



# Community Grant Guidelines

## Application Deadline

Friday, November 29, 2019 – 4:00 p.m. MT

City of Chestermere  
105 Marina Road  
Chestermere, AB T1X 1V7  
PH: (403) 207-7050 Fax: (403) 569-0512  
E-mail: [info@chestermere.ca](mailto:info@chestermere.ca)

### **Purpose:**

Annually, Chestermere City Council allocates \$270,000 to local organizations through the Community Grant Program. This grant is to support community organizations that facilitate local activities which enhance amenities in sports and recreation, arts, culture, history and projects that promote the social well-being of the residents of Chestermere.

Additionally, the City of Chestermere approved the creation of the Home Hemodialysis Community Grant program to subsidize utility related costs for Chestermere patients completing treatment within their own home. Annually \$1,500 of Community Grant funding is dedicated to Home Hemodialysis applications.

Funding will be awarded annually in the spring and in June 2019 over \$200,000 was awarded to local agencies. Currently grant dollars remain for 2019 and as such a second call for applications is now occurring. Funding of the Community Grant program is subject to annual budget approval by Chestermere City Council.

**There is a total of \$62,000 available for award during this call for applications.**

### **Projects:**

Provide benefit to and primarily serve City of Chestermere residents. The purpose of Community Grants is to facilitate local activities which engage a broad section of the community.

### **Eligibility:**

1. Project/program/service primarily serves Chestermere residents.
2. Applicants should be able to demonstrate active fundraising efforts for the project.
3. Request for financial assistance for events of a municipal, provincial or national significance would be expected to bring economic and/or public relations benefit to the City.
4. Each application must demonstrate their need for financial assistance and that adequate funding from other sources is not available. Projects that are eligible through other City based grant funding sources (United Way/Chestermere Partnership, Family & Community Support Services and/or Community Vitality Grants) are not eligible for the community grant.
5. Ineligible applicants include: commercial, education, government or political institutions; organizations that are in arrears of payments with the City of Chestermere; or where organizations have failed to report on previous grant funding commitments.

**Criteria:**

1. The application must be submitted using the online form, and must include all applicable documentation.
2. Eligible projects should not duplicate existing projects or services within the community.
3. The grant is non-transferable and must not be used for any purpose other than the approved project.
4. All applications must include current financial statements, audited if available. Organizations shall maintain proper financial records for the project
5. Any unused funds must be returned to the City of Chestermere unless written permission from the City to redirect these funds is provided.
6. The project, program, service or event must be open to the public.
7. This grant will not pay for expenditures or financial commitments made before the organization's grant application is approved.
8. Community organizations must provide a Project Completion Financial Report no later than three (3) months after completion of the project. If the financial report is not provided, future funding requests shall not be considered.
9. The City of Chestermere will be recognized as a source of funding. Applicants must identify how recognition of the City will be promoted.
10. Applicants shall be responsible for obtaining all required licenses, permits, insurances, permissions and other authorizations, including for the use any photographs, copyright materials, property, or other rights belonging to third parties that are used for the project. The City of Chestermere shall not be held liable for any failure to acquire necessary permissions, or for any components or actions of organization.
11. Projects must reflect the best general interest of the community of Chestermere and should not promote any ideas or opinions that could be deemed as discriminatory or offensive in nature.
12. Equipment purchased through the grant will become property of the City of Chestermere upon the dissolution of the group.
13. Projects must be completed within one year (365 days) of the approval of the grant. Extension may be granted if requested in writing.
14. Receipts are to be attached and included with the Final Report.
15. Applicants can only submit one funding application per community organization.

**Ineligible Expenses:**

- Annual operating deficits
- Any project which furthers a for-profit venture
- Endowment funds
- Activities relate to election campaigning
- Activities that primarily benefit one individual only
- Reimbursement of volunteer hours
- Reimbursement of employee wages
- Any projects that do not allow for reasonable public access
- Expenses incurred prior to the award of the grant

- Property taxes or insurance
- Alcoholic beverages
- Donations
- Out of town activities and travel

### **Evaluation:**

Applications are adjudicated by the Community Grant Committee against a number of criteria. Recommendations are then presented to Council.

Evaluation criteria include:

- Alignment with Council strategic priorities
- Community need and support for the project
- Effectiveness of the project strategy and implementation plan
- Value demonstrated in the project budget

### **Application, Review and Payment Process:**

1. Complete all fields within the online application form and save, preferably in a PDF format. Failure to complete all application fields will deem it ineligible.
2. Submit the completed application, along with all related materials, via e-mail to [mpolachek@chestermere.ca](mailto:mpolachek@chestermere.ca) no later than 4:00 p.m. MT on Friday, November 29, 2019. Please include “*Community Grant Submission*” in the subject line of your e-mail.
3. All applications are reviewed to confirm that the proposed project expenses do not fall within the above listed ineligible expenses and that the application meets the grant Purpose, Criteria and Eligibility requirements.
4. Eligible applications are forwarded for review by the Community Grant Committee.
5. Funding recommendations will be forwarded to City Council for approval.
6. Grant recipients will be notified in writing of the grant amount approved following Council’s formal approval.
7. Grants may be awarded with certain terms and conditions. The letter of award will state the restrictions, if any, that apply to the grant.
8. Successful applicants will be required to sign a Community Grant Funding agreement prior to receiving their funding.
9. The term of the grant shall be for one year only, from date of approval. Applicants are advised that grants may not be continued from year to year.
10. Renewals are not automatic nor is any increase in funds.

For additional information, contact:  
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[mpolachek@chestermere.ca](mailto:mpolachek@chestermere.ca)