CITY OF
    GRANDE PRAIRIE

PROCEDURE

PROCEDURE NO: 315•1	**PAGE:** 1 OF 5
TITLE: Community Group Funding Guidelines	**APPROVAL DATE:** April 21, 2014
POLICY: 315, Community Group Funding	**REVISION DATE:** January 7, 2022
SECTION: Finance	**LAST REVIEWED:** January 7, 2022
RESPONSIBLE DEPARTMENT: Community Services	

The City has several different areas where community groups or agencies are funded, each having different community needs, application processes, and outcome measurements. In each case, Administration will prepare specific criteria that the community group or agency must meet for funding. The criteria will be approved by the appropriate Committee of Council prior to applications being received.

Where a community group or agency has an agreement with the City, and funding is provided as part of that agreement, those funds are not subject to this process and will be negotiated as part of the terms of the agreement.

Other existing grants with established application processes and criteria, administered by City departments, are not part of this Procedure and will be evaluated on their own merits.

It is also the intent of this process to keep all applications and reporting the least onerous as possible for the community groups or agencies, while still providing Administration the necessary information needed to make decisions.

Where a community group or agency already is receiving a grant or funding from the City, Administration will not recommend approval of another grant or funding for the same project/program. In other words, one (1) City grant or funding should not be used to leverage another.

FCSS:

1. Agencies applying for funding through FCSS must meet all provincial requirements.
2. The City will issue a Request for Proposal (RFP) for eligible FCSS funding.
3. The criteria for the RFP will be based on identified priority community needs and FCSS priority outcomes, as identified in the FCSS Investment Strategy.

4. Agencies must provide a business case for the funding, including indication of financial need (including financial statements).
5. Funding will be provided for a multi-year budget cycle but may be varied pending on Provincial allocations.
6. The RFP will be received by no later than July 15th, for funding for the following budget cycle.
7. Administration will review the RFPs and make recommendations to the Corporate Leadership Team (CLT) as to their award.
8. CLT will then recommend to Council Committee of the Whole, who may refer the funding recommendations to the next budget deliberations.
9. Administration from Community Social Development will notify the applicant on the status and outcome of the RFP.
10. The agency will report annually to Administration the outcomes of the program, including a financial account of the funds expended. All reporting will be for the fiscal year of January to December.

Community Social Impact Funding:

1. The City may provide funding for programs that do not meet FCSS Provincial requirements but enhance the social framework of the City.
2. The City will issue a Request for Proposal (RFP) for this funding.
3. The criteria for the RFP will be based on identified priority community needs.
4. Agencies must provide a business case for the funding, including indication of financial need (including financial statements).
5. Funding will be provided for a multi-year budget cycle.
6. The RFP will be received by no later than July 15th, for funding for the following budget cycle.
7. Administration will provide an opportunity for a mid-term RFP application for the remainder of the budget cycle. This will primarily have a focus on emerging trends, new services to meet needs, or unforeseen community demand.
8. Administration will review the RFPs and make recommendations to CLT as to their award.
9. CLT will then recommend to Council Committee of the Whole, who may refer the funding recommendations to the next budget deliberations.
10. Administration from Community Social Development will notify the applicant on the status and outcome of the RFP.
11. The agency will report annually to Administration the outcomes of the program, including a financial account of the funds expended. All reporting will be for the fiscal year of January to December.

