- Establishing a Grant Funding Advisory Committee or other appropriate body to review all grant application to the Community Grant stream and to make recommendations to Council for final approval.

- Authorizing Administration to review and award all grant applications to the Micro Grants stream.

The Director of Recreation, or designate, is responsible for:

- Monitoring, evaluating, and ensuring the effective administration of this policy.

Administration is responsible for:

- Creating and making available applications guides, application forms, and reporting forms for each funding stream of the Municipal Grant Funding Program containing the following information:
 - Funding program description
 - Eligible and ineligible applicants
 - Eligible and ineligible expenditures
 - Application, assessment, and fund disbursement processes
 - Reporting requirements
 - Deadlines
 - Other applicable conditions and requirements
- Assisting not-for-profit organizations, individuals, and groups of individuals (ad hoc groups or collectives), with accessing and applying for the opportunities provided by this policy.
- Providing information to Council.
- Acting as a liaison between applicants and Council.

The Arts Advisory Committee is responsible for:

- Reviewing Arts Grant applications in accordance with the Municipal Grant Program Policy and with the Committee's mandate as set out in Bylaw 1039-23 and making recommendations to Council regarding the applications reviewed.

The Grant Funding Advisory Committee is responsible for:

- Reviewing Community Grant applications in accordance with the Municipal Grant Program Policy and with the Committee's mandate as set out in Bylaw 1037-23 and making recommendations to Council regarding the applications reviewed.

Applicants are responsible for:

- Accurately completing the application form, submitting by the deadline, providing any supplementary information as required, and completing reporting requirements.
- Being aware of and securing any additional or related approvals or permits from the City of Beaumont, Alberta Health Services, and/or any other government agency, as required to successfully carry out the initiative described in the grant application.
- Consulting with a fiscal advisor regarding income tax implications of accepting a grant.

Policy Record

Adopted by Council: January 23, 2024

Council Resolution: # 24/01/15

Cross Reference: *Bylaw 1037-23 Grant Funding Advisory Committee, Bylaw 1039-23 Arts Advisory Committee, Replaced Council Policy #C15.1 Community Grant Program*

Administrative Responsibility: Recreation

Next Review Date: 01/2026