COMMUNITY GRANT

—PROGRAM—

APPLICANT'S GUIDE

Gateway to the Rockies

HINTON

—TABLE OF CONTENTS—

—OVERVIEW—

Thank you for your interest in the Town of Hinton's Community Grant Program.

There are two intakes for the 2022 Community Grant Program. The deadline for the Fall Intake funding application submissions is September 2, 2022 @ 10:00 a.m.

The purpose of this guide is to provide direction when applying for funding from the Community Grant Program. Please read this guide carefully to ensure that your organization qualifies for funding.

PLEASE SUBMIT A SEPARATE APPLICATION FOR EACH FUNDING REQUEST.

SIX HARD COPIES of the completed application must be delivered to:

Town of Hinton
Attention: Community Grant Program
2nd Floor, 131 Civic Centre Road
Hinton, AB T7V 2E5

Please note that the Town of Hinton office is currently closed to the public due to COVID-19, please contact Alexa Wade, Communications Assistant at 780-865-6069 to arrange a delivery time.

—CONTACT US—

Lisa Brett, Community Connections Coordinator can support Community Grant applicants with general feedback and tips.

Applicants are welcome to consult with Lisa by appointment in advance of the application deadline. To set up an appointment, please contact:

Lisa Brett, Community Connections Coordinator
780-865-2670
volunteer@hinton.ca

For questions regarding eligibility, funding history, guidelines, or budgeting, please contact the grant administrators at 780-740-6069

—SECTION 1: PROGRAM GUIDELINES—

1.1 Goals and Objectives of the Fund

The purpose of the Community Grant Program is to fund the following:

♦ One-time projects and initiatives;

♦ Operating expenses of organizations in their developmental stage once per fiscal year for up to three years (within the first five years); or

♦ Events that are primarily designed and delivered for the general public that attract visitors, significantly contribute to the local economy, and promote volunteerism.

PLEASE NOTE: Operating/Core Support is only available for up to three years within the developmental stage (See Appendix A: Glossary) and requires: a sound business plan linking to measurable targets and outcomes, financial statements indicating organizational stability, and demonstrated qualifications of the managing personnel or volunteers.

2021 CHANGES: For the 2021 Intakes, Council has waived the 3-year cap on operational funding.

1.2 Eligible Organizations

The following organizations are eligible to apply for Community Grant funding:

1.2.1 Community non-profit organizations who are **registered** (and in good standing) under one of the following Acts:

Provincial Legislation
♦ Agriculture Societies Act
♦ Part 21 of the Business Corporations Act – Extra-Provincial Corporations
♦ Cemeteries Act or Cemetery Companies Act
♦ Companies Act, Part 9 (Non-profit Companies)
♦ Libraries Act
♦ Societies of Alberta Act
♦ Special Act of the Alberta Legislature

Federal Legislation
♦ Special Act of the Parliament of Canada
♦ Canada Not-for-Profit Corporations Act and must be registered in Alberta under the Business Corporations Act
♦ Income Tax Act of Canada and operating in the province of Alberta (Charities)

1.2.2 First Nations and Metis Settlements

1.2.3 Foundations established and regulated under the province's Regional Health Authorities Act

1.2.4 Universities, colleges, and institutes as defined under Alberta's Post-Secondary Learning Act

1.3 Ineligible Organizations

The following organizations are not eligible to apply for funding under the Community Grant Program:

♦ For-profit organizations

♦ Any other organizations **not registered*** under one of the above mentioned Acts

♦ Organizations that have overdue or incomplete accounting or reporting relating to any grant previously awarded by the Town of Hinton for the Community Grant Program.

♦ Individuals

*PLEASE NOTE: If your group is non-registered, you can still apply through an eligible group. The sponsoring organization must provide their explicit board approval to apply for grant funding, assist with submitting the application, oversee the project/activity, and ensure accounting requirements are met. The sponsoring group will provide mentoring of the entire process which will help new groups build their capacity for future applications.

1.4 Eligible Applications

In order to be considered, applications must meet the following stipulations:

♦ Funding request is at or between $1,000 - $10,000

♦ Funds support eligible expenditures (see Section 1.1)

♦ Funding is approved on a matched-grant basis

♦ Previous monies received from the Town of Hinton have met reporting requirements

♦ Funded projects **MUST** provide programs or services which benefit the residents of Hinton and be linked to **measurable targets** (service and facilities that you will deliver as a result of the grant funding) and **outcomes** (changes that occur as a result of services and facilities provided).

An organization may submit more than one application per intake, provided the projects/activities are not directly related financially or otherwise. Each project or request must meet funding eligibility.

1.4.1 Applicant Contribution

Funding is approved on a **matched-grant basis.** The applicant must contribute an amount equal to or exceeding the Community Grant funding request towards the expenses of the project. The matching funding may be in the form of any combination of money, receipts for donated equipment, services or materials, and volunteer time. Contributions can also include funds from other granting agencies, organizations, foundations, and grants from other Municipal/Provincial/Federal Governments.