Community Grants (Operating & Capital):

1. The City may provide operational funding for programs and services which enhances and enrich the community.
2. The City may provide capital funding for projects which enhance the community.
3. Applications must be based on community needs.
4. Community groups or agencies must provide a business case for the funding, including indication of financial need (including financial statements).
5. Grants will be provided for a multi-year agreement. Enhancement funding will be provided on an annual basis and no single grant shall exceed $14,999.00.
6. Applications will be received by no later than July 15th, for funding for the following four (4) budget years, maximum (for example, applications are due July 15, 2021 for funding in the 2022-2025 budgets).
7. Administration will review the applications, based on the agency's ability to meet established criteria.
8. Administration will make recommendations to CLT, as to the funding allocation.
9. CLT will then recommend to Council Committee of the Whole, who may refer the funding recommendations to the next budget deliberations.
10. Administration, from liaison department, will notify the applicant on the status and outcome of the application.
11. Applicants may appeal the funding allocation to Council Committee of the Whole budget deliberations.
12. Funds will be disbursed to successful applicants upon execution of a Funding Agreement with the City.
13. Community groups or agencies will report annually to Administration the outcomes of the program, including a financial account of the funds expended. Community groups or agencies that receive $100,000.00 or more in annual grant funding will present this report to the appropriate Standing Committee of Council.

Emergency Funding Grant:

1. The City may provide funding to a community group or agency that needs immediate short-term financial relief in order to meet payroll demands, pay monthly bills or address urgent facility needs. Annual Emergency Funding Grants will not exceed $200,000.00 per year.
2. This decision will be based upon Council's sole discretion.
3. Applications may be received by Administration at any time.
4. Community groups or agencies must provide a business case for the funding, including indication of financial need (including financial statements).
5. Administration will make recommendations to CLT, as to the funding allocation.
6. CLT will then provide a recommendation to the appropriate Committee of Council.
7. The Committee will then make a recommendation to Council Committee of the Whole.
8. Administration, from liaison department, will notify the applicant on the status and outcome of the application.

9. Funds will be disbursed to successful applicants upon execution of a Funding Agreement with the City.
10. The community group or agency will report annually to Administration the outcomes of the program, including a financial account of the funds expended.

Evaluation Criteria:

For a community group or agency to be considered for funding, they must demonstrate alignment to Council's Strategic Plan as well as the following:

1. Incorporation certificate.
2. Proof of tax filing.
3. Business plan/strategic plan (including budget).
4. Viability of organization.
5. Financial statements.
6. Variety of funding sources.
7. Cost effectiveness.
8. Financial stability.
9. Membership.
10. Evidence of community need.
11. Key community stakeholder.
12. Reserve planning.

Report Card:

Before the next Council Committee of the Whole budget deliberations, Administration will prepare a report card of all community groups or agencies which received funding.

General Considerations:

1. Community Groups or agencies with multi-year grants will not be automatically eligible for program expansion or cost increases for the duration of the funding. Any increases will be considered as a new application.
2. In the event that additional funds become available for the FCSS program, Council will provide general direction to Administration on how those funds will be utilized. This may or may not lead to further RFPs.
3. Administration may recommend to the appropriate Committee of Council, that a community group or agency's grant or funding be reduced or eliminated in the course of the grant or fund term if significant concerns are observed in the following areas:
    a. management practises or governance instability, including consistent over-expenditure or under-expenditure of funds, more than 75% staff or board turn-over in one (1) year and/or failure to follow formalized procedures regarding finances, personnel, program or board operations;
    b. fraud or misconduct, including misuse or misstatement of funds; unethical workplace practices and/or illegal activities;

    c. program operational concerns, including not responding to Council priorities or changing trends; consistent, significant decrease in program outcomes or shifting program focus without prior consultation with Administration;

    d. direct violation of the agreements between the City and the community group or agency;

    e. for FCSS or Community Social Impact Funding, program impact concerns, including the inability to use evidence based practice or a lack of organizational capacity to track and influence program outcomes; and

    f. grant funds are not used as outlined in the application or in the case of non-compliance with the Funding Agreement.

4.   Within the first year of each term, Council will define the priorities for funding based on Council's Strategic Objectives, including allocation of core funding (within approved budget resources) for community groups or agencies. New applications from community groups or agencies requesting core funding will be accepted at this time.

5.   The Committee will then make a recommendation to Council.

6.   Administration, from liaison department, will notify the applicant on the status and outcome of the application.