

Altona

**Town of Altona
Community Grants Policy**

1.0 POLICY STATEMENT

It is the policy of the Town of Altona (“Town”) to consider, within its financial capacity, modest financial support to non-profit organizations within the municipality. This support is provided in recognition of the value these organizations provide to the well-being and growth of the community and in helping the municipality retain strong community focus.

The Town supports the enhancement of a positive quality of life for all its residents. One means of achieving this goal is through the provision of grants to organizations that contribute to the general interest and advantage of the community.

The Town also recognizes that supporting volunteer community-based organizations is often fundamental to maintaining this quality of life. This policy has been formulated to foster consistency with the awarding of grants to groups whose benefits and services are enjoyed by the residents of the Town.

The awarding of grants is solely within Council’s discretion and as such, Council may deny any and all grant requests.

2.0 OBJECTIVE

The objectives of the Community Grants Policy are to:

1. outline the requirements needed to apply and be considered for a grant from the Town; and
2. define the criteria to be used in determining eligibility for a grant.

3.0 APPLICATION REQUIREMENTS

Each year, the Town will prioritize community grants requests that meet the following requirements:

1. The organization must be a non-profit or a registered society (confirmation of registered society status, if applicable);
2. The organization must be:
 - a. community based; or
 - b. regionally based and provide a service which is unavailable within the Town, but that residents use in another community;
3. The organization must be in good financial standing with the Town;
4. A signed, completed application form submitted by December 15th;
5. A recent set of financial statements supplied with the application;
6. The minutes of the organization's most recent Annual General Meeting;
7. A list of the members of the executive (including positions held, address and contact numbers); and
8. A profile and history of the organization and its accomplishments.

All applications for grants must be submitted in writing to the Chief Administrative Officer specifying an amount requested and evidence that the organization is a recognized community group or registered entity. The request for funding should provide the necessary information to enable a full evaluation of the request based on the eligibility criteria listed below.

Requests received as part of general mass mailing, emailing campaign or telemarketing campaign will not be considered.

4.0 ELIGIBILITY CRITERIA

Town of Altona Council will assess each grant application that meets the above requirements on the following criteria:

The project, programs or services provided by the organization will:

1. Enhance the quality of life and well-being of many Altona citizens.
2. Benefit the community over a long period of time.
3. Improve the environmental sustainability of the community.
4. Provide important community support to underserved populations.
5. Support recreational and cultural initiatives.
6. Have community support (eg., financial or volunteer contributions)

A scoring guide is provided in Appendix 1 as an example of how grant requests may be scored against the above criteria. Council reserves the right to periodically adjust the scoring guidelines for evaluating requests.

In the event an organization makes an application for funding that does not meet the above guidelines, Council may consider the application following a presentation from the organization in which the merits and benefits of the requested funding are outlined for the information of all of Council.

Further, the Town reserves the right to limit the number of years that any one organization can receive funding under the General Government Services - Grants program. Approval of the grant by Council in one year does not mean that future applications by the same organization will be approved.

5.0 APPLICATION PROCESS

A signed, completed application form must be submitted to the Chief Administrative Officer at the Altona Town Office by December 15th, including all documents as described in section 3.0.

Incomplete Applications will not be considered.

Applications received after the application deadline of December 15th will be marked as “late” and will be considered for funding at the discretion of Council if there are still monies available after consideration of all other applications.

The Chief Administrative Officer will:

- (a) review all applications to ensure compliance with the Town’s policy; and
- (b) forward the applications to the Committee of the Whole for consideration and recommendation to Council.

Grant approvals will be finalized and confirmed within the Town’s Financial Plan by no later than April 15th.

Grant payments will be made by August 15th.

Grant recipients will be required to provide a report on their use of the grant prior to December 15th. Recipients who do not provide a report will not be in good standing and will not be eligible for future grant applications.

Appendix A - Grant Scoring Guide

Applicant	Meets requirements?	Quality of life / well-being	Long term benefits	Environmental sustainability	In support of underserved populations	Recreational & cultural initiatives	TOTAL SCORE
Score	Y/N	/10	/10	/10	/10	/10	/50
Grant Request #1	Y	6	7	3	9	7	32
Grant Request #2	Y	7	8	8	9	8	40
Grant Request #3	Y	4	5	8	9	7	33
Grant Request #4	N	1	6	6	6	5	24
Grant Request #5	Y	8	8	7	8	8	39
Grant Request #6	Y	5	4	5	7	9	30