



CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
C-CS-02	Community Events Grant Program
ORIGINAL APPROVAL DATE	DATE LAST REVISED
March 17, 2003	January 21, 2019

Purpose

To provide a source of funds for eligible community groups and eligible community events to assist in providing funding support associated with those events; and to establish specific criteria for the provision of funds to eligible community groups and eligible community events.

Policy Statement

The City offers a financial assistance program to support the development and provision of Events within the St. Albert community. The percentage amount of funding available in each Category shall be as follows;

- a. Category A: Community Celebrations: up to 30% of the Funding Allowance
 - Family Day
 - StArts Fest
- b. Category B: Recurring Community Events: up to 25% of the Funding Allowance
- c. Category C: Ad Hoc Community Events: up to 45% of the Funding Allowance

The grant funding allowance budgeted annually shall be adjusted annually by an amount equal to the estimated annual population growth and, in census years, to actual growth.

Definitions

“Ad Hoc Community Event” is defined as an event which is applied for on an annual basis for one-year funding.

“Community Celebrations” are events which the city is committed to and will ensure the event continues annually. The event is operated as a partnership with a community organization.

“Community Event” is defined according to the following:

- a. Event primarily designed and delivered for the general population, or
- b. Event that promotes the development of a stronger community in St. Albert.

"Eligible Event" is an event that meets the following criteria:

- a. Event is either no cost or low cost for individuals to attend, appeals to the general population and has a high level of community acceptance; or
- b. Event is related to a national or provincial holiday, a community celebration; or
- c. If a sporting or cultural event, it must draw a minimum of six (6) teams or fifty (50) participants from outside the community, operate for a minimum of two days, utilize St. Albert facilities & businesses; or
- d. Event that shows a surplus is not eligible for funding; or
- e. Event that is hosted in St. Albert must be open and accessible to the public regardless of race, religious beliefs, colour, gender, gender identity, gender expression, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status or sexual orientation; and/or
- f. Event is secular and non-political in nature.

"Eligible Group" is a group that meets the following criteria:

- a. The organization is a registered St. Albert non-profit society or a registered society with a St. Albert Chapter or Branch;
- b. The service or activity is for St. Albert citizens and takes place in St. Albert;
- c. Organizations shall be limited to one Community Events Grant per calendar year; and
- d. Political organizations are not eligible to apply.

"Funding Allowance" is the base amount of funding approved in the operating budget for this grant program.

"Funding Amount" is the amount identified in the City of St. Albert budget for which community groups can apply. Funding for an Ad Hoc Community Event will not normally exceed \$5000.

"Recurring Community Events" are long-standing annual events which include:

- a. Those events that reach, encourage, and draw community-wide participation; and
- b. Events that are approved every two years based on an application process.

Responsibilities

1. The Recreation and Parks department coordinates, promotes and receives applications for Community Events Grant Program on a semi-annual basis, determines the completeness of the applications and forwards the applications to the Community Services Advisory Committee.
2. The Community Services Advisory Committee reviews the grant applications in accordance with this policy and makes funding recommendations to Council.

3. Prior to receipt of funding, grant recipients shall execute an agreement with the City detailing their expenditure, reporting and other obligations. This agreement shall require that recipients:
 - a. Expend funds as specified in the application;
 - b. Obtain appropriate insurance coverage in relation to the proposed activity and indemnify the City from claims related to such activities;
 - c. Submit a signed Financial Statement/Expenditure Report within 60 days of completion of the project, verifying that funds were used for the purpose awarded, together with a brief description of the project outcomes and an evaluation of the project in relation to its stated objectives;
 - d. Acknowledge receipt of the Community Events Grant funding from the City in event promotion and advertising including use of the City branding where appropriate.

Service Standards / Expectations

1. The Community Services Advisory Committee will identify and recommend to Council the events that should be considered “Recurring Community Events” which subject to approval would receive grant funding for a 2 year period conditional on meeting all grant recipient requirements.
2. Following approval of the funding commitments for “Recurring Community Events” administration will if required re-balance the funding allocation allowances between the three funding categories.
3. Groups meeting the “Recurring Community Events” criteria and wishing to be considered for the upcoming two-year term will be required to submit a separate application in the Fall preceding the two-year term.
4. Each year the organizations that deliver a “Recurring Community Event” shall provide a Letter of Intent, the proposed event budget, and a clear explanation of any funding request adjustments on or prior to the submission deadline.
5. Applications for events occurring six months prior to and six months following the intake date may be considered for funding. For retroactive funding requests, a final report must be included if the 90-day reporting requirement falls before the application deadline.
6. Groups are encouraged to either make an appointment with the Committee or have a representative of the group available via telephone on the evening of the CSAC meeting.
7. A financial statement showing all sources of funding and all costs of the event shall be forwarded to the City of St. Albert within 90 days of event completion. The report must include:
 - a. summary of the event including outcomes and community impact;

- b. evaluation of the events success, in relation to its objectives; and
 - c. signed financial statement of all income and expenses connected with the event, including receipts.
8. Applicants for grants under this program, who have not fulfilled the requirements of the program as detailed above including the repayment of unspent funds, are ineligible to reapply until such time as these requirements have been met.
 9. If an eligible event is cancelled or is not completed within 12 months of the approval of the grant funding or within the extended event period approved by the Community Services Advisory Committee, any unexpended funds shall be returned to the Community Events Grant Program.
 10. Unallocated funds shall not be carried forward to future years.
 11. The Community Group's contribution may be in the form of any combination of money, volunteer labour, or donated equipment or material. The volunteer contribution must be directly related to the event for which funding is being requested. Other City grants are not eligible as matching funds.
 12. If the Community Groups' financial reporting for the funded event discloses a surplus, the Community Group shall repay any surplus in excess of \$100.

Conflict of Interest

Community Services Advisory Committee members and Council members shall disclose their financial affiliations or interest with an eligible applicant that may affect their decision-making on applications received under the Community Capital Program Grant.

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
June 2019 – Recreation & Parks	2023 – Recreation & Parks	December 12, 2005 – C661-2005 April 3, 2006 – C199-2006 December 4, 2006 – C667-2006 July 12, 2010 – C416-2010 May 20, 2014 – C272-2014 January 21, 2019 – AR-19-003