Council Discretionary Grant Policy

PURPOSE   To establish a policy that enables Council to assist non-profit organizations and community groups with projects, initiatives or special activities/events which benefit the residents of the Creston Valley.

SCOPE   This policy applies to members of Council and staff, non-profit organizations and community groups.

POLICY   Council may provide an amount for discretionary grants in the annual budget each year.

Council Discretionary applications will be solicited as received and discretionary grant funds will be dispersed throughout the budget year, as approved by Council.

Discretionary grants will only be issued to non-profit organizations or community groups, and while each request will be evaluated on its own merit, preference will be given to applications that are locally based and whose efforts are community based in nature.

The Town of Creston will not issue discretionary grant funds for the following:
- Projects, initiatives or special activities/events with no direct relationship to the Creston Valley; or,
- Activities or events contrary to Town of Creston Policies or Bylaws;

Any organization requesting Council Discretionary grant funds shall submit their application on the Town of Creston Discretionary Grants Application Form, which may be updated from time to time, and must provide the following information:

- Name of the non-profit organization or community group;
- Name of the individual making the application;
- Identify whether or not the organization receives a Permissive Tax Exemption for the property located within the Town of Creston;
- Description of the project, initiative or special activity/event;
- Identify the beneficiaries of the project, initiative or special activity/event;
- Indicate whether a funding application has been made to other local governments and/or grant programs has been made;
- Indicate the volunteer labor and in-kind donations to be contributed;
- Specify the amount of funding being requested;
- Specify the amount of funding required;
- Provide the organizations current annual budget and previous financial statement, if available; and,
- Include a budget which outlines the following:
  - Other sources of funding, donations and/or fundraising;
  - Projected revenues, if applicable;
  - Total cost of the project, initiative or special activity/event;

Subject to Council's discretion, Council may consider Council Discretionary Grant fund requests by way of a letter for organizations addressing one-time events and/or activities, should an event plan and/or budget not be applicable.

Conditions of Funding

If funding is approved, at the conclusion of the project or event, the organization must submit a financial accounting (proof of expenditures) in the form of a final project, initiative or special activity/event report and/or budget, receipting such as a hotel receipt for travel expenses, and photographs of the project or event, if available.

The organization shall provide to the Town written permission for use of any photographs submitted and provide acknowledgement of any grant funds received by way of a Thank You letter and/or card to be included with any final reporting and/or photographs.

If an organization fails to submit a final report and account of discretionary grant fund expenditures to the Town of Creston before December 31st of the year funded, the organization shall be disqualified from receiving future discretionary grant funding until final reporting with respect to previous discretionary grant funding is received by the Town of Creston.

Should the event and/or initiative be cancelled or not proceed, all funding provided under Council's Discretionary Grant Program shall be returned to the Town of Creston promptly.

POLICY RECORD

Date Approved by Council:	February 26, 2019	Resolution No.	69-19
Next Review Date:		Policy No:	
Last Review Date:	February 2019	Replaces:	Grants-in-Aid Policy
		Resolution No.	Resolution #65-12
Administrative Review:			