

**City of
Wetaskiwin
Council Policy**

**Community Grant
Program**



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| Policy Number: | CO-019 |
| Effective On: | July 17, 2023 |
| Approval History: | August 19, 2019 |
| Review Frequency: | Every 4 years |
| Responsibility: | Community & Protective Services |
| Cross-Reference: | <ul style="list-style-type: none">- Community Grants Program Procedure- Community Grants Program Application Form- Community Grants Program Applicant's Guide |

Policy Statement

Community Grant Program funding opportunities are available to community organizations to fund operating and one-time initiatives of community organizations, to fund one-time projects that enhance community safety, to fund events that are primarily designed and delivered to the general population that attract visitors, significantly contribute to the local economy, promote volunteerism and value added to Wetaskiwin.

Purpose

This policy exists to clarify the overall purpose and intent by which funds shall be allocated from the Community Grant Program. Specifically, for activities that best meet program eligibility and priority criteria, as well as build efficiency and sustainability through measurable outcomes.

Definitions

Activities – includes programs, services, community events, safety initiatives, operations and other endeavors undertaken by a community organization.

Efficiency – the measurable ability to avoid wasting materials, energy, efforts, money, and time while performing a task. In a more general sense, it is the ability to do things well, successfully, and without waste.

Eligibility Criteria – those absolute measures used to determine qualifying applications.

Local Events – are defined as events that are organized by local community members, for local community members. Local events increase community vibrancy and create a sense of belonging.

Measurable outcomes – program outcomes which clearly establish the benefits of funding a project in measurable terms (quantitative or qualitative).

Core Operating Costs – expenses for administration, salaries, maintenance contracts, and insurance.

Priority Criteria – those weighted measures used to rank qualified applications.

Regional events – are defined as events that draw provincial and/or national participants and audiences. These events typically increase economic activity and community vibrancy during the event. Regional events have limited international participation and limited international and national media coverage.

Sustainability – involves living in a way that meets today’s needs without compromising the ability of future generations to meet their own needs; this is achieved by balancing the following integrated dimensions: culture, economy, environment, governance, and social.

Responsibilities

Council shall:

1. Authorize Administration to award funds to organizations in accordance with policy.

Administration shall:

1. Be responsible for awarding the Community Grant Program funds within the guidelines of the Program; and,
2. Ensure funding allocation decisions reflect the best interests of the community of Wetaskiwin and align with City Council’s strategic plan and community vision.
3. May also make recommendations to Council related, but not limited, to the Community Grant Program annual budget allocations, processes, and program guidelines.

Administration through the Community and Protective Services Department shall:

1. Lead program awareness and manage the application process (i.e. grant awareness, letter of interest, workshop, call for proposal etc.);
2. Offer application readiness advice to applicants (i.e. meet with applicant, administrative review of applications, eligibility criteria screening, financial/needs assessment etc.);
3. Ensure the tracking and accountability process is maintained and presented for information to Council annually.

The following ranking criteria will be used by Administration to rank all applications as to the value added to Wetaskiwin, this criteria will be used by Administration to make funding decisions:

| Ranking Criteria | Score |
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| Linkages to Community Vision and Strategic Plan | 15 |
| Needs assessment, analysis and planned evaluation with measurable targets/outcomes | 15 |
| Cost benefit value | 15 |

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| Degree of financial need of applicant/how much self-help | 20 |
| Demonstration of thorough project plan | 10 |
| Number of people impacted and how (includes special considerations) | 10 |
| Financial stability/demonstrate how matching funds/resources/revenue will be raised | 10 |
| Credible previous management of project/activity/organization | 5 |
| Total | 100 |