



# Community Grant Information Package

## Application Deadline

Friday, May 28, 2021 – 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:**

Chestermere City Council allocates funding to local organizations through the Community Grant Program. The purpose of Community Grants 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 is awarded annually and is subject to annual budget approval by Chestermere City Council. \$129,000 is available for allocation in 2021.

### **Eligibility:**

The project/program/service/event **must**:

- Primarily serve Chestermere residents.
- Be open to the public and/or allow reasonable public access.
- Demonstrate the need for financial assistance and that adequate funding from other sources is not available.
- Demonstrate active fundraising efforts.
- Not be eligible for funding through other City based grant funding sources - United Way/Chestermere Partnership, Family & Community Support Services and/or Vitality Grants.
- Not duplicate existing project/program/service/event within the community.

### **Ineligible Applicants Include:**

- Education, government or political institutions;
- Organizations that are in arrears of payments with the City of Chestermere;
- Organizations that have failed to report on previous City grant funding commitments.

### **Evaluation Criteria:**

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

*These documents align with the City of Chestermere's fundamental principles upon which municipal operations are based.*

Evaluation criteria include:

- Alignment with Council strategic priorities.
- Community need and support for the project.
- Effectiveness of the strategy and implementation plan.
- Value demonstrated in the budget.
- For events of a municipal, provincial or national significance, expectation of economic and/or public relations benefit to the City.

**Ineligible Expenses:**

- Annual operating deficits
- Any project/program/service/event which furthers a for-profit venture
- Endowment funds
- Activities related to election campaigning
- Activities that primarily benefit one individual only
- Reimbursement of volunteer hours
- Reimbursement of employee wages
- Expenses incurred prior to the award of the grant
- Property taxes or insurance
- Alcoholic beverages
- Donations
- Out of town activities and travel

**General:**

- Applicants can only submit **one funding application per community organization**.
- The grant is non-transferable and must not be used for any purpose other than the approved project/program/service/event.
- Project/program/service/event 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.
- All applications must include current financial statements, audited if available. Organizations shall maintain proper financial records for the project
- This grant will not pay for expenditures or financial commitments made before the organization's grant application is approved.
- Equipment purchased through the grant will become property of the City of Chestermere upon the dissolution of the group.

*Funding Duration*

- Projects must be completed within one year (365 days) of the approval of the grant. Extension may be granted if requested in writing.

*Recognition of Funding*

- The City of Chestermere will be recognized as a source of funding. Applicants must identify how recognition of the City will be promoted.

### *Licensing and Insurance*

- 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.

### *Monitoring and Reporting*

- 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.
- Receipts are to be attached and included with the Final Report.
- Any unused funds must be returned to the City of Chestermere unless written permission from the City to redirect these funds is provided.

### **Application Process:**

1. Application must be submitted using the designated application form, and must include all applicable documentation
2. Complete all fields within the application form. Failure to complete all application fields will deem the application ineligible.
3. 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, May 28, 2021**. Please include “*Community Grant Submission*” in the subject line of your e-mail.
4. All applications are reviewed to confirm that the proposed expenses do not fall within the above listed ineligible expenses and that the application meets the grant Purpose and Eligibility requirements.
5. Eligible applications are forwarded for review by the Community Grant Funding Adjudication Committee.
6. Funding recommendations will be forwarded to City Council for approval.
7. Grant recipients will be notified, in writing, of the grant amount approved following Council's formal approval.
8. Grants may be awarded with certain terms and conditions. The letter of award will state the restrictions, if any, that apply to the grant.
9. Successful applicants will be required to sign a Community Grant Funding agreement prior to receiving their funding.
10. 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.
11. Renewals are not automatic nor is any increase in funds.

**Definitions:**

<b>Term</b>	<b>Definition</b>
Direct Delivery	Engagement between project staff/organizers/volunteers and participants/attendees.
Endowment Fund	A financial asset, typically held by a non-profit organization, which contains the capital investments and related earnings leveraged by the non-profit organization to fund the overall mission.
For-Profit Venture	Denoting a venture that is established, maintained or operated for the purpose of making a profit.
Non-Profit Organizations	<p>“Non-profit” and “Not-for-profit” are often used interchangeably to refer to organizations that do not redistribute profits or funds to owners or shareholders.</p> <p>Non-profits usually carry out larger, more organized activities that focus on environmental, social, political, or economic missions. Examples include the American Red Cross, United Nations Children’s Fund (UNICEF), and the American Heart Association.</p>
Not-For-Profit Organizations	<p>“Non-profit” and “Not-for-profit” are often used interchangeably to refer to organizations that do not redistribute profits or funds to owners or shareholders.</p> <p>Not-for-profits often carry out smaller group activities that focus on sports, hobbies, or special interests. Examples include amateur sports leagues, clubs, or associations.</p>
Operating Deficit	Any excess of standard business operating expenses over standard business operating incomes.
Outcomes	The benefits or changes for participants/attendees or populations that result from participating in the project/program/service/event.
Public Access	Accessible to the general public and may include private property that is not open to the public at large, but is intended for frequent use by many persons.

For additional information, contact:  
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