2018 CHANGES

• **Due to changes to ATE Policy #078, maximum amount of funding per intake is now $10,000.**

2019 CHANGES

• **In 2019, groups can receive funding for three consecutive years, after which they may not apply for the next two intakes.**

1.4.2 Matching of Donated Labour, Equipment, or Materials

The value of donated resources is based on the Alberta Community Facility Enhancement Program rates.

- $20.00 per hour for unskilled labour working directly on the project (must report actual hours in the final accounting report).

- $35.00 per hour for skilled labour (must report actual hours in final accounting report). *Skilled labour includes qualified trades and professionals specific to components of the project (e.g. ticketed electrician or plumber).*

- $70.00 per hour for heavy equipment including operator (must report actual hours in final accounting report).

- Donated materials and professional services at verified fair market value.

Supporting documentation for donated resources must be maintained and may be requested from applicants for accounting purposes, and include:

- Volunteer sign-in sheets for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value.

- Donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business.

1.4.3 Application Deadline

There are two intakes for the Community Grant Program in 2022. The deadline for Fall Intake funding application submissions is September 2, 2022 @ 10:00 a.m.

**Applications for 2022 Community Grant
Program Fall Intake must be submitted by
September 2, at 10:00 a.m.**

1.5 Application Process

STEP 1

Complete and submit the Funding Application prior to the deadline (ensuring the Applicant's Guide is followed). Fillable forms are available online at www.hinton.ca/cgp.

STEP 2

Administration reviews your application for completeness and eligibility compliance to ensure all required information is correctly entered on the application form and included in the submission. Incomplete applications will be returned to the group. Incomplete applications that are received well before the deadline date will be returned to the group and may be resubmitted before the deadline. Extensions to deadlines will not be granted; groups may resubmit for the next intake.

STEP 3

All funding requests are presented to the Hinton Grant Funding Advisory Committee to review, rank, and make recommendations to Council. You have the option to participate in a 10-minute question and answer session with the Committee.

STEP 4

The Committee will present their recommendations to Council for consideration and approval. There is no appeal of Council's decision under this program. Unsuccessful applicants may revise and resubmit applications for the next intake cycle.

STEP 5

Administration will process approved funding and provide a letter outlining any funding conditions and expectations, as well as final reporting requirements. Projects must be completed within 12 months of the funding approval date.

Funding by the Town will be provided in the following manner:
- **80%** will be provided upon Council approval, and
- The remaining **20%** will be provided upon project completion, project assessment, and final reporting (must be completed within 12 months)

1.6 Assessment of Funding Applications

Only those applications meeting grant program eligibility requirements shall be considered for funding. Once eligibility is established, the following Council-approved Ranking Criteria & Weighting System will be used by the Hinton Grant Funding Advisory Committee to evaluate applications and make recommendations to Council:

Needs assessment, analysis, and planned evaluation with measurable targets/outcomes	20 PTS
Cost Benefit Value	20 PTS
Degree of financial need of applicant/how much self-help	20 PTS
Demonstration of thorough project plan	15 PTS
Number of people impacted and how (includes special considerations)	10 PTS
Financial stability/demonstrate how matching funds/resources/revenue will be raised	10 PTS
Credible previous management of project/activity/organization	5 PTS
TOTAL	**100 PTS**

1.7 Acknowledgement of Community Grant Program Funding

Organizations receiving funding are required to provide acknowledgement of receipt of grant monies from the Town of Hinton in signage, promotional materials, etc. Any projects that are occurring on Town-owned land are required to discuss signage requirements with the Town of Hinton Planning & Development Division. As the cost of signage is to be covered by the grant recipient, it is advisable to discuss the requirements prior to applying for funding.

1.8 Assessment of Funding Applications

Final Activity Report
If grant funds were not used for the purpose they were awarded, the applicant will be required to return the funding. Any unused portions of the grant must be returned along with the Final Report.

All applicants are required to submit a final project assessment and financial report on the funded program/project upon completion or within 12 months from project approval date. Failure to submit may result in a disqualification/rejection for future applications.

Final reporting must include the following:
- Financial report of actual revenue and expenses;
- Copies of receipts;
- Project results; and
- Examples of how marketing materials used the Town of Hinton logo.

—SECTION 2: GENERAL APPLICATION FORM & PROJECT PROPOSAL—

Once completed, the application form, along with the additional documents requested, will constitute your complete funding application.

Instructions and helpful tips to complete the application form are provided below. The application form is available at www.hinton.ca/cgp. If you require further assistance, please contact one of the Hinton Connects team members (listed under the Contact Us section on page 3).

Note: It is recommended to read Section 1 of the Applicant's Guide before completing the application form.

PART A: Applicant Information

Complete all required fields as well as all optional fields that may apply. The Contact Person is the person that is head of the project.

PART B: Project Summary

The Project Summary section of the form is a key element of your funding application. This is where you will describe what your project will achieve, how it will be achieved, who will benefit, and why it is important. The merit and viability of the project/activity must be evident throughout the proposal.

