

# Municipal Community Grant Funding Guidelines



P.O. Box 1260, Banff, Alberta T1L 1A1

[www.banff.ca](http://www.banff.ca)

## **Purpose**

To provide support for Banff-based community non-profit sector for projects that benefit Banff residents and enhance their quality of life.

## **Eligibility for Funds**

The organizations applying for funds must be:

- a. a registered not for profit that is organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except profit
- b. providing services to residents of the Town of Banff
- c. able to provide proof of financial good standing

Preference will be given to applications that:

- a. show evidence of need for service or project
- b. demonstrate number of local residents served
- c. have an established track record for project delivery
- d. present a well thought out and clear proposal
- e. show evidence of clear goals and expected outcomes
- f. show evidence of financial need for the project and any other sources of funding including in kind
- g. show uniqueness of service
- h. indicate involvement from other community partners
- i. fit with Banff Community Plan, FCSS Community Social Plan, and/or council priorities of Master Plan

## **Eligible Expenses to a maximum of \$5,000**

- a. Projects/programs/events
- b. Operating costs
- c. Equipment costs
- d. Startup funding

## **Ineligible applications:**

- a. from individuals
- b. from for-profit organizations
- c. from agencies which primarily fund other organizations
- d. applicants who have not met the responsibilities of a previously provided grant
- e. organizations who have financial assets covering more than two years of operating costs
- f. for activities restricted to people of specific religious groups, churches may apply

- for projects that are open to the whole community
- g. expenses related to annual fund-raising campaigns, debt retirement, alcohol or drugs

### **Conditions**

- a. The applicant organization shall spend grant funding solely for the purpose for which it was granted.
- b. 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 Grants Program.

### **Application Process**

- a. Applications must be submitted in the prescribed form.
- b. Applications must include a budget for the current year and next fiscal year.
- c. Applications for project funding must include a project budget (proposed expenses and other revenues).
- d. Applications must include the most recent financial statements.
- e. Applicants must provide complete information concerning program/project/event objectives, services provided, operating costs, financing details.
- f. Applications must be submitted by the organization to [community.services@banff.ca](mailto:community.services@banff.ca) by the due dates established for the funding year.
- g. Late or incomplete applications will not be considered.

Applications will be reviewed and ranked by the Community Grants Committee made up of five public members under the following:

- a. Shown to fit with the grant criteria;
- b. Benefits residents of Banff;
- c. Shown to fit with Town of Banff's current vision and goals and any other relevant Master Plans or Strategy documents;
- d. Project timelines, budget, ability to deliver and expectations are reasonable.
- e. Priority given to new projects, projects meeting priority community needs or opportunities, those that have explored other funding options (municipal community grants only).

### **How to apply:**

- Download a Community Grants application from <http://Banff.ca> or complete online
- Decisions will be made by the end of May and approved by Council by end of June. All applicants will be contacted regardless of outcome.

### **Questions:**

Please feel free to call the Community Development office should you have any questions about your projects eligibility or the grant process.

Phone Number: 403.762.1254 Email: [ruth.pryor@banff.ca](mailto:ruth.pryor@banff.ca)