

**TOWN OF HAY RIVER**  
**COMMUNITY ENHANCEMENT GRANT PROGRAM POLICY**  
**POLICY C-7**

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Adopted by the Council of the Town of Hay River at the June 25<sup>th</sup> Regular Meeting of Council – Motion No. 12-354

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**PURPOSE**

To establish Terms of Reference for the Community Enhancement Grant Program Policy.

**POLICY**

1. The Community Enhancement Grant Program is established to provide support to community organizations to implement a community event or enhancement.
2. The Program's objectives are to:
  - Provide funding to local organizations to enhance programs, services, special events or facilities that are not normally funded through each organization's annual budget.
  - Enhance the quality of life and well being for Hay River residents.
  - Enhance sport, recreation, cultural, family life, tourism or general community development.
  - Promote and encourage voluntarism and community spirit – enhance the work of local volunteer organizations.
  - Will not duplicate existing federal, territorial, private grants and/or other sources of funding.
3. All applicants must be registered non-profit organizations that have been incorporated for a minimum of one (1) year or show that they are working towards achieving incorporated status.
4. Applications to the Community Enhancement Grant Program will be considered on a case by case basis.
5. The Town of Hay River will review all applications to the Community Enhancement Grant Program and recommend allocations to Council for approval. The Council reserves the right to assess the reasonableness of costs and which costs are eligible under the terms of the program.
6. All submissions must be completed in writing and include all required supplementary documentation. The Town of Hay River may request additional information in support of the project application.

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7. All grants are at the discretion of Town Council, and may be refused for any reason. The Council of the Town of Hay River may also impose conditions it thinks appropriate with the granting of the funds.

8. All applications for funding are due by September 15<sup>th</sup>, for consideration for next Budget year.

**APPLICATION**

Schedule “A” Community Enhancement Grant Program Application Form

Schedule “B” Community Enhancement Grant Program Rating Sheet

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Schedule “A”  
**Community Enhancement Grant Program Application Form**

Legal Name of Organization:

Registration # of Non-Profit Organization:

Mailing Address:

Phone# Daytime:

Phone# Evening:

Fax:

Email address:

Website:

**PART “A” – ORGANIZATION INFORMATION**

1. What is the Mandate/Purpose of your Organization? Provide vision, mission, goals and objectives.

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2. Has your organization received funding from the Community Enhancement Grant Program for previous projects, events or promotional initiatives?

YES:                      NO:

If you answered YES, include year(s):

**PART “B” PROGRAM INFORMATION**

Project name:

Community Enhancement Grant Request: \$

Project Start Date:

Project End Date:

1. Provide information about the proposed project (include the following details: activities, strategies, timelines, goals, outcomes etc.)

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2. Provide the total number of residents that the project will serve.

3. List the project's outcomes:

4. How many volunteers will be involved in the project?

5. What impact will this project have on your organization?

6. What impact will this project have on the community?

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**PART “C” PROJECT BUDGET**

Provide a complete budget for your proposed project. (Reminder: Approved projects must be completed within one year of the grant approval date.) Include all sources of revenue and all expenditures. Please place an asterisk beside the expenditure lines items that you are requesting to be funded through this Community Enhancement Grant Program, and indicate if revenue has been confirmed by placing a check mark in the confirmed column if it has been confirmed.

**REVENUE:**

Line Item	Amount	Source	Confirmed

**EXPENDITURES:**

Line Item	Amount	Source	Enhancement Grant

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**PART “D” SET OF ATTACHMENTS FUNDING APPLICATION**

Please attach these documents to your application:

1. Current list of organization Board of Directors (use attached template)
2. Most recent organization audited financial statements and management letter
3. Most recent Annual Report or Minutes of the last Annual General Meeting

**PLEASE SUBMIT TWO SINGLE-SIDED COPIES OF YOUR APPLICATION**

**I AM A DULY AUTHORIZED REPRESENTATIVE HAVING LEGAL AND/OR FINANCIAL SIGNING AUTHORITY FOR THE ABOVE-MENTIONED ORGANIZATION.**

The information contained in this application and supporting documents is true and accurate and endorsed by the above-mentioned organization. An accounting of spending, showing compliance with conditions of the grant shall be provided (including a project assessment and financial accounting summary) no later than 90 days following the project completion date. Any grant awarded shall be used solely for the purposes stated within this application and according to program parameters. As a condition of accepting financial assistance, access to all financial statements and records having any connection with monies received is hereby granted to the Town of Hay River.

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Signature of Duly Authorized Representative

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Printed Name

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Title

**ATTACHMENT #1  
Board of Members and Executives**

NAME	BOARD POSITION	YEARS ON BOARD	OCCUPATION/SKILLS (THAT MEMBER BRINGS TO BOARD)



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Date that Board last met:

Last Annual General Meeting:

Schedule “B”  
**Community Enhancement Grant Application Rating Sheet**

Score	Scoring Criteria
5=1 <sup>st</sup> year 4=2 <sup>nd</sup> year 3=3 <sup>rd</sup> year 2=4 <sup>th</sup> year 1=5 <sup>th</sup> year 1=5+years	Funding received previously for same program (should be moving towards sustainability)
5=meets 5 4=meets 4 3=meets 3 2=meets 2 1=meets 1	Meeting Enhancement Criteria
5=100+ 4=50-99 3=25-49 2=10-24 1=9 or less	Amount of Residents Served
5=realistic 0=unrealistic	Overall Budget
5=high 0=none	Organization’s Financial Need
5=high 0=none	Impact the project will have on enhancing the organization’s future operations (increase membership, improve quality of programs, enhancing building/space through renovations/repairs/construction)

Community Enhancement Grant Criteria:

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- Project Based – outside of regular operating budget
- Enhancing sports, recreation, culture, tourism or community development
- Encourages volunteerism
- Not funded by other municipal or provincial sources of funding
- Do not fund direct financial assistance – scholarships, bursaries or subsidies

Program/Project Name:

Total Score:

Requested:

Recommended: