



POLICY C-RP14

Nonprofit Organization Funding

Prepared By: Recreation and Parks

Council Approval Date: April 26, 2011

Effective Date: April 26, 2011

Council Resolution No.: 119-11

References: Procedures RP14-P1
 Policy RP 016 (Community Association
 Criteria/Eligibility Policy for Grants)

Previous Revision Date: May 8, 2001
 (Policy RP 014)

Function: Community Services

LAS Endorsement:

PURPOSE

This policy provides opportunity for funding to nonprofit organizations who serve the community by providing services and programs in the areas of arts, social service, recreation sport, multicultural, and other community-based support groups that Parkland County doesn't otherwise sustain.

POLICY STATEMENT

Parkland County may provide limited financial operating assistance to nonprofit organizations whose services and programs result in benefits to Parkland County residents. However, an applicant that can accomplish an adequate level of activity without a grant may not be recommended for a grant.

DEFINITIONS

1. "Administration" means the staff of Administration assigned the responsibility of managing the Grant program pursuant to this policy.
2. "Applicant" means an organization applying for a grant pursuant to this policy.
3. "Arts" means all those activities enjoyed through various media, including, but not limited to music, drama, dance, visual arts, literature and crafts or a combination thereof.
4. "Community Activity" means programs and activities provided by Applicants which enhance County resident's quality of life.
5. "Community Association" means those County recognized groups as per Policy RP 016.
6. "Constitutional Documents" means the documents by which an Applicant is incorporated or created and includes Articles of Incorporation, Articles of Association, Bylaws, Annual Returns or Proof of Filings.
7. "Financial Position Information" means those audited financial statements from the most recently completed financial year, as well as proposed budget for year in which the Applicant is seeking funding support.
8. "Policy" means this County Policy together with all attachments hereto as amended from time to time.
9. "Recreation and Sport" means all those activities and experiences in which an individual chooses to participate in his/her leisure time and includes, but not limited to athletic, physical, historical, natural science, cultural, social and intellectual activities, experiences and programs.
10. "Social Services" defined as social programs and activities provided by non profit organizations which help the County's residents to strengthen personal and community life.

SCOPE

This policy applies to nonprofit organizations providing activities and programs for the benefit of Parkland County residents in the areas of social services, arts, recreation and sport. This policy does not apply to County-recognized Community Associations, nor any organizations that the County has cost-share funding agreements with.

MANAGEMENT RESPONSIBILITIES

The Manager of Community and Protective Services is responsible for the monitoring and evaluating this policy. The Supervisor of Recreation and Parks is responsible for implementing this policy and associated procedures.

STANDARDS

1. Funding allocation for grants will be set through the County's annual budget process.
2. Application timelines will be such that the adjudication of applications and subsequent award recommendations can be presented to Council for consideration prior to the annual budgeting process. Council may direct Administration to include Applicants funding request in annual Recreation and Parks budget for final approval in December of each year.
3. Applications will be submitted prior to the year in which the funds are planned to be expended and include constitutional documents, recent financial position information, Executive contacts and a complete application package as specified by Administration.
4. Principles to be considered in the adjudication of all grant applications will include:
 - a. Applicant must be a registered nonprofit society in existence for more than one year as of the deadline date for filing grant application.
 - b. Applicant's organization must have membership and beneficiaries from within Parkland County.
 - c. Applicant's activities and programs must be directed to the improvement of the quality of life of County residents.
 - d. The grant applied for shall not be intended or used for capital purposes, including but not limited to, the purchase of land, equipment, fixtures or physical facilities.
 - e. The grant applied for shall not be intended or used for a purpose beyond the corporate documents of the applicant as outlined in their constitutional documents.
 - f. The grant applied for shall be intended and used to further the Applicant's nonprofit activities.
 - g. The activities of the Applicant shall be of a quality to merit public funding.
 - h. The activities of the Applicant shall not substantially duplicate the activities of other Applicants or organizations within the Parkland County region.
 - i. Applicants that can accomplish an adequate level of activity without a grant may not receive funding support.
 - j. The Applicant shall demonstrate fiscal responsibility; and initiative in generating alternative sources of revenue.
 - k. The Applicant shall have open membership to its organization.
 - l. Repeat Applicants shall provide qualitative and quantitative statistical information on use of previous funding and service to County residents.
5. Council may set priorities or areas of focus for the funding program to take place in the subsequent year.
6. Applicants will not normally receive grant awards in excess of 25% of its operating expenditures as reported on their previous year's financial statements. There will be a minimum award of \$500 and a maximum award of \$10,000. The minimum and maximum may be changed annually based on Council's direction.
7. Approval of grant awards occurs when Council approves the annual operating budget.
8. There is no appeal process.
9. Community Associations, as recognized by County Policy RP 016, are not eligible for this program.
10. Organizations that have current cost share agreements with Parkland County are not eligible for this program.