

TITLE: COMMUNITY GRANTS POLICY

RESOLUTION NUMBER:	POLICY #: CP-028
	EFFECTIVE DATE:
	SUPERSEDES:
	UP FOR REVIEW:

PURPOSE

The purpose of this policy is to provide clear guidelines for the allocation of community grants by the Town of Magrath. Grants are intended to support local non-profit organizations, societies, and community groups that contribute to the social, cultural, recreational, and economic well-being of Magrath residents.

DEFINITIONS

Community Grant – Financial assistance provided by the Town of Magrath to eligible community organizations for programs, projects, or events that benefit residents.

Eligible Organization – A non-profit organization, registered society, or community group in good standing with the Town, which demonstrates sound financial management and provides services that directly benefit Magrath residents.

Good Standing – The status of an organization that has no outstanding debts, obligations, or compliance issues with the Town of Magrath.

POLICY STATEMENTS

1. To qualify for a community grant from the Town of Magrath, applicants must:
 - Be located in Magrath or provide a service that benefits the residents of Magrath.
 - Be an eligible organization. (Exceptions may be considered by Council on a case-by-case basis.)
 - Be in good standing with the Town of Magrath.
 - Demonstrate sound financial and administrative management practices.
 - Show a clear and demonstrated need for financial assistance.
 - Be able to provide full financial disclosure upon request.
2. Applications must be provided to council or the Chief Administrative Officer (CAO) and include:

- The name, address, and contact details of the organization, including a primary contact person.
- The purpose of the request.
- A detailed explanation of how the requested funds will be used.
- The specific amount being requested.
- Applicants must provide a timeline of events for which the funds will be used.
- Supporting documentation, including:
 - a. Financial Statements (at the “Notice to Reader” level or equivalent)
 - b. Project Budget (if applicable)

Only complete applications that meet the eligibility criteria will be considered. Incomplete applications will be rejected.

3. All donation requests will be reviewed by Town Council, which has full discretion to approve or reject any application. Approval or rejection of a request will be confirmed by a motion of Council. Administration will notify applicants of Council’s decision. Successful and unsuccessful applicants will be notified of the result of their application.
4. Delegation to CAO
 - The CAO has delegated authority to approve donations of \$500 or less per instance.
 - All donations approved under this authority must still meet the eligibility and reporting requirements of this policy.
 - A record of all CAO-approved donations must be provided to Council for information.
5. Use of Funds and Reporting
 - Any funds not used for the stated purpose must be returned to the Town.
 - A final report must be submitted to Council, outlining:
 - a. How the funds were spent
 - b. How the donation supported the organization’s purpose or project

6. Never Considered

- The Town of Magrath will not consider donations for:
 - a. Events that charge admission for participation or attendance
 - b. Events or projects that have already taken place (retroactive requests)
 - c. Donations to political parties, political candidates, or partisan groups
 - d. Organizations or groups that have failed to uphold responsibilities or reporting requirements for previous Town donations