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 outline the Community Initiative Grant program and event grant funding criteria for Organizations hosting activities that take place within the Town of Blackfalds.

2. POLICY STATEMENT

2.1 The Community Initiatives Grant provides financial support to Organizations to deliver arts, culture, heritage, and recreation initiatives. These initiatives are to be programs, events or projects in the Town of Blackfalds.

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

3.3 "**Organizations**" means residents, ratepayers, service clubs, agencies/organizations, schools, sports organizations, groups sharing a common interest and located in Blackfalds, Lacombe County or representing a regional, provincial, or national entity.

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

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.

4. SCOPE

4.1 This Policy applies to Council, the Chief Administrative Officer and Local Organizations.

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 for the successful implementation of this Policy in the annual budget process.

5.1.3   Consider all Community Initiatives Grant Applications and recommendations coming forward from the RCP Board.

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.

6.   POLICY

6.1   Local Organizations seeking Community Initiatives Grant funding are required to submit a Community Initiatives Grant Application.

6.2   Applications received will be awarded based on the following criteria:

6.2.1   Fulfilling a need within the community.

6.2.2   Encourage community participation.

6.2.3   The cost to attend the initiative.

6.2.4   Provide a positive and lasting impact on the community.

6.3   Applications will be reviewed by Administration and the RCP Board. Once reviewed, the RCP Board will provide a recommendation to Council for funding approval. Applications will be reviewed up until the deadline on the second Friday of April.

6.4   Grant funding must be solely used for the intended purposes of the application and in the timeline indicated, as approved by Council.

6.5   Local Organizations must submit a final report outlining associated costs, participation and/or attendance figures, and an overall summary of the initiative. Failure to provide a final report will affect future requests for funding.

6.6 The following groups will be considered ineligible:

    6.6.1 Grants to individuals;

    6.6.2 Political based organizations/activities

6.7 The following expenses will be considered ineligible to receive grant funding:

    6.7.1 Liquor expenses (including a liquor license); or

    6.7.2 Retroactive funding for previously held activities; or

    6.7.3 Items for resale (including food).

7. RELATED DOCUMENTS

7.1 Blackfalds Community Initiatives Grant Guidelines & Application

8. 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, 2025

ADMINISTRATIVE REVISIONS

Date	Description