

M.D. of Opportunity No. 17
FINANCE POLICY

TITLE: GRANTS POLICY

EFFECTIVE DATE: February 11, 2015

POLICY NUMBER: F.6

PURPOSE OF POLICY:

The intention of this Policy is to set forth clear guidelines for the Administration of the Municipal District of Opportunity No. 17 with respect to the disbursement, reporting and accountability of the available grant funds in each calendar year. Eligibility criteria for each of the grants are addressed in the specific grant categories and are contingent upon being included in the Municipal District of Opportunity No. 17 annual operating budgets.

POLICY STATEMENTS:

1. Discretionary grant applications WILL NOT BE ACCEPTED FIVE (5) DAYS prior to Council Meetings. Applications received less than the five (5) day period will be submitted to the following scheduled Council Meeting.
2. Failure to provide an activity or financial report may result in the loss of future grant eligibility
3. Sufficient notification will be provided to the availability of all grants.
4. Grant Applications are approved to a recipient on a one time basis per calendar year per grant program.
5. Council at their discretion may approve an in-kind contribution rather than a monetary contribution.
6. Reporting requirements will depend on the grant allocation amount:
 - a. \$0 - \$3000 - An activity report is required and must be submitted to the department manager within 30 days of the event.
 - b. \$3001 - \$25000 - Financial statements and activity report are required within 90 days which are certified by 2 board members; administration reserves the right to request additional information including but not limited to issued cheques;
 - c. \$25,001 & over - Financial statements are required which are prepared by a professional accountant under a review engagement within 90 days of the completion of the grant or the applicant's year end. The activity report must accompany the financial statements and be signed by 2 board members.



- d. When applying for a grant and the applicant's year end is 6 months previous to application date, year to date information may be requested.
- e. If audited financial statements are requested, the cost shall be borne by the MD.

7. Council annually approves grant budgets which are classified in two categories:

A) Operating

A. 1 Funeral Grants

B) Programs

- B.1 Water and Sewer Main Municipal System Tie In
- B.2 Water and Sewer Main Municipal Tank Installation
- B.3 Senior Citizen – Property Tax Cancellation & Exemptions
- B.4 Recreation
- B.5 Community Grants (Projects and Events)

Applicants Eligibility Criteria:

1. PARTIES WHO ARE ENGAGED IN LITIGATION AGAINST THE MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 SHALL NOT BE CONSIDERED FOR GRANTS.
2. GRANTS SHALL NOT BE USED FOR THE FOLLOWING PURPOSES:
 - a. To provide loans to individuals or other community committees, organizations or corporations.
 - b. Provide payment of Salaries, Wages, or Monthly Honorariums to committee/board members of community organizations' or corporations.
 - c. Provide grants or reimbursements of expenses to individuals and groups may apply directly to the Municipal District of Opportunity No. 17 for programs and project grants.
 - d. Events or programs that are hosted, operated and/or funded by the Municipal District of Opportunity No. 17.
3. In certain specific circumstances Clause b Section 2 can be waived at the direction of Council with exception to grants to individuals and organizations.
4. The eligible applicants must be residents, groups, organizations and associations who reside or operate within the boundaries of the Municipal District of Opportunity No. 17 and provides a program or project that is available to all Municipal District of Opportunity No. 17 residents within the hamlet boundaries. Grants are disbursed as per attached Schedule "A" Grant Chart.
5. Grant applications shall be approved as per attached Schedule "A"; the disbursement grant:
 - a. Will be based on applicants that are complete, submitted in a timely manner, subject to a first come first served basis and the availability of funds.
6. Groups/individuals shall apply for grants on an annual basis as applicable and grant approvals are valid for one year.
7. Grants not expended within one (1) year from the date the grant was approved, MUST return any or all funds that have not been used to the MD, unless an extension has been applied for and granted.
8. Events that are hosted or operated by municipal outreach, or recreation departments may be subject to additional reporting requirements and cannot make application for additional grant funding for the same or related project or program.

DEFINITIONS

“Designated Individual” means an individual who has been designated the responsibility of handling the funeral arrangements.

“Deceased Resident” means an individual who was a permanent resident within the boundaries of the municipality for a minimum period of six months prior to their death.

“Deceased Senior Citizen” means a senior citizen who may have moved and lived in an extended health care facility outside the boundaries of the municipality and was a permanent resident within the boundaries of the municipality for a minimum period of six months prior to their death;

“Discretionary” means the grant application does not meet F.6 Grant Policy and is subject to approval or refusal by Council.

“Eligible Funeral Costs” means the purchase of food and items/fees associated with the burial costs.

“Entity” means a group that may include special interest groups, volunteer emergency services, service groups, and sports related committees.

“Executor/Executrix” means an individual who has been named and/or designated as per the Will of the deceased individual’s estate or as indicated on the “death certificate”.

“Group” under the recreation grants means any youth under the age of 18 years old.

“Immediate Family” is defined as spouse, child, parent, sister, brother, grandparent; parent-in-law, son-in-law, daughter-in-law.

“In-kind” donations may include, but not limited to, the following:

- a) Labor work;
- b) Supplies (paper items, etc);
- c) Use of equipment;
- d) Use of facilities;

“Municipal Service Accounts” means all amounts owing to the municipality and include utility, tax accounts and/or general accounts receivable.

“Non-Discretionary” means the grant application meets the F.6 Grant Policy and is subject to approval or refusal by the CAO or his/her designate.

“Non-profit organizations” means a corporation or an association that conducts business for the benefit of the general public without shareholders and not for profit. These registered societies operate within the boundaries of the municipality.



DEFINITIONS – CONT'D

“Permanent Resident” means an individual who resides and is a property owner within the boundaries of the municipality for a minimum period of six months.

“Primary Residence” means where individual(s) are living within a residence for full year round period.

“Property Owner” means in respect of other land, the person who is registered under the Land Titles Act as the owner of the fee simple estate in the land and is their primary residence.

“Resident/Individual” means an applicant residing within the boundaries of the municipality on a year round basis.

“Senior Citizen” means an individual who is 65 years of age and over, is an owner or renter of residential property.

“Special Achievement” may include, but not limited to, outstanding performance in various sports, cultural, educational, and recreational events and competitions.

“Special Events” may include, but not limited to, community or individual celebratory and recognition events.

“Utilities Service Fees” means levies charges for water, sewer and garbage pickup.

“Community Based” is applicable only to B.4 and B.5 which means that eligible projects, individuals, teams and groups must be directly or indirectly related to programs/events that are beneficial to the community.

SPECIFIC GRANT INFORMATION

A. FUNERAL

1. Eligible Projects

- a. A maximum amount of \$500 per application towards funeral costs to be paid via cheque to the eligible applicant.

2. Eligible Applicants/Criteria

- a. Must produce a death certificate.
- b. Applications shall be accepted from an immediate family member, executor/executrix who is the designated individual for handling of funeral arrangements for the deceased.

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SPECIFIC GRANT INFORMATION – CONT'D

- c. The deceased individual or senior citizen must have been a primary resident within the boundaries of the Municipal District of Opportunity No.17 prior to their death (does not include reserves).
- d. Application must be received within 30 days of the death.

B. PROGRAMS

B.1 Water & Sewer Main Municipal System Tie In

1. Eligible Projects

- a. Water & Sewer Main Tie In on the basis of one tie-in per lot; main tie in is from the property line to the residential dwelling, maximum of 25 meters. – With a maximum of 5,000 paid to the resident.

2. Eligibility Criteria

- a. The program applies to all residential properties located in the municipality.
- b. Leases with Option to Purchase a property between private individuals shall be eligible for the grant subject that a legal binding agreement is in place and registered at the Land Titles Office.
- c. Water & Sewer main tie in – dwelling must have all plumbing in place and ready to be hooked up to the water and sewer main tie in.
- d. The residence/house must have continuous heat (wood, gas, propane).
- e. The residence/house must be in a reasonably good condition (the costs of the Improvements must never exceed the value of the home).

3. Eligible Applicants

- a. Dwelling must be the Principle Residence and Applicant must the Primary Resident and Owner of the property to which the tie-ins and tanks are to be installed.
- b. The applicant must have no outstanding debts to the MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17.
- c. A resident with a newly developed primary residence and has no outstanding debts and do not qualify for any other federal, provincial or municipal grant program.

B.2 Water & Sewer Main Municipal System Tank Installation

1. Eligible Projects

- a. Water & Sewer Tank Installation for residents who do not have access to the main municipal system on the basis of one installation per lot. – With a maximum of \$10,000 for water tank & \$10,000 for sewer tank paid to the resident after proof of installation and permits approved by safety codes.

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SPECIFIC GRANT INFORMATION – CONT'D

- b. Water & Sewer Tank Installation for residents in Community Lease areas are based on one installation per dwelling.

2. Eligibility Criteria

- a. The program applies to all residential properties located in the municipality.
- b. Leases with Option to Purchase a property between private individuals shall be eligible for the grant subject that a legal binding agreement is in place and registered at the Land Titles Office.
- c. Water & Sewer tank installation – Residential/House must have all plumbing in place and ready to be hooked up to the water/sewer tanks.
- d. The residence/house must have continuous heat (wood, gas, propane).
- e. The residence/house must be in a reasonably good condition (the costs of the improvements must never exceed the value of the home).

