





VILLE DE - TOWN OF  
**Gravelbourg**

POLICY INFORMATION		
<b>Policy Title:</b> <b>Community Group Financial Contribution Policy</b>	<b>Policy No. 510-050</b>	<b>Resolution No.: 2022-0103</b> Effective Date: March 8, 2022 Last Review: Next Review:
<b>Authoritative Body:</b> <b>Administration &amp; Finance</b>	<b>Jurisdiction:</b> <b>Town of Gravelbourg</b>	<b>Author:</b> <b>CAO White</b>
<b>Amendments</b>		
<b>CAO:</b> 	<b>MAYOR:</b> 	
<b>SUMMARY: The Purpose of this policy is to provide a formal process for community organizations to request funding from the municipality</b>		

**PREAMBLE:**

The Town of Gravelbourg recognizes the many benefits that various groups, organizations, volunteers and events provide by promoting and improving upon the cultural, social and economic well-being of the community.

It is Council's intent, insofar as budgets permit, to assist these local organizations which render a service to the residents of the Town of Gravelbourg or the surrounding region, with resources through cash or in-kind contributions.

It is for this reason that the Town is committed to treating all requests for contributions in a consistent, fair and equitable manner subject to local needs, priorities, and Council's approved budget. This enables Council to be more accountable to the community in regard to the spending of public funds and in being transparent about the level of financial support provided to community events and organizations.

All assistance provided to community groups incurs a cost to the Town. This may include actual cash or costs associated with services such as; facility rentals, equipment rentals, erection of signs, landscaping and grooming of parks, traffic control, removal of waste, cleaning, etc. Assistance with any of these activities can be requested under this Policy.

All requests must be made through the application process outlined in this policy.

## **POLICY STATEMENT:**

Council recognizes that community organizations should be supported in principle and with resources when available. Funding granted under this Policy should not be relied upon as a continuing source of revenue. Council fully expects community organizations to work towards being self-sustaining and to develop working relationships with other contributing partners.

Council also recognizes that many groups and organizations conduct events and provide programs that benefit the community. Generally, the Town will consider requests for events and programs that:

- promote the welfare of the community.
- promote the health of the people and the community;
- promote the education and training for people within the community;
- promote the economic advancement of the community; or
- promote the cultural, heritage, social, or environmental wellbeing of the community.

The amount and availability of funds will be determined by Council as part of the annual budget deliberations. Applications should be reviewed by Administration and/or the Administration and Finance Committee for recommendation to Council.

## **DEFINITIONS:**

Non-profit - is an organization that is registered under legislation as a non-profit or charity organization within the province of Saskatchewan.

Community - is the Town of Gravelbourg and surrounding areas where Gravelbourg has chosen to participate as a regional member.

Discriminatory - making or showing an unfair or prejudicial distinction between different categories of people or things on the grounds of race, religion, age, or sexual identity.

Organization - is a social entity that has a collective goal.

## **PROCEDURE:**

### **Eligibility**

1. Applicants must demonstrate the need for the specific request and that the funding shall not create a dependency if the contribution is discontinued. Each request must identify a specific defined benefit and outcome. Each request must contain the date, hours, and requested municipal resource, if for a specific event.

2. Applicants, with the exception of local schools, must be non-profit community groups and organizations, registered sporting groups and organizations or other organizations or groups considered eligible by recommendation of the Administrator and/or the Administration and Finance committee. Individual citizens are not eligible unless by special consideration and recommendation of committee and confirmed by resolution of Council.
3. The Town may limit the number of requests for assistance made by a particular organization in any given year.
4. Applicants must demonstrate how any monies raised through events or activities associated with the Town's financial contribution will be used or distributed to benefit the whole community or the greatest number of residents as possible within the Town of Gravelbourg or surrounding region.
5. Applicants must provide a worthwhile service or facility to the community and if the service or facility is a duplication of or in competition with existing services or facilities, provide any details that may differentiate them from the other.
6. Applicants must demonstrate the efforts made to earn or acquire funding from sources other than the municipality.
7. Applicants must produce a total and full accounting of present funding and up-to-date financial statements in order to demonstrate past and present handling of funds.
8. The following requests are excluded from eligibility:
  - Organizations that have received special rates for Town facilities for a given event, cannot apply for further financial contributions for the same event.
  - Payment of refundable deposits required to be lodged in association with the rental of facilities or equipment
  - Payment of insurance(s) associated with the rental of facilities or equipment.
9. Contributions will not be made for the following purposes:
  - Discriminatory activities or events or those that would incite hatred towards any group;
  - Activities that are contrary to the policies or bylaws of the Municipality; or
  - Activities which are deemed to be unlawful.

**Administrative Procedures**

1. Applications should be submitted on the form included in this policy as Appendix "A". In the year following the contribution, the organization is required to complete and sign the Funding Declaration included in this policy as Appendix "B"
2. An application for municipal funding may be submitted by any organization that fits the eligibility requirements.
3. Requests for municipal cash contributions must be submitted to the Chief Administrative Officer by June 15<sup>th</sup>, 2022 for the first year and then January 31<sup>st</sup> of the year in which the funds are required for future years.
4. In-kind contributions may be submitted throughout the year and will be taken into consideration on a case-by-case basis.
5. All requests for funding for special events should be submitted in writing at least two months before the event so that the request can be considered. Shorter notice will create the risk of rejection due to time constraints.

