COMMUNITY INITIATIVES GRANT

POLICY NO.:	CP-185.24
DIVISION DEPARTMENT	Community Services
REVIEW PERIOD	Every 4 years or Upon Legislative Change

1. POLICY PURPOSE

1.1 The purpose of this Policy is to provide financial support to eligible Organizations delivering Community Events, festivals, celebrations, recreation initiatives, arts and culture activities, heritage programs and community development projects that primarily benefit residents of the Town of Blackfalds and contribute to community participation, engagement and quality of life.

2. POLICY STATEMENT

2.1 The Town of Blackfalds may provide grant funding to eligible Organizations that deliver initiatives consistent with the objectives of this Policy.

2.2 Funding is discretionary, subject to Council-approved budget allocations, and approval in one year does not guarantee funding in future years.

3. DEFINITIONS

3.1 **"Chief Administrative Officer** or **CAO"** means the individual appointed by Council to the position of Chief Administrative Officer as per the *Municipal Government Act*.

3.2 **"Community Event"** means a festival, celebration, cultural activity, recreation activity, program, project or initiative intended primarily for local participation and community benefit.

3.3 "**Council**" means the Council of the Town of Blackfalds elected pursuant to the *Local Authorities Election Act* of Alberta, as amended.

3.4 "**Organizations**" means a group of residents/ratepayers, service clubs, agencies, schools, sports groups, groups sharing a common interest and located in Blackfalds or Lacombe County.

3.5 "**Recreation, Culture and Parks Board** and **RCP Board"** means the Recreation, Culture and Parks Board that is appointed by Council and meets regularly to discuss matters relating to recreation, culture and parks within the Town of Blackfalds.

3.6 "**Town**" means the municipality of the Town of Blackfalds.

4. SCOPE

4.1 This Policy applies to Organizations hosting Community Events, programs, festivals and initiatives within the Town of Blackfalds.

4.2 Events eligible under the Event Attraction and Hosting Grant Policy shall not be considered under this Policy.

5. AUTHORITY AND RESPONSIBILITIES

5.1 Council to:

5.1.1 Adopt and support this Policy and any amendments by resolution.

5.1.2 Consider the allocation of grant funding through the annual budget process.

5.1.3 Review recommendations from the RCP Board and Administration.

5.1.4 Approve, deny or amend the Community Initiatives Grant requests.

5.2 Chief Administrative Officer to:

5.2.1 Advise Council on the development, implementation, and amendment of this Policy.

5.2.2 Ensure Policy review occurs and verify the implementation of this Policy.

5.3 Administration to:

5.3.1 Receive and review grant applications.

5.3.2 Provide administrative recommendations to the RCP Board and Council.

5.3.3 Advise applicants regarding eligibility requirements.

5.3.4 Redirect applicants to other Town funding programs where appropriate.

5.4 Recreation, Culture and Parks Board ("RCP") to:

5.4.1 Review eligible grant applications.

5.4.2 Provide recommendations to Council regarding grant applications.

6. POLICY

6.1 Organizations seeking Community Initiatives Grant funding are required to submit an application using the prescribed form.

6.2 Organizations must not be in default of any previous Town of Blackfalds funding agreement.

6.3 Organizations shall not receive funding from multiple Town of Blackfalds funding programs for the same initiative unless specifically approved by Council.

6.4 Incomplete applications may be returned to the applicant and may not be considered until all required information is provided.

