



TOWN OF HIGH RIVER PROCEDURE

Procedure Number:	PRO-08-108-00
Procedure Name:	Community Vitality Fund
Related Policy No:	POL-08-108-00
Related Policy Name:	Community Vitality Fund
Approval Date:	September 26, 2016
Revision Date:	N/A
Procedure Category:	Corporate Governance
Responsible Department:	Corporate Services

Procedure

The purpose of this Procedure is to outline consistent procedures, protocols and responsibilities to facilitate the provision of the Community Vitality Fund ensuring that the community has equitable access to financial resources, while also building capacity within the local community to initiate, manage and implement community projects that are a priority for residents. Successful community led initiatives ensure the prosperous growth, vitality, and sustainability of High River.

Definitions

- **Council:** means the Town of High River Municipal Council.
- **Community Led Initiatives:** means projects, events or programs led by citizens or community groups that apply on an as needed basis for funds allocated for community improvement projects or events which help to make the community more attractive or safe, raise the level of community pride, showcase High River as a vital place to visit, live, or invest in, and/or improve the overall quality of life for citizens.
- **Community Vitality Fund:** means funds available for Community Led Initiatives, which demonstrate alignment with the community's priorities and Council's Strategic Priorities. Funds awarded are on equivalent contributions of volunteer labour, other funding sources, and in-kind donations. The Community Vitality Fund is all about building community and strengthening connections right where people live...the process is just as important as the results!
- **Committee:** means the Community Vitality Advisory Committee.

Related Information

- POLICY POL-08-108-00

Exclusions

- Funding under this program may be eligible where funding is not available to the organization for the Community Led Initiative under other Town of High River programs (ie. FCSS and United Way Grants)
- For Profit Organizations

Responsibilities

- The Director of Corporate Services is responsible to ensure that the criteria of this Procedure are met

Appendices

- Appendix A – Community Vitality Fund Application for Funding
- Appendix B – Community Vitality Fund Funding Accountability Report
- Community Vitality Fund Award Agreement

Procedure Criteria

Each of the defined groups shall be subject to the following conditions relative to their funding request. Administration, and ultimately Council, shall decide to which group the organization belongs.


The criteria for both of the groups shall be as follows:

Applications requesting funding for Community Led Initiatives through the Community Vitality Fund will be received and reviewed, by the Committee, three times a year in January, May and September. Funds are issued once per year per applicant. Once the Community Vitality Fund allocation for the year has been awarded, no further applications will be considered until Council makes further funding available the following year.

1. **Application for Funding:** The application will include an Income and Expense Statement for the relevant project, a Business Plan for the project and a written narrative stating the benefits to the community and how the project supports quality of life in High River. **See Appendix A, "Application for Funding"**.
 - a. Innovation Fund - up to a maximum of \$2,000 (the Committee is delegated to make awards up to \$2,000 on behalf of Council)
 - b. Enhancement Fund - over \$2,000 (awards of more than \$2,000 will be presented to Council, by Administration, on recommendation of the Committee)
2. **Branding Agreement:** Agreement to use the Town of High River logo/branding at the funded initiative. Logo/branding to be provided by the Town.
3. **Funding Accountability Reporting:**
 - a. An Income and Expense Statement for the project outlining how funds were spent. **See Appendix B, "Funding Accountability"**
 - b. A narrative explaining how the funds were expended. **See Appendix B, "Funding Accountability"**
 - c. The Funding Accountability report is due within 60 days of the completion of the initiative. The Committee will be responsible for tracking the received Funding Accountability Reporting and providing the same to the Town of High River Administration for the purposes of deeming whether applicants are eligible for future funding. Failure to provide this report will result in denial of other funding associated through the Community Vitality Fund. The Town of High River reserves the right to withhold or reclaim funds and to decline any subsequent requests for funding through the Community Vitality Fund, at its discretion.
 - d. The Town of High River may, at its discretion, request access to the financial records of successful applicants awarded over \$10,000. By accepting an award of over \$10,000 applicants agree to provide immediate and complete access to financial records if/when requested by The Town of High River.
 - e. Any unused portions of Community Vitality Fund awards must be returned to the Town of High River, no later than the date of submission of the Funding Accountability Report.

Approval

This procedure shall come into force and effect upon adoption by Management of the Town of High River.



TOWN MANAGER

October 19, 2016

DATE