

**TOWN OF SLAVE LAKE**  
**COUNCIL POLICY**

Department:	Community Services	Policy No:	CMS.REC-24.1002.
Policy Title:	Community Event Grant Policy	Issue Date:	June 19, 2024

## **1. PURPOSE**

- 1.1. Community events grants are intended to provide modest levels of financial support to community organizations that host events or activities that enhance the well-being of Slave Lake residents. The purpose of this policy is:
- To establish transparent requirements and application procedures for organizations and groups that request support through the grant process;
  - To treat all request for support fairly and consistently;
  - To provide clear framework for Town staff when evaluating and responding to requests for financial support;

## **2. POLICY STATEMENT**

- 2.1. The Town of Slave Lake recognizes the valuable contributions made by community groups and organizations that enhance the quality of life for residents. Community event grants demonstrate Council's commitment to working with these groups to provide support for their events.

## **3. DEFINITIONS**

### **3.1. Administration**

- 3.1.1. Administration of the Town of Slave Lake and includes the CAO or designate.

### **3.2. CAO**

- 3.2.1. Chief Administration Officer for the Town of Slave Lake. The CAO may delegate any roles or responsibilities outlined in the policy to other employees of the Town of Slave Lake.

### **3.3. Community Event**

- 3.3.1. Any event that is open to the public and benefits the community as a whole.

### **3.4. Community Group/Organization**

- 3.4.1. A non-profit group or organization, in good standing with the Government of Alberta, that is based in Slave Lake and services Slave Lake residents. This cannot be a for-profit entity.

### **3.5. Special Event Permit**

- 3.5.1. The permit required from the Planning and Development department to run an event on public lands (i.e. Parks, roads, boulevards, Town parking lots, etc.). Events requiring permits include but are not limited to bicycle/foot races, walks/runs/marathons, parades, block parties, weddings, celebrations, family reunions, charitable events, open air concerts, games, car shows, fitness classes.
- 3.5.2. The permit required from the Community Services Department to run events at the Multi Rec Centre, Wildfire Legacy Centre, Charity Ball Diamonds and/or Sinclair Ball Diamonds.

### **3.6. Town**

- 3.6.1. The municipal corporation of the Town of Slave Lake.

## **4. GUIDELINES**

### **4.1. Responsibilities**

- 4.1.1. Council is responsible for approving policies, plans and budgets that event affect the overall delivery of service.
- 4.1.2. Administration is responsible for the administration of the program including grant approval.

### **4.2. Standards/Guidelines**

- 4.2.1. The Town will consider an annual operating budget for community events.
- 4.2.2. Should the allocated budget not be expended in a fiscal year, the remaining funds may be transferred to a reserve for community events expenditures in future years.

### **4.3. Procedures**

- 4.3.1. Administration, through the annual operating budget process, will provide input in the amount for consideration for community events.
- 4.3.2. Pending the approval of the Town budget, a grant intake will be accepted in the first half of the year, normally March. Should funds remain in the grant fund, another intake will be accepted in September. The grant applications will be made available on the Town of Slave Lake website.

- 4.3.3. A group is eligible for a maximum of one grant per year to a maximum of \$2,000.
- 4.3.4. Funding is limited and the Town reserves the right to refuse an application of any basis it considers reasonable.
- 4.3.5. Applications may be made for future events, or if there are special circumstances, events which took place in the preceding 6 months.
- 4.3.6. Groups eligible for the grant must be Slave Lake based and service Slave Lake residents (i.e. Slave Lake District Chamber of Commerce, Slave Lake Regional Tourism Society). Non-Town of Slave Lake not-for-profit groups providing an event to Town of Slave Lake residents may receive funding considerations if a similar service is not offered in the Town of Slave Lake.
- 4.3.7. Events shall reflect the values of the community and be appropriate for all demographics. For example, Riverboat Daze, Moonlight Madness, Beach Fest.
- 4.3.8. Events are meant to enhance the community and not for advertising, political or offensive/hateful purposes.
- 4.3.9. Amateur sporting events must be sanctioned by a Provincial or National governing body and provide verification of such sanctioning as part of the application process.
- 4.3.10. Applicants will be notified to inform them of decisions made on funding. A cheque or EFT as applicable will be processed.
- 4.3.11. A grant agreement outlining terms and conditions of the funding towards the event shall be put in place. The agreement will include:
  - Timelines for event implementation
  - Permitted usage for funds
  - Details of applicable Special Event Permits that need to be completed
  - Recognition of funds received from the Town of Slave LakeThe agreement must be signed prior to the implementation of the event.
- Event budget
- 4.3.12. The Town will promote awareness of the event.
- 4.3.13. Events held Downtown and/or adjacent to Main Street, and events held in the Provincial park may be prioritized.