6.5 Applications will be assessed based on the following criteria:

6.5.1 Demonstrates a community need or community benefit.

6.5.2 Demonstrates community participation and engagement.

6.5.3 Demonstrates a positive and lasting impact on residents.

6.5.4 Enhances recreation, culture, heritage, arts, education or community development opportunities.

6.5.5 Demonstrates volunteer involvement and community support.

6.5.6 Promotes accessibility and inclusiveness.

6.5.7 Demonstrates organizational readiness.

6.5.8 Aligns with Council priorities and strategic objectives.

6.6 Organizations must provide a balanced budget showing projected revenues and expenses.

6.7 Funding may be used for eligible expenses including:

6.7.1 Facility rentals.

6.7.2 Program supplies and materials.

6.7.3 Event promotion and marketing.

6.7.4 Entertainment and programming costs.

6.7.5 Volunteer support expenses.

6.7.6 Equipment rentals.

6.7.7 Other expenses deemed eligible by Council.

6.8 Funding will not be provided for:

6.8.1 Liquor expenses or liquor license fees.

6.8.2 Party Alcohol Liability (PAL) insurance.

6.8.3 Items intended for resale (ie. food, beverages, clothing, etc.).

6.8.4 Event losses, organizational deficits or outstanding debts.

6.8.5 Retroactive funding requests.

6.8.6 Capital purchases.

6.8.7 Political Organizations or activities.

6.8.8 Provincial, Western Canadian, National or International competitions, championships, showcases, bid-hosted events or any other activities eligible under the Event Attraction and Hosting Grant Policy.

6.9 Applications will be reviewed by Administration and the RCP Board. Applications will be reviewed at the September, December, March and June RCP Board Meetings. As such, applications must be submitted no less than two (2) regular RCP Board meetings prior to the meeting at which funding consideration is requested. The RCP Board will provide

recommendations to Council regarding grant applications. All grant applications are subject to final approval by Council.

6.9.1 Organizations applying for funding will be required to present their application to the RCP Board at a scheduled meeting. The purpose of the presentation is to provide additional context and allow Board Members to ask questions to support their review and recommendation to Council.

6.10 Council shall consider grant funding based on the recommendations of the RCP Board and available budget.

6.11 Organizations may receive a maximum of $2,500 in Community Initiatives Grant funding per calendar year.

6.12 Grant funding must be solely used for the purposes outlined in the application and within the approved timeline.

6.13 The Town reserves the right to require repayment of all or a portion of approved funding where funds were not used for the purposes approved by Council or where the initiative does not proceed as proposed.

6.14 Applications will be evaluated on their individual merits, available funding and the assessment criteria identified in this Policy. Council may award full, partial, or no funding and the amount awarded may differ from the amount requested.

6.15 Administration shall provide written feedback to unsuccessful applicants outlining the reasons for ineligibility or denial and, where possible, recommendations for improving future submissions.

6.16 Recipients must acknowledge the Town of Blackfalds' support in promotional materials where appropriate.

6.17 Recipients must submit a final report outlining associated costs within ninety (90) days of the initiative completion, including:

6.17.1 Attendance and participation numbers.

6.17.2 Financial summary of revenues and expenses.

6.17.3 Summary of outcomes, achievements and community benefits realized.

6.17.4 Description of local businesses, organizations, vendors, contractors or service providers utilized in support of the initiative and their role in delivering the initiative, where applicable.

6.18 Failure to provide a final report will affect future requests for funding.

7. EXCLUSIONS

7.1 Notwithstanding the provisions of this Policy, Council may approve funding for exceptional circumstances or opportunities not otherwise contemplated by this Policy where Council determines the initiative will provide significant community benefit to the Town of Blackfalds.

8. RELATED DOCUMENTS

8.1 Community Initiatives Grant Application and Guidelines

8.2 Council Policy CP-202.26 - Public Donation

8.3 Council Policy CP-203.26 - Event Attraction and Hosting Grant

9. END OF POLICY

-Original Signed-	-Original Signed-
Mayor	Chief Administrative Officer
-Original Dated-	-Original Dated-
Date	Date

POLICY RECORD HISTORY

	Resolution No:	Date
Policy Adopted	**RCM 165/24**	**May 28, 2024**
Policy Reviewed	**SCC 006/25**	**February 18, 2025**
Policy Revised	**RCM 049/25**	**February 25, 2026**
Policy Reviewed	**SCC 112/26**	**October 19, 2026**
Policy Revised	**RCM 391/26**	**November 10, 2026**

ADMINISTRATIVE REVISIONS

Date	Description