



Municipality of Crowsnest Pass Policy

Policy No.:	1207-02
Policy Title:	Grant Distribution Policy – Family and Community Support Services
Approval Date:	February 25, 2020
Revision Date:	January 17, 2020
Supersedes Policy:	1207-01
Department:	Community Services – Family and Community Support Services

1.0 POLICY PURPOSE

A policy of the Municipality of the Crowsnest Pass under Family and Community Support Services to outline the process and parameters of grant distribution to maintain consistency and fairness.

2.0 DEFINITIONS

“Manager” means the Manager of the Municipality’s Community Services Department, or the employee(s) designated by the Manager to implement this Policy “.

“FCSS Programmer” means Programmer for the Municipality’s Family and Community Services Department.

“Family and Community Support Services Board” means the Family and Community Services Board for the Municipality of Crowsnest Pass.

“Municipality” means the corporation of the Municipality of Crowsnest Pass located in the Province of Alberta.

“Office” means the Community Services Department located at 2802 - 222 Street, Bellevue, Alberta.

“Category 1 Funding” means funding requests made during the Fall Grant Application Intake for the following year.

“Category 2 Funding” means funding requests made throughout the year to a maximum amount of \$1000.00 per year.

“FCSS” means Family and Community Support Services for the Municipality of Crowsnest Pass.

3.0 GENERAL POLICY STATEMENTS

3.1 All programs approved for funding must enter into an agreement with Crowsnest Pass FCSS prior to receiving funds.

- 3.2 Family and Community Support Services may provide funding, within the annual approved budget, to programs/organizations that fall within the Provincial FCSS guidelines and approved by the FCSS Board.
- 3.3 Any funding approved is done so on a one-time basis. On going funding should not be assumed and will not be guaranteed.
- 3.4 Grant Recipients will not be forwarded funds until all of their previous year's funding requirements have been met.
- 3.5 Grant Recipients may not use FCSS funds to provide bonuses/gifts to staff and/or volunteers, or to fund volunteer appreciation activities.
- 3.6 Grant Recipients are required to notify the FCSS Programmer of any anticipated unused grant money prior to November 15th of the funding year. Any unused grant money must be returned by December 31 of the same year.
- 3.7 All Grant Recipients are required to provide a financial statement prepared by the organization and approved by their Board of Directors, including a detailed statement of expenditures for the FCSS Grant.
- 3.8 Notification of a decision regarding application will be issued through written or electronic means by the FCSS Programmer.

4.0 CATEGORY 1 FUNDING REQUESTS

- 4.1 Category 1 FCSS Funding Applications will be made available to the community no later than June 1st of each year. Applications will be made available at the Community Services Department office as well as on the Municipal website. Applications will be accepted until July 31st. Late applications will not be accepted.
- 4.2 Approved Funding will be made payable in equal quarterly installments. Installments will be as follows:
 - a. 1st Quarterly installment to be made once the previous year's final program report has been received (for organizations that received FCSS Funding the previous year) and/or the funding agreements have been signed.
 - b. 2nd Quarter Installment – April
 - c. 3rd Quarter Installment – July
 - d. 4th Quarter Installment - October
- 4.3 The Family and Community Services Board will endeavour to notify approved organizations by December 31st of grant awards for the following calendar year.
- 4.4 A follow up report including an accounting expenditure shall be submitted within 30 days of the completion of the funding year.

5.0 CATEGORY 2 FUNDING REQUESTS

- 5.1 Category 2 Funding will be made available to the community throughout the year. Applications will be considered on a “first come, first serve” basis and will be limited to one per year per applicant.
- 5.2 The FCSS Board will review Category 2 Funding Applications at the next scheduled FCSS Board meeting.
- 5.3 If a group applying for funding is not a formal group with a Board of Directors, receipts for expenditures must be provided to FCSS for the full amount of funded dollars.
- 5.4 Requests for funding must be made in written or electronic form by using the Crowsnest Pass Family and Community Support Services Funding Application available on the Municipality of Crowsnest Pass website or directly from the FCSS Programmer.
- 5.5 A follow up report, including an accounting of expenditures, shall be submitted to the FCSS Programmer within 30 days of the completion of the program/project/event.

MUNICIPALITY OF CROWSNEST PASS



Blair Painter, Mayor

March 31, 2020
Date



Patrick Thomas, Chief Administrative Officer

March 31, 2020
Date