TOWN OF
SLAVE LAKE

TITLE: <u>Community Donations Fund</u>

POLICY

POLICY STATEMENT:

The Town of Slave Lake recognizes that there are financial obstacles that prevent residents and local groups from carrying out activities which provide an overall benefit to the community. The Community Donations Fund is a fund in Council's direct control which it may distribute to not-for-profit groups or individuals at its discretion.

POLICY OBJECTIVE:

To provide funding to local not-for-profit groups or individuals who wish to hold events or purchase items which provide a benefit to the Community.

REVENUE:

Revenue will be from the Town's operational budget as determined on a yearly basis.

SIGNED: _____
CAO

DATE: _May 5 2015_

CATEGORY: Public Service
POLICY #: D.027
OWNER DEPT: Admin.
COUNCIL APPROVAL: May 5, 2015

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1.0 DEFINITIONS

1.01 Community Donations Fund – A fund in Council's direct control which it may distribute to not for profit groups or individuals at it's discretion.

1.02 Committee of the Whole – Council meeting designated for discussion of Committee activities and held on the second Tuesday of each month.

1.03 Executive Assistant – Administration Assistant for the CAO and Town Council.

2.0 RESPONSIBILITIES

2.01 Town of Slave Lake Council as facilitated by the Executive Assistant will be responsible for administering the fund.

3.0 PROCEDURES

3.01 Funds will be available to not-for-profit groups or individuals at Council's discretion. This will include but not be limited to organizations such as youth, art and culture, seniors, sporting association special events, spiritual (religious), and small special interest groups. Applications may be made for future events, or if there are special circumstances, events which took place in the preceding 6 months.

3.02 A group is eligible for a maximum of one grant per year to a maximum of $2000.

3.03 The Town of Slave Lake Executive Assistant will place an advertisement in a local newspaper and on the Slave Lake Web site requesting submittals one month prior to application closing. Application closing will normally be the first Tuesday in June and the first Tuesday in September of each year.

3.04 Application forms are available for pick up at the Town of Slave Lake Administration office or online through the Town of Slave Lake website.

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3.05   Applications must include a description of the group, an event or purchase description, an explanation of the benefit to the community, a schedule and a budget. Applicants are not required to attend the Council meeting and will not normally be requested to make a presentation to the Council.

3.06   On the closing date, the Executive Assistant will review all applications for eligibility and completeness of information. The applications will be compiled and taken to the Committee of a Whole meeting for that month. Council will consider applications and by motion will define how much funding each group will receive.

3.07   The Executive Assistant will notify each applicant to inform them of the decision. A cheque or credit as applicable will be processed.

3.08   A brief follow up report will be submitted to Council by the applicant confirming that the funds were used for the intended purpose.

3.09   Application form attached.

"WORKING TOGETHER, BUILDING A BETTER COMMUNITY"

TOWN OF SLAVE LAKE

COMMUNITY DONATIONS FUND

Group Name: _____   Date: _____

Contact Information:

Applicant Name: _____

Mailing Address: _____   Phone No. _____

Email: _____   Website: _____

Event Description:

_____

_____

_____

Benefit to Community:

_____

_____

_____

Event Schedule:

_____

_____

_____

Event Budget / Projected Costs and Revenue:

_____

_____

_____

Have you received previous funding from Slave Lake Town Council?   (if Yes, please provide details)

_____

_____

_____

Please feel free to provide additional information on a separate page and/or to attach any written materials or documentation you may have in regards to this event.