



## GRANTS TO ORGANIZATIONS POLICY

<b>Policy Number:</b>	ADM 03
<b>Administered By:</b>	CAO
<b>Approved By:</b>	Chief Administrative Officer
<b>Effective Date:</b>	January 2017

### **Purpose:**

The Council of the Town of Fort Macleod receives numerous requests from local community organizations requesting funding assistance. In order to streamline this process and assist Council in making their decisions, the following information will be required with all applications for funding assistance.

### **Scope:**

This Policy will cover all annual funding requests by community organizations within a defined timeframe and identified deadline date.

### **Responsibilities:**

The CAO will be responsible to ensure the integrity and application of this Policy by ensuring all of the following criteria are met;

- 1) The Organizations most recent financial statement.
- 2) A statement of the goals and objectives of the Organization
- 3) A statement of the community services the organization provides with reference being made to the citizens affected.
- 4) A statement of the funding being requested with a budget indication how the funds are to be spent.
- 5) All organizations need to registered non-profit organizations in good standing.

### **Policy:**

The Town of Fort Macleod will perform a review of this Policy every three years.

### **Procedure:**

The CAO will review all submissions after the November 1 deadline date and compile all of the relevant information required as noted above. A summary of submissions with recommendations will be presented to council for discussion and consideration during annual budget deliberations.

### **Further Information:**

For further information regarding this Policy, please contact the department identified in the title bar under Administered By.

CAO – Town of Fort Macleod