3. Eligible Applicants

- a. Dwelling must be the Principle Residence and Applicant must be the Primary Resident and Owner of the property to which the tie-ins and tanks are to be installed.
- b. The applicant must have no outstanding debts to the MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17.
- c. A resident with a newly developed primary residence and has no outstanding debts and do not qualify for any other federal, provincial or municipal grant program.
- d. Community Associations who are registered under the provincial or federal statutes as non-profit societies and in good standing with Alberta Corporate Registries.
- e. Non-profit organizations may apply for water/sewer tank installations which are approved by Council.
- f. Housing Corporations and Housing Authorities do not qualify.

B.3 Senior Citizen Grant Program

1. Eligible Projects

- a. Eligible senior citizens can apply for a maximum of a \$500.00 grant to be applied towards municipal taxes on an annual basis.
- b. Eligible senior citizens are exempt from the utilities service fees.
- c. Eligible senior citizens are exempt from the Snow Plowing Flag service fees.
- d. Eligible senior citizens can apply for a heat grant in the amount of \$500 maximum per year for natural gas or \$1000 maximum per year for propane which will be applied towards their heating utility account for their primary residence:

SPECIFIC GRANT INFORMATION – CONT'D

- i) One grant program per household and is not retroactive to prior years;
- ii) Applicants income must not exceed \$35,000 per household;
- iii) Applicants are only required to apply once when they turn 65; and
- iv) MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 Councilors are authorized to verify an application within their Ward for subsequent years thereafter;
- v) New applications will be received and approved throughout the year until the budget has been depleted.
- vi) Implementation of the heating grant program will begin in October of the fiscal year.

2. Eligible Applicants

- a. Applicants must have a taxation account in their name to be eligible for the taxation grant and have no outstanding debts to the M.D. #17 at the time of application to the grant program.
- b. Joint owners of a residential property shall be eligible for one grant per year only where at least one owner is over 65.
- c. Must be the owner or renter of residential property or the dwelling.
- d. Must live or occupy a residence at least four (4) months/year.
- e. Life Estate properties where the senior currently resides.

B.4 Program: Recreation**1. Eligible Projects/Criteria for Recreation Grants:**

- a. Must be a youth 17 years and under
- b. Must provide proof of a successful application or invitation to a competition.
- c. Applicants charging performance or admission fees shall not be eligible for the grant funding.
- d. Organized youth and student teams participating in an event of their choice.
 - i) Groups that participate in a league
 - ii) Meet regularly to practice and has an instructor or coach
 - iii) Structured –formally or informally registered
- e. Grant funds CAN support:
 - I. Special Achievements which may include, but not limited to, outstanding performance in various sports, arts, cultural, educational, recreational events, musical and competitions.
 - II. Used for attendance to tournaments, to assist with travel expenses (meals, mileage, and accommodations).
 - III. For partial contribution for instructor/training, facility use fees, purchase of equipment, uniforms, costumes and or supplies.
 - IV. Events engaging in cultural, recreational or sports activities.
- f. NO FUNDS will be available for organized sports, cultural, recreational programs that are funded and or operated by the Municipal District of Opportunity No. 17.

- g. An application for funding is limited to one grant per organized team/group entities/committee/organization on an annual basis with a maximum grant as per chart below.
- h. Attendance of events may be within the M.D. within the country of Canada or internationally.
- i. Based on the criteria set out in this recreation policy, all schools located within the MUNICIPAL DISTRICT OF OPPORTUNITY NO. 17 boundaries may apply for Recreation Grants based on the allocated budget amounts shown in the attached schedule; applications shall be considered on a case by case by council.

2. Eligibility Criteria for Individuals:

- a. Applicant(s) must reside within the M.D. boundaries and activities/groups must be community based.
- b. Individuals that meet the criteria will receive the grant money to the maximum of:
 - i. Within Community - \$500 Max.

