

Municipal Community Grant Funding Guidelines



Purpose

To provide support for Banff-based, registered non-profits, charities, societies or community groups for projects that benefit Banff residents and enhance their quality of life.

Eligibility for Funds

Those applying for funds must be:

- Registered non-profits, charities, societies or community groups that are organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except for profit
- Providing services to residents of the Town of Banff
- Able to provide proof of financial good standing

\$10 000 of funds are available and may be given to applications that:

- Show evidence of need for service or project
- Demonstrate the number of local residents who will be served
- Have an established track record for successful project delivery
- Present a well thought out and clear proposal
- Show evidence of clear goals and expected outcomes
- Show evidence of financial need for the project and any other sources of funding including in kind
- Show uniqueness of service
- Indicate involvement from other community partners
- Fit with the Banff Community Plan, FCSS Community Social Plan, and/or Council priorities of Master Plan documents

Funds may support:

- Projects, programs or events
- Operating costs
- Equipment costs
- Startup funding

Ineligible applications:

- Those submitted by individuals, for-profit organizations or agencies which primarily fund other organizations
- Applicants who have not met the responsibilities of a previously provided grant
- Organizations who have financial assets covering more than two years of operating costs
- Those submitted for activities restricted to people of specific religious groups. *Note, churches may apply for projects that are open to the whole community*
- Expenses related to annual fund-raising campaigns, debt retirement, alcohol or drugs

Conditions:

- Grant recipients shall spend grant funding solely for the purpose for which it was granted
- Grant recipients will be required to show proof of purchases and complete mandatory grant reporting to summarize their project
- All information collected from the application is collected under the authority of the Freedom of Information and Protection of Privacy Act and will be used to determine qualification for the Municipal Community Grants program

Application Requirements:

- Applications must be submitted in the prescribed form
- Applications for project funding must include a project budget- showing proposed expenses and other revenues
- Applicants may be required to include the most recent financial statements if requested
- Applicants must provide complete information regarding the program/project/event objectives, services provided, operating costs and financing details
- Applications must be submitted by the due date established for the funding year
- Late or incomplete applications will not be considered

Application Review

Applications will be reviewed and ranked by the Community Grants Committee, made up of five public members. Decisions will be made by the end of May and approved by Banff Town Council by the end of June. All applicants will be contacted regardless of the outcome.

The Committee will assess if the grant application:

- Fits within the grant criteria
- Benefits residents of Banff
- Aligns with Town of Banff's current vision, goals and any other relevant Master Plans or strategic planning documents
- Provides project/idea timelines & budget
- Demonstrates an ability to deliver on the project/idea
- Supports a project/idea which meets community needs

Ways to apply:

- Complete a Municipal Community Grant application online at Banff.ca/grants
- Download and complete a Municipal Community Grant application from Banff.ca/grants and submit via email to fcss@banff.ca
- Pick up a paper copy of the Municipal Community Grant application at Banff Town Hall (110 Bear St.), Monday to Friday between 8:30am – 4:30pm. Complete and submit paper applications to this same location in person.

Questions?

Please contact the Community Development team with questions about your eligibility or the grant process- 403.762.1229 or fcss@banff.ca.