

**COMMUNITY
INVESTMENT** PROGRAM

Community Impact **Grant**



REGIONAL MUNICIPALITY
OF **WOOD BUFFALO**

COMMUNITY IMPACT GRANT

PROGRAM DESCRIPTION

The Community Impact Grant provides funding to registered non-profit organizations that meet community needs and contribute toward the goals identified by the Municipality through the Regional Municipality of Wood Buffalo 2018 – 2021 Strategic Plan. The Community Impact Grant encourages organizations to submit applications that support one or more of three streams:

1. Community Programs and Projects (CPP);
2. Community Events (CE); or
3. New Events (NE).

PROGRAM OBJECTIVES

The objectives of the Community Impact Grant streams are:

1. Community Programs and Projects (CPP):
 - To provide a program or project that enhances leisure, cultural, recreational opportunities and/or improves the quality of life in the region;
 - To support the design and delivery of preventive social service programs that promote and enhance the well-being of individuals, families and communities;
 - To promote programs or projects that address, as directly as possible, any one of the 94 Calls to Action in the Truth and Reconciliation Commission report;
 - To promote and support community capacity and economic growth;
 - To facilitate and promote investment in local projects by residents;
 - To enrich the cultural landscape of the Municipality; and/or
 - To create/maintain a program for recruiting, training and using volunteers.

2. Community Events (CE):
 - To support recreational, cultural or social events that are held within the Municipality;
 - To promote events that address, as directly as possible, any one of the 94 Calls to Action in the Truth and Reconciliation Commission report;
 - To subsidize recreational events that address Call to Action # 88 in the Truth and Reconciliation Commission report.
3. New Events (NE):
 - To provide financial resources to develop and host new and innovative events that enhance the quality of life for residents and bring economic benefits to the community;
 - To promote the development of new events that address, as directly as possible, any one of the 94 Calls to Action in the Truth and Reconciliation Commission report; and/or
 - To subsidize new recreational events that address Call to Action # 88 in the Truth and Reconciliation Commission report.

APPLICATION PROCESS

The Community Impact Grant is advertised on the Municipal website in August with the Call for Applications opening August 12, 2019 and the application deadline at 4:30 p.m. MT on September 23, 2019.

Applicants shall only submit one application per stream. **Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).**

Applications should include a detailed outline of budgeted costs, such as supplies and contracted services.

Grant funding may be requested up to a maximum amount that varies depending on the stream:

1. Community Programs and Projects – maximum \$100,000
2. Community Events – maximum \$20,000
3. New Events – maximum \$50,000, with declining proportion of funding, for a maximum of 3 years (following which, applicants may qualify for the Community Events stream).

Recommendations are forwarded to Council for approval. Once applications are approved, recipients are notified about the grant amount and the agreement process.

Applications for the New Events stream may be submitted at any time through joint presentations to Council (Administration and Applicant). Applications must be completed in full, with all supporting documents prior to presentation.

APPLICATION CRITERIA

Community Programs and Projects (CPP):

- The program or project must have other sources of funding (e.g., registration fees, other grants, partner contributions, etc.)
- The program or project must be either no-cost or low-cost for individuals to participate, appeal to the general population and have a high level of community acceptance
- At least \$300,000 of funding will be reserved for programs and projects that meet the [Provincial Family and Community Support Services \(FCSS\) Guidelines](#):
 - Follow the guidelines of the [Family and Community Support Services Act, Associated Regulations and FCSS Program Handbook](#).

Community Events (CE):

- The event must have other sources of funding (e.g., other grants, partner contributions, etc.)
- Events must be:
 - hosted in the Regional Municipality of Wood Buffalo, open and accessible to the public;
 - either no-cost or low-cost for individuals to attend event, appeal to the general population and have a high level of community acceptance;
 - in relation to national or provincial holiday or to what may reasonably be seen as a community celebration;
 - an event that has a sport focus (e.g., sports tournament) while showing evidence that participants are drawn from outside the community and utilizes local facilities and businesses;
 - an event that has a cultural focus (e.g., performing arts event, Treaty Day festivals);
 - non-political in nature.

