

JOINT INITIATIVES GRANT

1. PROGRAM DESCRIPTION

The Joint Initiatives Grant program is used to develop partnerships that promote, encourage and assist community groups and non-profit organizations that enhance quality of life for residents in the Municipality through artistic growth, excellence in sport and stimulating economic development.

The Joint Initiatives Grant is designed to support new community programs, projects or events that will become self-sustaining.

2. PROGRAM OBJECTIVES

The Joint Initiatives Grant program is designed to build a vibrant culture through the support of and partnership with community groups and non-profit organizations.

Objectives are as follows:

- Deliver a project that enhances leisure, cultural, recreational opportunities, and/or improves quality of life in the region.
- Promote and support community capacity and economic growth.
- Facilitate and promote investment in local projects by residents.
- Enrich the cultural landscape of the Municipality.
- Maintain a program for recruiting, training and using volunteers.

3. APPLICATION PROCESS

The Joint Initiatives Grant is advertised on the Municipal website in April with an application deadline of May 11, 2018.

Applicants shall only submit one application and apply for grant funding up to a maximum of \$20,000. Applications should include a detailed outline of budgeted costs, such as supplies and contracted services.

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

4. ELIGIBILITY GUIDELINES

The organization applying for grant funding must:

- Be registered as a non-profit organization or society; or be a community group in partnership with a registered non-profit organization.
- Have operated in the Municipality for at least one year prior to applying.
- Have other sources of funding for the project, program or event (e.g. Project/Program/Event revenue, other grants, partner contributions, etc).
- Have the project and the majority of its participants residing in Wood Buffalo.

5. INELIGIBLE EXPENSES

The following are not eligible:

- Organizations that receive a Community Operating Grant from the Municipality.
- Applicants that have outstanding reports, financial statements, or uncommitted grant proceeds for any previous grants received from the Municipality's Community Investment Program.
- Applicants that have more than one year's worth of unrestricted operating reserve cash.
- Expenditures or financial commitments made before the organization's grant application was submitted.
- Operating expenses that are not directly related to the project for which the grant was awarded.
- Organizations and activities that primarily serve their membership, unless the community-at-large will benefit significantly.
- Project/Program/Event that is for the purpose of being a fundraiser for the Applicant or other beneficiary.
- Travel to attend events outside of the Municipality.
- Sabbatical leaves or student exchanges.
- Medical facilities or equipment.
- Publication of books.
- Capital and general operating expenses.
- Duplicate services that are ordinarily provided by a government or government agency.
- Anything deemed not to be in the best interest of the Municipality will be considered ineligible.

6. APPROVED USES OF GRANTS

Grants shall be used solely for the purpose or program as defined in the application and agreement.

7. EVALUATION CRITERIA FOR ASSESSMENT AND APPROVAL FOR FUNDS

Category	Weight
Applicant qualifications/past contract compliance	15%
Outcomes	15%
Budget	20%
Collaboration	15%
Program description	35%
TOTAL	100%
* Scores are compared with all other submissions.	
* The maximum possible weight is 100.	

8. REPORTING REQUIREMENTS

A reporting template will be provided upon grant approval and includes:

- Performance measurements
- Examples of how the organization publicly recognized the Community Investment Program.
- Record of volunteer involvement.
- Receipts for all expenses

Recipients are expected to provide an accountability report within 60 days of the end of the term.

9. KEY DATES AND TIMELINES

Application deadlines:

- o Call for applications – April 9, 2018
- o Application deadline – May 11, 2018
- o Recommendations to Council for Approval – June 12, 2018
- o Grant distribution – by July 31, 2018

Recipients are required to complete their project within the one year term.

10. GENERAL CONDITIONS

A condition of accepting funding is that the Municipality has the authority to examine successful recipients' records at any time to ensure grant 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.

The Municipality reserves the right to allocate CIP funding in such a manner as deemed to be in the best interest of the Municipality, as outlined in Regional Municipality of Wood Buffalo 2018-2021 Strategic Plan.

11. GENERAL CONTACT INFORMATION

**Community Investment Program
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

Applicant — Any group, club, or organization incorporated as a non-profit or society registered under the Societies Act, or charitable or Part IX corporation.

Call for Applications — A solicitation notice announcing that grant funding is available, and allows organizations to present applications on how the funding could be used within the set guidelines.

Community Group — A non-incorporated group within the Regional Municipality of Wood Buffalo, composed of individual residents who have joined together. Membership must be open and available to all residents.

Community Investment Program (CIP) — Provides financial assistance to a number of community groups and non-profit organizations that are responsible for the delivery of various recreational, cultural and social programs and services, development and operation of community facilities, and organization of major community events.

Council — Mayor and Council of the Regional Municipality of Wood Buffalo.

Grant — Transfer of monies from the Municipality to an applicant, community 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., Joint Initiatives Program, Games Legacy Fund, Community Development Funding, Community Plan on Homelessness Funding).

Municipality — Includes all rural and urban service areas located within the geographic confines of the Regional Municipality of Wood Buffalo, except lands comprising any Aboriginal, First Nations or Metis settlement situated therein.

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

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.

Term — Terminology used in the provincial contract in relation to the effective date and duration of the contract.