



PROCEDURES RP14-P1

Nonprofit Organization Funding

APPROVALS:

CAO

General Manager

Manager *ACTING*

LAS Endorsement

CAO Approval Date:

Related Policy:

Previous Revision Date: New

Function:

April 28, 2011

C-RP14

Community Services

PURPOSE

These procedures provide the process to implementing Nonprofit Organization Funding Policy C-RP14.

ACTION STEPS

1. Applications

a. Timelines

- i. Applications shall normally be submitted to Administration in the month of August. A specific deadline will be established by Administration on an annual basis.
- ii. Applications are submitted prior to the year in which funding may be awarded.
- iii. Applications are reviewed by Administration against program principles with funding recommendations presented to Council in October for their consideration and direction for inclusion in annual budget process.
- iv. Final approval of Applications occurs in December of each year with approval of ensuing years Annual Operating Budget.

b. Applicants shall forward all required application information to Administration which includes:

- i. Completed Funding Application
- ii. Most recent year end audited financial statements signed by two Board members.
- iii. Most recent Annual Report or minutes of last Annual General Meeting.
- iv. Current proof of filing or Annual Return to Alberta Corporate Registry.
- v. Copy of any annual and/or long term strategic plans.
- vi. Copy of any organization constitutional amendments i.e. Name change, Bylaw revisions.
- vii. Constitutional documents (Certificate of Incorporation, Objects, Bylaws) for first-time applicants.

2. Application Review Process

Administration will:

- a. Complete a technical review to ensure Applicants have submitted the required information.
- b. Complete a Principle review to determine how well the applicant meets the principles established by Council policy.
- c. Complete a Priority review to ensure how well the Applicants meet any priorities which may have been established by Council.
- d. Develop funding recommendations for Council.

3. Approval Process

- a. Administration will present funding recommendations to Council for their consideration in October.
- b. Based on Council's direction those recommendations supported will be included in the annual Operating Budget for the ensuing year.
- c. Final approval is granted upon Council's approval in December of the annual Operating Budget for the ensuing year.
- d. Council's decision is final.

4. Funding Awards

- a. Administration will notify all Applicants as to the status of their Application.
- b. Administration will ensure grant funding is forwarded to successful applicants in a timely manner.

RESPONSIBILITY

The Community and Protective Services Department is responsible for the implementation of these procedures.