New Events (NE):

- Events must be new and innovative. **Annual or reoccurring events, or the expansion of existing events, are not eligible;**
- New events must follow the same criteria as the Community Events stream;
- Organizations may receive this grant on a declining proportion of funding for a maximum of 3 years (following which, applicants may qualify for the Community Events stream):
 - Year 1 – maximum \$50,000
 - Year 2 – maximum \$40,000
 - Year 3 – maximum \$30,000

Applications pertaining to Reconciliation:

Applications must:

- identify the [Call to Action in the Truth and Reconciliation Commission](#) report and explain how it will be addressed by the activities of the program or event;
- be for community-based programs or events within the geographic boundaries of the Regional Municipality of Wood Buffalo; and
- demonstrate the Indigenous community's involvement in the planning, execution, participation and/or follow-up to the program or event.

Programs or events:

- should promote healing, language, and cultural restoration, while demonstrating realistic goals, objectives, and outcomes; and/or
- provide Aboriginal athlete development and growth, and continued support for the North American Indigenous Games, including funding to host the games and for provincial and territorial team preparation and travel.

ELIGIBILITY GUIDELINES

The program, project or event defined in the application must: have a positive impact and benefit the community-at-large (not only primarily serve the community group or organization's membership).

The organization applying for grant funding must

- be registered as a non-profit organization or a community group in partnership with a registered non-profit organization;
- have the program, project or event and the majority of its participants residing in Wood Buffalo; and
- have operated in the Municipality for at least one year prior to applying.

The organization applying for the grant funding must **not**:

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

Partnership: Where the program, project or event is a partnership between one or more organizations or community groups, at least one organization must be a registered nonprofit, and must be the Applicant.

In these cases, the Applicant must:

- be accountable for all project deliverables and reporting requirements; and
- assume financial responsibility for the grant funds.

Eligible Partners:

- must be registered non-profit organizations, registered charities, or community-based groups that work directly with the Applicant;
- include organizations or groups that would not qualify to apply on their own; and/or
- do not need to be a registered non-profit organization or registered charity.

APPROVED USES OF GRANT FUNDS

Grants shall be used solely for the program, project or event as defined in the application and grant agreement. Up to 15% of program, project or event costs can be added as Administrative Expenses.

The following expenses are ineligible:

- Operating expenses that are not directly related to the program, project or event for which the grant was awarded; programs, projects or events that are expected to be profitable/intended as a fundraiser;
- Providing a grant, donation, or scholarship to another person, group, or organization;
- Financial assistance to sustain an individual or family;
- Travel to attend events, conferences or training courses outside of the Municipality;
- Sabbatical leaves or student exchanges;
- Medical facilities or equipment;
- Publication of books;
- Land, building or other capital purchases;
- Projects that duplicate existing programs in the Municipality;
- Projects that are ordinarily provided by a government or government agency; and
- Anything deemed not to be in the best interest of the Municipality.

EVALUATION CRITERIA FOR ASSESSMENT AND APPROVAL FOR FUNDS

Category	Weight
Applicant Past Contract Compliance	20%
Budget	15%
Outcomes	15%
Partnerships and Support	10%
Program/Project or Event Description	30%
Supports the work of Reconciliation	10%
TOTAL	100%

Scores are compared with all other submissions. The maximum possible weight is 100.

Late or incomplete applications will not be processed (Community Investment Program Policy FIN-220, Section 3.1.5).

REPORTING REQUIREMENTS

Recipients must provide a:

- Certificate of Insurance within 30 calendar days of execution of grant agreement;
- Six-Month Report due on July 31, 2020; and
- Final Report due on February 28, 2021.

The reporting templates will be provided, must be filled out in its entirety and shall include:

- Record of all revenues and expenditures of the organization, including but not limited to the grant;
- Performance measurements;
- Examples of how the organization publicly recognized the Regional Municipality of Wood Buffalo (e.g. program advertising materials such as flyers or brochures);
- Record of participation; and
- Record of volunteer involvement.

KEY DATES AND TIMELINES

- Call for applications – August 12, 2019
- Application deadline – September 23, 2019
- Grant approval – tentatively by end of November 2019
- Grant distribution – within 30 days of receiving signed grant agreements
- Recipients are required to complete their program, project or event within the term of January 1 – December 31, 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.

The granting of funds from any grant stream shall not assume an automatic continuation of such assistance in future years.

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 for the project as described in the agreement may have to be returned.

Council reserves the right to allocate CIP 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 Ave.
Fort McMurray, AB T9H 2K4
CIP@rmwb.ca

For more information, please visit the CIP 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.