



MUNICIPAL DISTRICT OF PEACE NO. 135

ADOPTED BY: COUNCIL	NUMBER: ADM-22
TITLE: Grants, Donations and Funding Policy	DATE: February 26, 2019 <u>January 9, 2026</u> REVISED: <u>September 10, 2024</u>

PURPOSE OF THIS POLICY: To establish guidelines and procedures for dealing with requests for funding from groups, organizations and other community entities.

POLICY STATEMENT:

1. PRINCIPLES

- 1.1 Council recognizes that the ability to attract and retain quality events and activities within the Municipal District of Peace No. 135 (hereafter referred to as the MD) and its immediate neighboring municipalities is a key mechanism ~~infor~~ promoting tourism, ~~and~~ economic development and community development. ~~These events and activities have a positive impact on the quality of life of the community as a whole. Such events and activities contribute positively to the overall quality of life within the community.~~
- 1.2 Council wishes to ensure that budgeted funds are allocated to events and activities that will enhance the MD's standing ~~not only as~~ both a tourist destination, ~~but also as~~ and an attractive place to reside and ~~to~~ conduct business. At the same time, Council recognizes its duty and responsibility to the ratepayers of the MD to ensure its funds are used in the most productive and meaningful manner. Accordingly, Council adopts the following policies:

2. GENERAL POLICY GUIDELINES

- 2.1 The MD does not provide support for business events, ~~and~~ conferences and any other events and/or activities that are solely commercial in nature.
- 2.2 Council reserves the right to request specific information ~~regarding from~~ any group, individual, or organization ~~making application~~ applying for funding. This information will generally be requested as part of the application process and may ~~involve a request for information~~ include details on an entity's status, organizational structure, officers, constitution, or any other information deemed necessary to evaluate a request for funding.
- 2.3 Requests for funding must meet at least one of the following criteria:
 - a) General Exposure and Profile - The event or activity enhances the MD's profile and/or status, and/or increases overall awareness of the MD as a community, particularly ~~when the event or activity will provide~~ media exposure for the MD is provided.
 - b) Economic Benefit - The event or activity attracts tourists and visitors to the MD and/or adjacent municipalities thereby providing economic benefit to local businesses.



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- c) Promote Civic Pride and Sense of Place - The event or activity will enhance entertainment, recreational and cultural opportunities for MD residents and will help create a more varied, vibrant and ~~interesting local flavor~~ engaging community identity.
 - d) The MD ~~does~~ will not sponsor more than 50% of the total cost of any event or activity.
 - e) Approval of applications is subject to the availability of budgeted funds ~~available~~ in any given year, and therefore the application process is competitive.
 - f) Council recognizes that some events or groups are strongly identified with the MD; therefore, these events/groups may require on-going funding due to the exposure and tourism opportunities they provide. Council may opt to commit to funding for more than a one-year period; however, ~~the annual applications process and financial information~~ may still be required in addition to any other financial information regarding the event or activity that Council deems necessary in order to determine the extent of its ongoing commitment. Ongoing support is not guaranteed.
 - g) Council may give consideration to requests for capital project funding.
- 2.4 This section is not exhaustive, but provides the general rules for funding, and the MD reserves the right to accept or refuse any application, in whole or in part, for any reason.
3. APPLICATION PROCESS
- 3.1 Requests for funding will be approved on a quarterly basis. Applications must be received at least one month prior to the beginning of the quarter to be considered for that funding round. The application process will be publicly advertised on the MD website in advance of the closing dates for applications.
- 3.2 Applications will be made by way of the Request for Funding Application, attached as Schedule A, and forming part of this policy. The CAO may ~~make~~ amendments or changes to the Request for Funding Application form as deemed necessary.
- 3.34 If a decision needs to be made outside of the recognized funding rounds, a recommendation for funding may be made to Council at that time, subject to available funds. Applicants may be required to attend a Council meeting to respond to any questions regarding their application.
- 3.54 In determining the amount of funding, Council will consider:



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<ul style="list-style-type: none"> a) Fundraising efforts made by the applicant. b) Total budgeted cost of the event or activity. c) The applicant's contribution to the event by way of volunteer activities, in-kind contributions and financial contributions. d) The benefit to the community overall, and the significance of the event or activity, and, e) The marketing value and opportunity offered the MD in exchange for its support. <p>4. POST APPROVAL</p> <p>4.1 By accepting funding provided by the MD of Peace the applicant agrees to the following:</p> <ul style="list-style-type: none"> a) A follow-up report, including an accounting of revenues and expenditures, may be requested <u>must be provided to</u> by the MD within 60 days of the event or activity. b) Any support extended will be considered sponsorship, and as such, the MD will receive the recognition and benefit extended to any other <u>sponsors</u>. <p>5. EXCLUSIONS</p> <p>5.1 To facilitate understanding of this policy, the following activities are ineligible for funding through this policy (MD's Grants Donations and Funding Policy):</p> <ul style="list-style-type: none"> a) Tuition: C or costs to attend <u>associated with attending</u> post-secondary educational institutions are not eligible. <p>6. DISCLAIMER</p> <p>6.1 Any and all previous policies regarding grants, donations and funding to groups, organizations and other community entities are hereby rescinded.</p>	

**MUNICIPAL DISTRICT OF PEACE NO. 135
GRANTS, DONATIONS & FUNDING POLICY**

REQUEST FOR FUNDING APPLICATION

Name of Applicant: _____

Mailing Address: _____

Contact Person: _____

Phone Number: _____ Email: _____

Activity/Event Type (please check one):

Host a Regional, Provincial, National or International Event

Community Special Event or Celebration

Organization/Group Start-up Costs

Travel to a Regional, Provincial, National or International Event

Other: *Specify:* _____

Description of Request (use back of form or additional paper if required):

Budget:

Revenues:

Applicant Fund-raising: _____

Applicant Contribution: _____

Other Grants/Donations: _____

In-kind Contributions: _____

Other: _____

Application Amount: _____

Total Revenue: _____

Expenditures:

Transportation: _____

Accommodations: _____

Contracted Services: _____

Food: _____

Administration: _____

Other: _____

Total Expenditures: _____

Cheque is payable to: _____

Applicant Name and Position: _____

Applicant Signature: _____

Date: _____

Please submit applications to:

Municipal District of Peace No.135
P.O. Box 34
Berwyn, Alberta
T0H 0E0

The personal information collected on this form is collected for the purpose of determining eligibility for the applicant to receive support for an event or activity. The information is collected and managed in accordance with section 4(c) of Alberta's **Protection of Privacy Act (POPA)**, which sets out the rules for collection, use, disclosure, and access to personal information by public bodies in Alberta. Questions regarding the collection of this information or the application of these laws may be directed to the **Privacy/Access to Information Coordinator** at the address noted above. ~~under Section 33(e)~~

~~of the Freedom of Information and Protection of Privacy Act. Questions regarding the collection of this information should be directed to the FOIP Coordinator at the address noted above.~~