## **5. Criteria**

5.1 Criteria will be established for evaluation of grant applications. Criteria will be included in the application, and will at a minimum evaluate:

- The groups previous experience with public events
- The value to the community
- The alignment with the Town of Slave Lake's strategic priorities.

- The existing community events and that the event doesn't duplicate service/interfere with existing event dates.

## **6. Ineligible Events**

### **6.1 Ineligible events and activities include:**

- Events that do not provide direct benefits to Town of Slave Lake residents;
- Events that are not open and available to the general public;
- Events that have already received direct or indirect support from the Town of Slave Lake for the stated service;
- Events that have an unreasonable admission fee structure;

### **6.2 Please note the following are not eligible to apply;**

- Where the use of this Grant is for the purpose of Flow through funding, where the intent is to re-distribute funds to others;
- Where the use of this Grant is for the purpose of Deficit funding or retroactive funding;
- For-profit or fundraising events, commercial ventures;
- Individuals;
- Any application for an event produced by or on behalf of Government Agencies;
- Any application aligned with a political party or to support programs or services thereof;
- Any application aligned with a religious affiliation, or to support programs or services thereof;
- Banquets;
- Conferences;
- Groups using funds to operate programs, projects, or operation predominantly outside of Slave Lake;

## **7. REVIEW OF THE POLICY**

- 7.1. This policy will be reviewed periodically, or as circumstances dictate, to ensure its effectiveness and relevance.

## **8. RELATED POLICIES**

- 8.1. Planning and Development – Special Event Policy  
8.2. User Fee and Facility Policy

**9. RESCINDS**

9.1. This policy rescind Policy D.027 Community Donation Fund

ISSUED BY:	APPROVED BY:	DATE:
1. Chief Administrative Officer		2024/06/31
2. Mayor		2024/07/02



## Appendix A

### Community Event Grant Application

#### Description

The Community Event Grant is intended to provide support to community organizations who host events or activities that enhance the well-being of Slave Lake residents. Through the application process the Town of Slave Lake establishes a transparent process for organizations and groups who request support.

#### Guideline

1. Groups eligible for the grant must be Slave Lake based and service Slave Lake residents.
  - a. Non-Town of Slave Lake not for profit groups providing an event for Slave Lake residents may receive funding considerations if similar services are not offered in Town.
2. Events must reflect the values of the community and be appropriate for all demographics.
3. Events are meant to enhance the community and are not for advertising, political or offensive/hateful purposes.
4. Groups are eligible for a maximum of one grant per year to a maximum of \$2,000
5. Funding is limited and the Town reserves the right to refuse an application on any basis they consider reasonable.
6. Applications may be made for future events, or if there are special circumstances, events which took place in the preceding 6 months.
7. Amateur sporting events must be sanctioned by a Provincial or National governing body.
8. A grant agreement outlining terms and conditions of the funding shall be put in place. The agreement will include:
  - a. Timeline for event implementation
  - b. Permitted use of funds
  - c. Details of applicable Special Event Permits that need to be completed
  - d. Recognition of funds received from the Town of Slave Lake
  - e. Event budget
9. The Town will promote awareness of event.

