

# **Policy 7.2.40**

## **GUIDELINE FOR GRANT IN AID REQUESTS**

### **PURPOSE:**

To ensure equal and consistent administration of all applications received.

### **ELIGIBILITY CRITERIA:**

1. Eligibility will be limited to Active Service Clubs and/or incorporated non-profit organizations.
2. Sporting or cultural events that are Regional, Provincial or National in scope.
3. Organization must provide documentation, which would demonstrate their need for financial assistance or facility subsidization.

### **INELIGIBLE CRITERIA:**

1. Individuals are not eligible for assistance.
2. An event that is supported by another local taxing authority (eg. School Board) would not qualify for assistance under our program.
3. Funding shortfalls from other levels of government, will not qualify for assistance under our program.
4. Eligible organizations would not be entitled to more than one grant in any calendar year.
5. Retroactive funding requests will not be considered.
6. The grant does not provide funding for "Invitational" events where participants are randomly selected to attend or participate in a specific competition in which a participant registration fee is charged.
7. Assistance will not be provided to fund accumulated deficits or program shortfalls.
- 8.\*\* Municipal tax exempt Organizations would not be eligible for assistance.

### **CRITERIA GRANT APPLICATIONS ARE RATED ON:**

1. The degree to which the proposed event meets a demonstrated community need.
2. Events that generate economic activity for the city.
3. Events that provide Melfort citizens with an opportunity to observe as spectators.
4. Events that utilize city owned and operated facilities.
5. An organization that utilizes a great deal of community volunteerism to conduct there sponsored event.
6. The Organizations ability to generate funds from other sources (eg. senior levels of government, private donations, general charges or fees).

### **FUNDING CRITERIA:**

Funding for approved projects will be in the form of service-in-kind, facility subsidization and in exceptional cases, a cash grant.

1. Approved funding can be used for any of the following purposes:
  - facility or equipment rental (only when city facilities are not available)
  - operating costs.
  - purchase of materials and equipment (except uniforms)
  - publications
2. Approved funding **can not** be used for any of the following purposes:
  - capital acquisitions.
  - purchase of food or alcohol.
  - facility rental for practice or rehearsal.
  - socials or volunteer appreciation events.
  - awards, trophies or prizes.
  - personnel costs including security, officials, support staff, etc.
  - administration expenses

### **LEVEL OF ASSISTANCE:**

The maximum cash &/or service-in-kind grant allocation for an approved event is as follows:

1. Regional - Maximum of \$2,000.00.
2. Provincial- Maximum of \$5,000.00.
3. National - Maximum of \$10,000.00.

### **GRANT APPLICATION:**

A fully completed grant application form is to be filed a minimum of three months in advance of a regional event; six months in advance of a provincial event; and one year in advance of a national event with the Legislative and Finance Committee, for review and recommendation to Council .

Applicants will be advised in writing of our decision within two months of receiving their formal request.

### **ACCOUNTABILITY:**

Within 30 days following the event, the applicant must provide the following documentation:

1. A brief evaluation of the event, including an accounting of how our assistance will be used.
2. A statement of total revenue and expenditures for the event signed by two executive officers; **OR UPON REQUEST**, an audited financial statement for the event.

Upon submission and review of the above documentation, the grant funds, if required, will be released to the Organization.

**APPLICATION FOR CITY OF MELFORT GRANT IN AID ASSISTANCE FOR  
REGIONAL, PROVINCIAL OR NATIONAL EVENTS**

Please answer all questions completely and provide any additional information, which will give a better understanding of your request. Applications that do not include the necessary information will be returned to the applicant and will only be accepted when the required information is received. **(please print)**

1. Name of event \_\_\_\_\_

2. Date(s) of event \_\_\_\_\_

3. Name of organization hosting the event \_\_\_\_\_

Non profit incorporation No. \_\_\_\_\_ Date of Incorporation \_\_\_\_\_

Mailing address \_\_\_\_\_

4. Contact Person \_\_\_\_\_

Telephone No.(Home) \_\_\_\_\_ (Bus) \_\_\_\_\_

Fax \_\_\_\_\_ Cellular \_\_\_\_\_

Alternate Contact Person \_\_\_\_\_

Telephone No.(Home) \_\_\_\_\_ (Bus) \_\_\_\_\_

Fax \_\_\_\_\_ Cellular \_\_\_\_\_

5. Venue(s) to be utilized? \_\_\_\_\_

Venue contact person and telephone number \_\_\_\_\_

Has the venue(s) been reserved? \_\_\_\_\_ Yes \_\_\_\_\_ No

Define your facility needs, if they can not be met by a City of Melfort facility.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. What is the amount of your grant request?

7. **PROJECTED FINANCIAL DATA:** Please ensure all financial detail is provided.

**REVENUES: (For Event Only)**

Registration Fees \_\_\_\_\_

Fees for Service \_\_\_\_\_

Donations \_\_\_\_\_

Fundraising \_\_\_\_\_

Sponsorship \_\_\_\_\_

Grants [Check (√) if amount is confirmed]

Federal Government ( ) \_\_\_\_\_

Provincial Government ( ) \_\_\_\_\_

City of Melfort ( ) \_\_\_\_\_

Provincial or National Organization ( ) \_\_\_\_\_

Other Revenues \_\_\_\_\_

TOTAL REVENUES \_\_\_\_\_

**EXPENDITURES: (For Event Only)**

Transportation \_\_\_\_\_

Facility Rentals \_\_\_\_\_

Equipment Rentals \_\_\_\_\_

Salaries/Officials \_\_\_\_\_

Trophies and Medals \_\_\_\_\_

Administration/Advertising \_\_\_\_\_

Miscellaneous/Hospitality \_\_\_\_\_

TOTAL EXPENDITURES \_\_\_\_\_

NET PROFIT/LOSS

8. Please include the following information with your application:
- a) A statement of the projected revenues and expenses to host the event.
  - b) An official letter of endorsement from the International, National or Provincial Parent Organization, sanctioning the event.
  - c) Documentation indicating the process used to determine the host community for the event.
  - d) Any other information you feel would support your application.
9. Are any funds contingent upon the receipt of a City of Melfort grant? (If yes, please give full particulars.) \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
10. If the event realizes a profit, where will these funds be allocated?
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
11. Please estimate the number of people in each category:
- a) Number of volunteers needed to host the event \_\_\_\_\_
  - b) Number of staff needed to host event \_\_\_\_\_
  - c) Number of competitors \_\_\_\_\_
  - d) Number of out of town visitors \_\_\_\_\_
  - e) Number of days of the event/competition \_\_\_\_\_

We, the undersigned do hereby agree that all information stated within is true and correct.

\_\_\_\_\_  
President/Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary Treasurer

\_\_\_\_\_  
Date