

COMMUNITY
INVESTMENT PROGRAM

Sustaining Grant



REGIONAL MUNICIPALITY
OF WOOD BUFFALO

SUSTAINING GRANT

PROGRAM DESCRIPTION

The Sustaining Grant subsidizes registered non-profit organizations that operate and maintain municipally-owned recreation facilities and/or provide strategic services that contribute toward the goals identified by the Municipality through the Regional Municipality of Wood Buffalo 2018 – 2021 Strategic Plan.

ELIGIBILITY GUIDELINES

The organization requesting a Sustaining Grant must be registered as a non-profit organization and be in one of the following categories:

1. Facility Operators: Operate and maintain a municipally owned asset, with terms and conditions of such operations and maintenance defined in an operating/ lease agreement; or
2. Strategic Partnerships: Deliver programs and services in the Municipality, where the purpose and outcomes align with Regional Municipality of Wood Buffalo 2018-2021 Strategic Plan, and meet one of the following criteria:
 - Collection, preservation, and display of regional heritage and culture in a museum setting;
 - Act as a collective voice for: development of the arts community; progression of interests of the social profit sector; advancement of the cultural diversity; and promotion of the economic diversification of the Municipality; or
 - Where an organization provides a strategic service that is of benefit to the entire region, as set out in a Service Delivery Agreement.

The organization requesting a Sustaining Grant must not:

- have more than one year's worth of unrestricted operating reserve cash;
- have outstanding reports, financial statements, or uncommitted grant proceeds for any previous grants received from the Municipality's Community Investment Program.

APPLICATION PROCESS

The organizations that meet the Sustaining Grant eligibility criteria will be part of the annual Municipal operating budget process. Applicants must submit their Application Form, operational plans and related budgets for the subsequent fiscal period before September 23 in the current year (due to operational requirements within the Community Investment Branch, this date is subject to change; any changes will be communicated before September 23). Administration shall review the documents to ensure continued eligibility under the Sustaining Grant and make recommendations to Council regarding the annual allocation of funding.

Applicants are required to present their operating plan and budget to Council annually. Allocations shall be approved by Council during the annual Municipal budget deliberations.

REPORTING REQUIREMENTS

To ensure accountability, the Municipality requires semi-annual and year-end reporting, including financial statements from the funded group or organization. The reports must demonstrate how the community group or non-profit organization has met the Sustaining Grant program objectives and identify any operational challenges and successes. The grant recipient must provide examples of how the Municipal grant was recognized in official communications, and evaluate the outcomes as outlined in the grant agreement between the recipient and the Municipality. Specific financial reporting requirements will be determined by grant thresholds.

Reporting Thresholds:

- < \$100,000 – Summary of revenue and expenditures
- \$100,000 - \$499,999 – Review Engagement Financial Statements
- >\$500,000 – Audited Financial Statements

Reporting Due Dates:

- Six-Month Report – on or before July 31 of the Term
- Final Report – on or before April 30 of the year following the end of the Term
- Financial Statements – 120 days following the fiscal year end of the organization

Failure to comply with these reporting requirements may affect future funding.

KEY DATES AND TIMELINES

- Submission deadline – September 23, 2019
- Grant distribution – within 30 days of receipt of signed grant agreements, no earlier than January 2, 2020

GENERAL CONDITIONS

Information contained in the submitted application shall be part of the public Council agenda and accessible through all methods that the Council agenda is available.

A condition of accepting funding is that the Municipality has the authority to examine recipients' records at any time to ensure funds are being used in the manner originally agreed upon. Any funds not used as described in the agreement may have to be returned.

Council reserves the right to allocate Community Investment Program grants in such a manner as deemed to be in the best interest of the Municipality (Community Investment Program Policy FIN-220, Section 2.1.2).

GENERAL CONTACT INFORMATION

Community Investment Program
Community Services
Regional Municipality of Wood Buffalo
9909 Franklin Avenue
Fort McMurray, AB T9H 2K4
CIP@rmwb.ca

For more information, please visit the Community Investment Program website at rmwb.ca/CIP.

DEFINITIONS

Administrative Expenses – The expenses that an organization incurs not directly tied to the specific program, project or event being applied for. These expenses are related to the organization as a whole as opposed to an individual program, project or event. Salaries of senior executives and costs of general services such as accounting, insurance, rent, and utilities are examples of administrative expenses.

Applicant – Any group, club, individual, or organization incorporated as a non-profit society registered under the Societies Act, or registered charity.

Call for Applications – A public notice announcing that grant funding is available, and allows groups, clubs, individuals or organizations to present applications on how the funding could be used within the set guidelines.

Council – Mayor and Councillors of the Regional Municipality of Wood Buffalo.

Certificate of Insurance – For details on the level of insurance required, please contact CIP.

Grant – Transfer of monies from the Municipality to an applicant, group or organization for a project that meets the specific grant program requirements.

Grant Programs – Funding programs created to directly administer grants to applicants under specific guidelines (i.e., Community Impact Grant, Games Legacy Fund, Community Plan on Homelessness Funding).

Municipality – The Regional Municipality of Wood Buffalo.

Municipal Boundary – The geographic area of the Municipality and shall include any lands comprising of First Nation Reserve or Metis settlement located within the Municipality's external boundaries.

Societies Act – A society may be incorporated under this Act to promote any benevolent, philanthropic, patriotic, religious, charitable, artistic, literary, educational, social, professional, recreational, sporting or any other useful object, but not for the purpose of carrying on any trade or business.

Recipient – Successful grant applicant who receives funding from the Municipality.

Term – The effective date and duration of the agreement.

Unrestricted Operating Reserve Cash – Accumulated surplus that the board has not set aside for a particular purpose, as reflected on the organization's financial statements and/or board meeting minutes.