

Policy 7.11

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