> **Tips for completing Part B:**
> - Be clear, specific and to the point; avoid unnecessary repetitions
> - Spell out acronyms the first time they are used
> - Ask someone who is not involved in your project to read your proposal and confirm they clearly understand what the project will achieve

PART C: Community Benefit/Financial Need and Ability to Manage Project

The following provides the applicant with some *guiding* questions when providing answers for this part of the application form.

Needs assessment, analysis and planned evaluation (i.e. have you completed a needs assessment for the project? If not, how was the need determined? What measures are in place that will determine whether the project will be successful or not?)

Cost-benefit value (appropriate use of municipal revenue from Automated Traffic Enforcement proceeds for the community) (i.e. is there a clear indication of the expected cost-benefit to the community? How does the project demonstrate an appropriate use of municipal funds?)

Degree of financial need of the applicant/how much self-help (i.e. is your organization new? Is the overall sustainability affected by the success of this project? Have you received funding from the Town in the past for this project? Have you received other grants? Is your self-help evident and appropriate? Will funds be used to leverage other grants or revenue sources? Have other sources of support such as donations, manpower, or gifts-in-kind been sought?)

Demonstration of thorough project plan (i.e. provide a timeline for the project indicating a starting date and completion date for the project. Will the project be in phases or stages? If so, how many? Will each phase function on its own or rely on additional funding for the next phase to be operational? Is the project a standalone project? Are costs linked to measurable targets and outcomes? Will the grant funds significantly contribute to the business plan? Are the mission, vision, objectives, and short-term/long-term strategies linked?)

Number of people impacted and how (includes special consideration) (i.e. how does the project impact the overall community, if at all? Is there a specific demographic that will benefit? If so, who and how many? Does the project impact a small number but have a high impact, or a large number with a low impact?)

Applicant's financial stability and ability to raise matching funds (i.e. how long has your organization been operating? Do you have a fundraising strategy? Is there a solid volunteer/ membership base? State your ability to raise matching/additional funds. Financial statement(s) demonstrates healthy organization)

Credible previous management of projects or activities (i.e. is there a history of successfully completed projects? Are the past projects similar in scale to the current project? What are the qualifications, skills, and experience of the managing personnel or volunteers?)

PART D: Project Budget

When completing Part D, ensure your budget is balanced (i.e. the projected total expenses are equal to the projected total revenue).

PART E: Supporting Documentation

Up-to-date information is required when submitting financial statements and list of executives. Society documentation must include your last filed Annual General Return that states your society is in good standing. In the event that your group is registered and you are sponsoring a non-registered group, a motion from your board is required indicating approval to sponsor the ineligible group.

—APPENDIX A: GLOSSARY—

Automated Traffic Enforcement Proceeds: All net municipal revenues from automated traffic enforcement are to be allocated in a manner that enhances and preserves our community but considers the possibility that this revenue stream may be significantly reduced and/or discontinued at any point in time and in a way that is beyond the control of the Town of Hinton (excerpt from Policy #078 Automated Traffic Enforcement Proceeds).

Community Grant Funding Advisory Committee: A committee appointed by Council with the following duties (excerpt from Bylaw #1085):

The Hinton Grant Funding Advisory Committee shall:
- Review, rank and provide recommendations to Council on eligible applications under the Community Grant Program using council-approved eligibility requirements and ranking criteria and weighting;
- Make recommendations that reflect the best interests of the community and align with Town Council priorities and vision;
- Appear as a delegation before Council to address their recommendation for Council decision; and
- Make recommendations to Council related, but not limited, to Community Grant Program annual budget allocations, processes, and program guidelines.

Developmental Stage: the first five years of incorporation or where a significant mandate change has occurred causing similar vulnerabilities.

Fiscal Year: A 12-month period used by an organization as an accounting period. For example, the provincial government's fiscal year runs from April 1 to March 31 of the following year.

Goal: The primary purpose of a project. A goal is a statement of desired outcomes to be achieved over a specified period of time.

Ineligible Funding Requests: Includes items such as: debt retirement, deficit reduction and/or retroactive grant funding, operating (core) costs that are not linked to measurable targets and outcomes, for-profit commercial ventures or private organizations, endowments, projects/activities whose beneficiaries are solely/primarily outside Hinton (the project/activity may occur outside Hinton boundaries, however, the majority of the project/activity benefit must be to Hinton residents).

In-Kind Contribution: Goods or services donated to a project (by the recipient or by a third party) without expectation of compensation. In-kind contributions are considered real contributions to the cost of the proposed activities but are not reimbursable. Donated goods and services may be considered as in-kind contributions if they are essential to a project's success; if they would otherwise have to be purchased by the recipient; if they can be measured at fair market value (i.e. in relation to similar goods and services); and if they are balanced by an equal expense in the project budget.

Operating Costs: Expenses such as rent, utilities, telephones, office supplies, postage, bank charges, bookkeeping, and salaries or professional fees related to general administration and recurring operational requirements.