

	Policy No. and Title: 2001-01 – Community Grant Policy	
	Department: Community Services	Approved By: Council
	Approval Date: March 28, 2023	Resolution No: 2023-086
	Revision Date: N/A	Resolution No: N/A

POLICY STATEMENT / PURPOSE

The purpose of the Community Grant Policy is to ensure that access to Town financial and in-kind support for programs and events is fair and transparent. This policy provides guidelines for the submission, review, and accountability associated with the provision of such support.

DEFINITIONS

“CAO” means the Chief Administrative Officer for the Town of La Ronge, or their duly appointed designate.

“Council” means the duly elected officers of the Town of La Ronge and the Chief Elected Officer or Mayor.

“Manager of Community Services” means the Town’s Manager of Community Services, or the employee(s) designated by the CAO to implement this Policy.

“Municipality” or “Municipal” or “Town” means the Town of La Ronge located in the Province of Saskatchewan.

POLICY STATEMENTS

1.0 ELIGIBILITY

1.1 Applicants may apply for financial and in-kind support under this policy for initiatives that are for the benefit of the residents of the Town, such as:

- Community programs and events
- Charitable events
- Start-up funding for an organization, group, or event
- Any other activity or project deemed eligible by Council.

1.2 The following are not eligible for financial and in-kind support under this policy:

- Applicants that are in arrears of payments with the Town;
- Applicants with political affiliations;
- Initiatives that have already been started or completed;
- Providing grants to other organizations, groups, or causes;
- Ongoing activities or programs;

- Operational and administrative subsidies;
- For-Profit events and activities, except where proceeds are being raised for a charitable cause or in support of a non-profit organization's operations.

1.3 Applications are limited to one per calendar year from each organization and/or volunteer group. However, an applicant may consolidate more than one activity, program, or event into one application.

1.4 Applications will only be considered eligible if the applicant can demonstrate written authority to act on behalf of the organization or volunteer group.

2.0 APPLICATION PROCESS

2.1 Applications are accepted on an ongoing basis, and the application is available at [Community Grant Application](#), and through a link provided on the Town's website.

2.2 Applications shall include:

- A budget detailing the revenue and expense associated with the funding request;
- A financial statement and/or most recent bank statement depicting the financial standing of the organization or volunteer group;
- A description of efforts to seek alternative sources of funding for the initiative or event (i.e., financial, in-kind, fundraising, and volunteerism);
- A specific funding and in-kind support request of the Town, the total value of which must not exceed \$5,000 (please contact the Manager of Community Services to verify the in-kind value associated with your request – i.e., requests for Town facilities, equipment, services).

2.3 Applications will be received by the Manager of Community Services and undergo administrative review to ensure accuracy, completion, and adherence to this policy.

2.4 During the review of an application, the Manager of Community Services may choose to address the request directly via a partnership if the activity aligns with a budgeted Town program, service, or event.

2.5 Any applications not addressed via a partnership will be forwarded to Council for consideration at the next regular Council meeting.

2.6 In determining the amount of funding and support to grant, Council may consider:

- The applicant's efforts and contributions toward seeking alternative sources of funding for the initiative or event (i.e., financial, in-kind, fundraising, and volunteerism);
- The overall impact on the community (e.g., economic impact, number of attendees/participants, length of the event, significance to the community);

- Any recognition or marketing opportunities offered to the Town;
 - Any other grant or operational funding or subsidy that may already be provided to the applicant;
 - Any other factor that Council feels is warranted.
- 2.7 Applicants will be notified of the decision of Council through written or electronic means within 14 days following Council's decision.
- 2.8 When funding and/or support is provided, a follow-up report shall be submitted to the Town within 60 days of the applicant's funded/supported activities occurring. Follow-up reports must include a general description of the supported activities and how funds were used. Grant recipients who do not provide adequate reporting will not be able to access grant funding for the following 3 calendar years.

3.0 GENERAL PROVISIONS

- 3.1 The total amount of funding available annually under this policy is subject to the total amount of funds approved by Council in the applicable budget year.
- 3.2 Due to limited funds and/or large volume of applications, not all requests meeting the established criteria will obtain funding.
- 3.3 Any funding and/or support approved is done so on a one-time basis. On-going annual funding and/or support should not be assumed.

TOWN OF LA RONGE



Lyle Hannan, CAO