6. All requests will be assessed on a first come first served basis, based on availability of:
  - the requested resource,
  - potential financial impact to the municipality,
  - contribution to the well-being of members of the community,
  - recognition of a worthwhile program/cause,
  - and overall community impact.
7. Funding contributions made by the Town are not to be regarded as a commitment by the municipality to continue such contributions in the future.
8. In making contributions the Town may impose such conditions and/or restrictions as it deems fit. The municipality's decisions regarding contributions are final.
9. If the primary focus for this contribution is not within the community, the organization and/or charity shall not be considered.
10. Every municipal funding recipient must make a presentation to Council only if Council requests a presentation.
11. All requests for funding shall indicate the amount requested, an explanation of how the funds will be utilized and a current operating budget and financial statements of the immediately prior year shall be submitted.
12. All applicants for funding shall be notified in writing of the disposition of their requests.
13. All applicants that request and subsequently receive municipal funding are required to provide copies of the minutes of their meetings throughout the year in which the funding has been allocated. Such minutes shall be provided to Council for their review giving council information on the organization and their operations.
14. Exceptions to these administrative procedures may apply in regards to funding received from other sources that the municipality distributes/administers (e.g. Sask Lotteries).

**APPENDIX:**

Appendix "A" – Application

Appendix "B" – Funding Declaration

**REVISION HISTORY**

Date	Description of Revision	Authorized By	(Re) Approval Required (Y/N)



Appendix "A"  
Community Group Financial Contribution Application

1. Date: \_\_\_\_\_
2. Name of Group: \_\_\_\_\_
3. Address: \_\_\_\_\_
4. (a) Date Organization established: \_\_\_\_\_  
 (b) Registered Non-Profit in the Province of Saskatchewan Date: \_\_\_\_\_  
 Registration Number: \_\_\_\_\_ or  
 (c) Registered Charitable Organization with Federal Government: Date: \_\_\_\_\_  
 Registration Number: \_\_\_\_\_ or  
 (d) Registered Sporting Group: Date: \_\_\_\_\_  
 Registration Number: \_\_\_\_\_ or  
 (e) Other (provide description): \_\_\_\_\_
5. Primary Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Secondary Contact Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 Phone: \_\_\_\_\_ Email: \_\_\_\_\_
6. Board of Directors/Committee Members (Please provide name and position):
 

(1) _____	(6) _____
(2) _____	(7) _____
(3) _____	(8) _____
(4) _____	(9) _____
(5) _____	(10) _____

7. Your organization's objectives:

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8. Outline of services or program:

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9. Purpose to which contribution will be expended:

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10. Municipal facilities to be used and duration of use (if applicable):

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11. Applicant's Budget: \$ \_\_\_\_\_

12. Contribution Request \$ \_\_\_\_\_ Cash

\$ \_\_\_\_\_ In Kind

13. How will community and/or participants benefit from the contribution?

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14. List other sources of potential income or services already solicited, and amounts received.

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15. List amounts of other fundraising efforts: (bottle drive, raffles, etc.)

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16. Minimum contribution required to accomplish objective: \$ \_\_\_\_\_

17. If the contribution is not approved, what impact would it have on the organization?  
\_\_\_\_\_  
\_\_\_\_\_

18. Does your organization have a savings account, GIC or other investments?  
Yes/No (Circle one) If Yes please provide balance amount \$ \_\_\_\_\_

19. If yes to #18 above, what are your intentions for these funds? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

20. Have you applied through this policy for a contribution before?

Yes/No (Circle one) If yes, please advise the year \_\_\_\_\_

and the amount received if it was approved \$ \_\_\_\_\_

Has the amount requested increased or decreased? \_\_\_\_\_

and why \_\_\_\_\_

**Attach the following:**

1. A copy of your most recent audited/reviewed Financial Statements  
If financial statements for the immediate prior year are not yet completed, a balance sheet and income statement signed by two executive board members up to December 31<sup>st</sup> prior year or the end of your organization's fiscal year.
2. A copy of the detailed Budget for current year or specific event
3. Any other information which would assist in the evaluation of this contribution request

**Submit prior to June 15<sup>th</sup>, 2022 and for future years January 31<sup>st</sup> to:**

Town of Gravelbourg  
Box 359, 209 Main Street  
Gravelbourg, SK S0H 1X0

Email: [cao@gravelbourg.ca](mailto:cao@gravelbourg.ca)

Fax: 306-648-3400

Attn: CAO





Appendix "B"  
Community Group Financial Contribution  
Funding Declaration

Name of Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Position: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Declaration:

**I declare that the contribution received from the Town of Gravelbourg has been spent according to the stated purpose as approved on the application**

Name (print) : \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_