



City of St. Albert
CITY COUNCIL POLICY

Community Events Grant Program

AUTHORITY	APPROVED	Res. No.	mm dd	REVISED	Res. No.	mm dd
City Council		C178-2003	03 17		C661-2005	12 12
					C199-2006	04 03
					C667-2006	12 04
					C416-2010	07 12

Purpose

To provide a source of funds for eligible community groups and eligible community events to assist in defraying costs associated with those events; and to establish specific criteria for the provision of funds to eligible community groups and eligible community events.

Policy

The City offers a financial assistance program to St. Albert not-for-profit Community organizations to initiate and develop new events; and to assist with the maintenance of long standing events. The amount of the funding available for the program is determined by multiplying the city's population, as determined by the most recent census, by \$1.00. The Community Events Grant is allocated as follows:

- a. \$0.20 per capita to the Canada Day Committee;
- b. \$0.80 per capita to the remaining Community Events Grant applicants as follows:
 - i. up to 40% be dedicated to grandfathered, annual events
 - ii. up to 60% be dedicated to ad hoc community events.

Definitions

1. "Canada Day Committee" is a committee of St. Albert organizations coordinated by City Administration to plan city wide Canada Day Festivities.
2. "Community Event" is defined according to the following:
 - a. Event primarily designed and delivered for the general population, or
 - b. Event that promotes the development of a stronger community in St. Albert.
3. "Eligible Event" is defined according to the following:
 - a. Event is either no cost or low-cost for individuals to attend, appeals to the general population and has a high level of community acceptance; or
 - b. Event is related to a national or provincial holiday, a community celebration; or
 - c. If a sporting or cultural event, it must draw a minimum of six (6) teams or fifty (50) participants from outside the community, operate for a minimum of two days, utilize St. Albert facilities & businesses; or
 - d. Funding for the event will not normally exceed \$5000; or
 - e. Event that shows a profit is not eligible for funding; or
 - f. Event that is hosted in St. Albert must be open and accessible to the public regardless of age, sex, creed, or religion; and/or
 - g. Event is non-secular and non-political in nature.



4. "Eligible Group" is defined according to the following:
 - a. The organization is a registered St. Albert non-profit society or a registered society with a St. Albert Chapter or Branch;
 - b. The service or activity is for St. Albert citizens and takes place in St. Albert;
 - c. Organizations shall be limited to one Community Events Grant per calendar year; and
 - d. Political organizations are not eligible to apply.
5. "Funding Amount" is the amount identified in the City of St. Albert budget that is available for which community groups can apply.
6. "Grandfathered long-standing annual events" include:
 - a. Those events that reach, encourage, and draw community-wide participation; and
 - b. Events that are approved every three years based on an application process.

Responsibilities

1. The Community and Protective Services Division coordinates, promotes and receives applications for Community Events Grant Program on a semi-annual basis, determines the completeness of the applications and forwards the applications to the Community Services Advisory Board.
2. The Community Services Advisory Board reviews the grant applications in accordance with this policy and makes funding recommendations to Council.
3. Prior to receipt of funding, grant recipients shall execute an agreement with the City detailing their expenditure, reporting and other obligations. This agreement shall require that recipients:
 - a. Expend funds as specified in the application;
 - b. Obtain appropriate insurance coverage in relation to the proposed activity and indemnify the City from claims related to such activities;
 - c. Submit a signed Financial Statement/Expenditure Report within 60 days of completion of the project, verifying that funds were used for the purpose awarded, together with a brief description of the project outcomes and an evaluation of the project in relation to its stated objectives;
 - d. Acknowledge receipt of the Community Events Grant funding from the City in event promotion and advertising including use of the City branding where appropriate; and
 - e. Return to the City any funds unexpended within one year of the date of Council approval.

Standards

1. The Community Services Advisory Board will identify and recommend to Council the grandfathered events for a three year term.
2. The identified grandfathered events and funding allocations shall be reviewed by the Community Services Advisory Board and recommended to Council on an annual basis.
3. Groups meeting the Grandfathered criteria and wishing to be considered for the upcoming three year term will be required to submit a separate application in the Fall preceding the three year term.
4. Each year the Grandfathered groups shall provide a Letter of Intent along with their proposed event budgets on or prior to the submission deadline.



5. Applications for events occurring six months prior to and six months following the intake date may be considered for funding. For retroactive funding requests, a final report must be included if the 90-day reporting requirement falls before the application deadline.
6. Groups are encouraged to either make an appointment with the Board or have a representative of the group available via telephone on the evening of the CSAB meeting.
7. A financial statement showing all sources of funding and all costs of the project shall be forwarded to the City of St. Albert within 90 days of project completion. The report must include:
 - a. summary of the project including outcomes and community impact;
 - b. evaluation of the project's success, in relation to its objectives; and
 - c. signed financial statement of all income and expenses connected with the project, including receipts.
8. Previous Grandfathered and community event applicants for grants under this program, who have not fulfilled the requirements of the program by submitting an accountability statement and/or repaying unspent funds, are ineligible to reapply until such time as these requirements have been met.
9. If an eligible event is cancelled, or is not completed within 12 months of the approval of the grant funding or within the extended event period approved by the Community Services Advisory Board, any unexpended funds shall be returned to the Community Events Grant Program.
10. Unallocated funds shall revert to the Community Events Grant Program for allocation in the next budget cycle.
11. Members of the Community Services Advisory Board and Council members shall disclose their affiliations or interest with an eligible applicant that may affect their decision-making on applications received under the Community Events Grant Program.
12. The Community Group's contribution may be in the form of any combination of money, volunteer labour, or donated equipment or material. The volunteer contribution must be directly related to the event for which funding is being requested. Other grants are not eligible as matching funds.
13. Community Groups may make application only once per calendar year.

