

TERMS OF REFERENCE – ENTWISTLE COMMUNITY DEVELOPMENT FUND

Purpose:

To enhance and enrich the community of Entwistle by providing funding for community development initiatives that benefit the residents of Entwistle beyond the established service levels of Parkland County.

Objectives:

Community Development initiatives must address one or more of the following objectives:

- Contribute to safe streets and spaces (streets, parks, neighbourhood)
- Contribute to a thriving economy
- Contribute to environmental well being (walkability, pride, greening, sense of community)
- Contribute to beautification and cleanliness of the community
- Contribute towards the prevention of crime
- Contribute towards community programs and services that enhance the quality of life for residents

Eligibility:

- Initiative must benefit the Hamlet of Entwistle and address one or more objectives of the program
- Businesses, Not for Profit Organizations, Schools or Adhoc Community Groups whose purpose is solely to carry out the specific initiative may apply
- There is no funding limit
- A matching requirement may be required of the applicant

Process:

- Applications can be submitted anytime throughout the year to the Manager of Community and Protective Services and must include the following information:
 - o Name of the Group/Organization Applying
 - o Identify the type of organization/group; Business, Not for Profit, School or Adhoc Group
 - o Contact Name, Address and phone number for the group
 - o List of Board Members/Group members involved with the project
 - o Initiative Description
 - Explain what you want to do with the funds
 - What program objectives will this initiative address and how
 - How many people will benefit from this initiative
 - How long will it take to complete the project
 - Does the initiative need to be sustained after it is completed, if so how will that be done
 - o Initiative budget (revenue and expenses)

- Also include any inkind donations or volunteer equity being donated towards the initiative
 - Level of funding requested
 - Timelines for the initiative
 - Projected start and completion dates for the initiative
- Adjudication of Application will be based on the following criteria:
 - Is the project feasible?
 - Does it advance one or more of the program objectives?
 - What is the benefit to the area?
 - Does it create connections, interactions which bring the community together?
 - Does it leave a legacy for the residents of Entwistle?
 - Does the project involve leveraging funding from other sources?
- Approval will consist of Administration making a recommendation to Council, who will have final approval
- There is no appeal process
- Once approved funding will be provided in a timely manner
- Applicant will be required to submit a final report once the initiative is complete

Funding Administration:

- The Entwistle Community Development Fund will be managed by Parkland County
- Parkland County Administration will review applications and make recommendations on Funding to Council.
- Funding will be dispersed on approval from Council
- Interest and principal can be used to fund approved initiatives
- Fund will exist until it is fully depleted