#### Ineligible Events/Activities

Ineligible events and activities include:

- Events that do not provide direct benefit to Town residents;

- Events that are not open and available to the general public;
- Events that already receive direct or indirect support from the Town of Slave Lake for the stated service;
- Events that have unreasonable admission fees structures;
- Events where the use of the grant is for the purpose of flow through funding, where the intent is to redistribute the funds to others;
- Where the use of the grant is for the purpose of deficit funding;
- For profit and commercial ventures;
- Any application for an event produced by or on behalf of government agencies;
- Any application aligned with political parties or to support their programs and/or services;
- Any application aligned with a religious affiliation or support their programs and/or services;
- Banquets;
- Conferences;
- Groups using funds to operate programs, projects or operations predominantly outside of Slave Lake

### Criteria

The following criteria will be considered when determining fund allocation for community events:

1. The groups previous experience with public events
2. The value to the community
3. The alignment with the Town of Slave Lake's Strategic Priorities
4. The existing community events and that the event does not duplicate services/interfere with existing event dates.
5. Appropriateness of budget
6. Ability to carry out project
7. Event must be accessible and visible to the community
8. Events held in the Downtown corridor and within the Provincial Park may be prioritized
9. Funds are for operational event costs and cannot fund capital projects

### Submission Instructions

Please submit the attached application form along with the following items to \_\_\_\_\_ via email \_\_\_\_\_ or in person at 10 Main St SW. Questions can be directed to \_\_\_\_\_ or 780-849-\_\_\_\_\_

☐ Project Budget

☐ Proof of Insurance (\$2 million liability insurance required, if you do not have insurance, please contact us to discuss)

Applications are due by \_\_\_\_\_

### Applicant Information

About the Applicant	
Name of Organization	
Mailing Address	
Postal Code	
Primary Contact Name	
Email	
Phone Number	

### Application Questions

About the Event	
<i>Optional: attach any additional documents about your event</i>	
Event Name:	
Event Location:	
Event Dates:	
<b>Is this a new event or have new elements been added to a reoccurring event?</b> <input type="checkbox"/> This is a new event <input type="checkbox"/> This is a reoccurring event without new elements <input type="checkbox"/> We are adding new elements to a reoccurring event	
<b>Tell us more about your event. What are your goals and outcomes? How do they align with the Town of Slave Lakes Strategic Priorities?</b>	



**Is your event open to all residents of Slave Lake?**

☐ Yes / ☐ No

Tell us who can access your event and why

**Is there a fee to attend your event?**

☐ Yes / ☐ No

Tell us more about what the cost is (if any) and how you plan to make the event financially accessible if there is a fee.

**Implementation**

Tell us about your organization's previous experience implementing similar-scale events

What team do you have in place to ensure the event is successfully completed?

How will you promote the initiative to ensure its success?



What is the amount of funds being requested? Please complete the Project Budget below

Revenue	Cash or Estimated in-Kind Value
Grant	
Gifts/Donations	
Sponsorship	
<b>Total Revenue</b>	<b>(1) \$</b>

Expenditures (eg Performers, 3 musicians at 2 hrs each)	Cash or Estimated in-Kind Value
Contingency Fund suggested	
<b>Total Expenditures</b>	<b>(2) \$</b>

Total Revenue (1) MINUS Total Expenditures (2):	\$
Total amount requested from the Community Event Grant (maximum request \$2,000)	\$

## Signature

The applicant, on behalf of its officers, agents, and employees, waives the right to bring any claim against The Town of Slave Lake and its officers, agents, and employees for any matters arising out of or in any

way connected with the Community Event Project, including claims based on the negligence of The Town or its officers, agents or employees. The applicant further agrees to indemnify and save harmless The Town of Slave Lake, its officers, agents and employees from and against all claims of nature, including negligence, arising out of or in any way connected with the Community Art Project.

I do solemnly swear (or affirm) that all answers given and statements made on this application are full and true to the best of my knowledge and beliefs. I have read the terms and conditions outlined in this document and agree to abide by them. Failure to comply with the conditions herein could result in the application/agreement being withdrawn, future applications being denied.

Organization Name \_\_\_\_\_

Authorized Person to Sign Name \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

Town of Slave Lake Use Only		
Date Received: _____		
Accompanying Documents Received: Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Decision Call Made : Yes <input type="checkbox"/>	No <input type="checkbox"/>	Date: _____