



NOT FOR PROFIT POLICY C-RP014

DEC 13, 2022

BACKGROUND

Current policy

- At the September 27, 2022 meeting, administration was asked to explore how grant funding can be provided to smaller less organized groups within the County.

Budget

- A budget initiative to provide a grant stream for Not-for-Profit organizations that serve Parkland County Residents to access small one-time funding for programs and events, to cover in kind donation requests and emergent needs that cannot wait for the annual grant cycle was submitted
- \$30,000 was approved in the 2023 budget to fund the initiative.

Policy Draft Timeline

- October 12, 2022 Administration met with the Community Sustainability Committee to go over options for how to best meet the September 27, 2022 request.
Committee provided feedback on which process would best meet the needs of the applicants/community.
- November 23, 2022 Administration brought the draft policy back to the Community Sustainability Committee for review.
Committee provided feedback, recommended that administration bring the policy as presented to GPC
- December 6, 2022 Administration brought the policy to GPC for comment.
Recommended Schedule A, Section 1b. be revised to reflect a change "Up to 25%" to now be "Up to 50%".
Discussion about administration approval or Council Approval of new grant streams

OVERVIEW OF CHANGES

Changes to the existing grant streams:

- Minor wording changes were made to the existing policy to add clarity as requested by applicants and the review panels
- Addition of the regional partners and Parkland County Based categories and increased the maximum eligible amounts for the Parkland County Based category.
- Schedule A, Section 1b. revised to reflect a change "Up to 25%" to now be "Up to 50%".

2 new polices where added to administer the \$30,000 budget initiative

- Micro Stream and Emergent Minor Capital Repair
- These programs will be reviewed on an as needed basis as applications are received

GRANT STREAMS SNAPSHOT

Grant Stream		Maximum Amount		Application Process	Approval
Operating Stream	Facility Operating	Regional Partner:	\$5000	Annual spring intake	Admin: scores ↓ CSB: reviews ↓ Council: Approves in budget
		PC Based:	\$7500	Money granted in following budget year	
	Organizational Operating	Regional Partner:	\$7500		
		PC Based:	\$15,000		
	Maximum Combined	Regional Partner:	\$10,000		
		PC Based:	\$20,000		
Minor Capital Stream		Regional Partner:	\$10,000	Annual spring intake	Admin: scores ↓ CSB: reviews ↓ Council: Approves in budget
		PC Based:	\$20,000	Money granted in following budget year	
Project Stream		Up to \$5000		Annual spring intake Money granted in following budget year	Admin: scores ↓ CSB: reviews ↓ Council: Approves in budget
Micro Stream		Up to \$500/project Annual max \$2000		Open intake as budget allows	Admin: Scores and awards
Emergent minor capital repair stream		Up to \$5000 annually		Open intake as budget allows	Admin: Scores and awards

RATIONAL FOR NEW GRANT STREAM

This grant program is intended to fund Not-For Profits providing

- Small one-off projects that are reactive or new to the grant programs
ie. Christmas celebrations, Community fair
- Small not- for-profit associations that don't meet the threshold of the current grant programs
ie. Rural crime watch, Youth groups
- Emergency repairs to infrastructure that cannot wait for the current grant cycle
ie. Furnace failure, Vandalism/theft where insurance deductible is more than damages

This is grant is not intended for

- Large capital, operating or cost share requests
- Sponsorships, gifts or individual awards
- Reoccurring community events with budgets over \$1000.
- Requests that do not support the delivery of recreation, culture, social services and community events.

SCORING

All grants are reviewed and scored by administration

Impartial criteria based on quantitative data provided in the application

Score cards category include:

- Technical review
- Principal review
- County participation #
- Facility/Operation Expenses
- Budget
- Organizational capacity
- Alignment to County plans/Priorities

New score cards will be developed with feedback from Community Sustainability Committee for new grant programs

ALTERNATIVE OPTIONS

Alternatively, Council may consider the following proposed motion:

- To approve the policy as presented with the following amendment

"Section 7, b. to now read: "Parkland County Administration will review all grant applications for the Micro and Emergent Minor Capital Repair grant streams and make recommendations to Community Sustainability Committee for final approval. There is no appeal process."

Impacts

- **Budget**
Potential impact of \$900 to cover per diems required for any applications received between CSB meetings. (per review session)
- **Committee Terms and Reference**
Community Sustainability Committee terms of reference will require to be revised to allow the committee to make approvals in accordance with this policy.
- **Timelines**
Turn around times of grants extended due to time to work through Community Sustainability Committee review then Council approval (approx. 6weeks). The implementation of the new streams will be delayed until the terms of reference of the Community Sustainability Committee are approved by Council

QUESTIONS/DISCUSSION