3. Eligibility Criteria for Team/Group Grant

- a. 90% of the team must meet the youth criteria
- b. Applications must be submitted by a team manager or coach on behalf of the group or team.
- c. Teams/groups that meet the criteria may receive grant money to the maximum of:
 - i. Within Community - \$1500

B.5 Program: Community Projects/Events:

1. Eligible Projects:

- a. Wedding Anniversary Celebrations to a maximum of \$3,000.00 for 25 & 50 years and at 5 year intervals beginning at 55, 60, 65, etc...
- b. Birthday Celebrations to a maximum of \$2,500.00 for 65 years and at 5 year intervals beginning at 70, 75, 80, etc....
- c. Community Organized Activities to a maximum of \$1000.
- d. Lifetime Achievement and Recognition to a maximum of \$3000.
- e. High School Graduations to a maximum of \$100/student upon submission of school list of graduates from School administration.
- f. Adult Secondary Education Achievements to a maximum of \$300/student upon submission of school list of graduates from School administration.

2. Eligible Criteria:

- a. Grant amount based on the annual budget and can be used towards costs of a community celebration event for food, hall rental, band, decorations, plaques and trophies or other miscellaneous small items.
- b. Graduation grants applications must be submitted by the school administration and will be awarded upon receipt of confirmed graduates of each school.
- c. Community celebration events must be held within the boundaries of the Municipal District of Opportunity No. 17.

SCHEDULE "A" GRANT CHART

GRANT TYPE:	ADVERTISING PERIOD:	APPLICATION DEADLINE:	APPROVAL	PAYMENT BASIS	APPLICATION REQUIREMENTS:	REPORTING	PROPOSED 2014 BUDGET
A. Funeral Grant	Quarterly	All Year	Administration	Immediate	Application	0-\$3000 Activity Report Required \$3001-\$25,000 Financial Statements and activity report with 90 days	As per annual operating budget until funds expire.
B. Programs B.1 Water/Sewer Main System Tie In B.2 Water/Sewer Tank Installation B.3 Senior Citizen Property Tax Cancellation & Exemptions B.4 Recreation Grants B.5 Community Grants (Projects/Events)	Quarterly	All Year	Administration Discretionary Applications Are Approved by Council	As Needed	a. Application Form b. Proposed Budget c. Program Objectives d. Project Reports	\$25,001 & over Financial statements prepared by a professional accountant & required within 90 days.	As per annual operating budget until funds expire.

SCHEDULE "B"**Schedule B Eligible Recreation Grants for schools per year**

Wabasca	Mistassiniy School	\$11,000.00
Wabasca	St. Theresa	\$7,000.00
Sandy Lake	Pelican Mountain	\$1,200.00
Calling Lake	Calling Lake School	\$3,000.00
Red Earth Creek	Red Earth Creek School	\$1,200.00
Trout Lake	Kateri School	\$3,000.00
Peerless	Peerless Lake School	\$3,000.00
Chip Lake	Chip Lakes School	\$1,200.00

PRESENTED & TABLED ON: October 30, 2008

APPROVED: December 10, 2008

AMENDED: February 11, 2009

AMENDED: January 27, 2010 (Recreation \$500 & \$100 grants)

AMENDED: June 9, 2010 (Amend Statement #3, #9, Remove Section B.4.2, Add Clause d to Section B.4.3)

AMENDED: May 8, 2013 (Amend Remove Statement B.1.2.g, Amend to include statement B.1.a and remove statement B.1.2.d)

AMENDED: March 12, 2014

APPROVED: March 26, 2014

AMENDED: August 13, 2014 [Remove, Amend Purpose of Policy; Add Clause to Policy Statement #2, Amend #3. Amend and Add #6. Amend #7. A) i) Remove A) ii) Remove 7. C); Remove, Amend Applicants Eligibility Criteria 4. 4.a. 5. 6. 7. 8.a,b,c,d,e 10. 11 i), ii), iii); Add Clause Definitions "Group"; Remove A.1 a,b,c,d,e & 2. a,b; Amend A.2 a,b,c,d; Add Clause B.1 a,b,c; Remove B.3; Remove, Amend, Add Clause B3 1a,b,c,d, g,h,I,j 2a,b,; Amend, Removed, Added Clauses B.4 1.a,b,c,d, g,h,I,j, 2. a,b,c,d,e,f,g 3.a,b,c,d,f,g,h,I,j,I,; Added Clause, Amended B.6 1.a),b),c),d),e),f), 2.b),f); Removed C.1.a),b),c),d), 2.a)b)]

AMENDED: January 14, 2015 [Remove Policy Statement #4, Amend Applicants Eligibility Criteria 2b), Add additional sentence to Applicants Eligibility Criteria #5 and Add Statement #8.

January 19, 2015 [Add "Discretionary" to Policy Statement #1, Remove "hamlet" in clause 3] Add definitions, Discretionary, Non-discretionary, Remove clause B3.2.ii, iii, iv, Add clause to activities must be community based, remove B3.3.d. ii, iii, iv,.

AMENDED: February 11, 2015