Town of Rimbey Policy Manual

Title:	**Community Events Grant Program**	***Policy No.:***	5402
Supercedes:	March 23, 2011		
Approved:	January 9, 2012	***Resolution No.:***	03/12
Effective Date:	January 9, 2012		

Purpose: To provide a source of funding for eligible community groups to assist in hosting a community event.

Policy Statement:

The Town of Rimbey will provide a fair and equitable process for the granting of financial assistance, to a maximum of $500.00 for events that benefit the community.

Definitions

1. "Community Event" is defined according to the following:
   a. Event primarily designed and delivered for the general population; or
   b. Event that is locally based and whose efforts are either local or regional in nature.
2. "Eligible Event" is defined according to the following:
   a. Event that appeals to the general population and has a high level of community acceptance.
   b. Proceeds from the event are solely intended to support the community.
   c. Event that is hosted within the Town of Rimbey and must be open and accessible to the public regardless of age, sex, creed, or religion.
   d. Event is non-partisan in nature.
3. "Eligible Group" is defined according to the following:
   a. Organizations including registered non-profit societies, Canadian registered charities that operate in the Rimbey area or other community groups/organizations.
   b. Organizations that are non-partisan in nature.
   c. Organizations currently receiving a municipal property tax exemption are not eligible to receive funding.

Amended:			
Date:	March 23, 2011	***Resolution:***	78/11
Date:		***Resolution:***	

Responsibilities

1. The Town of Rimbey Community Services coordinates, promotes and receives applications for the Community Events Grant Program up to December 31st of the calendar year or until funding expires. Organizations are eligible to apply for funding in advance or 30 days after their event, provided the application is received within the calendar year. Applications will be forwarded to the Rimbey & Area Recreation Board.
2. The Rimbey & Area Recreation Board reviews the grant applications in accordance with this policy and makes funding recommendations to Town Council.
3. In their application for a Community Events Grant, recipients shall illustrate all projected expenses and revenues as it relates to their event.
4. The Town of Rimbey will not be held responsible for any claims related to the proposed activity.
5. Submit a signed Financial Statement/Expenditure Report within 60 days of completion of the event, verifying that funds were used for the purpose awarded.
6. Acknowledge receipt of the Community Events Grant Program funding where appropriate.

Standards

1. Applications must be submitted using the approved application form.
2. A Financial Statement detailing the actual expenditures and revenues of the event must be submitted no later than 60 days after the event in order to receive funding.
3. Organizations shall be limited to one Community Events Grant per calendar year.
4. If an event is cancelled, or is not completed within the calendar year, all awarded funds shall be returned to the Community Events Grant Program.
5. Members of the Rimbey and Area Recreation Board 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.
6. Eligible expenses may include, but are not limited to:
    a. Facility Rental Costs
    b. Equipment Rental Costs
    c. Guest Speakers/honorariums
    d. Printing/Advertising
    e. Trophies/Medals/Plaques
7. The maximum amount granted shall be $500.00
8. Council may accept or reject any application based on merit and availability of funds.