



POLICY

Effective Date: October 25, 2010

Amended: June 24, 2013

Amended: May 26, 2014

Amended: October 27, 2014

Amended: November 23, 2015

Amended: December 19, 2016

Amended: October 10, 2017

Amended: October 28, 2019

Amended: September 27, 2021

Amended: October 24, 2022

POLICY TITLE: Enhancement Grant Program

POLICY NUMBER: 72-026

POLICY PURPOSE:

To establish terms of reference for the Enhancement Grant Program that will:

1. provide funding for programs, services and special events organized by local organizations to enhance recreation, arts and culture;
2. provide funding for facility enhancements for recreation, arts and culture organizations that are not normally funded through the organization's annual budget.

POLICY:

1. The Enhancement Grant Program was established to provide support to community recreation, arts, and culture organizations or other non-profit agencies for implementing recreation, arts and culture events or enhancements.
2. The Program's objectives are to:
 - a) Enhance sport, recreation, arts and cultural development.
 - b) Enhance the quality of life and well-being for Whitecourt and District residents.
 - c) Promote and encourage voluntarism and community spirit – enhance the work of local volunteer organizations.
 - d) Will not duplicate existing federal, provincial, private grants and/or other sources of funding.
3. All applicants should be registered non-profit organizations that have been incorporated or show that they are working towards achieving incorporated status.
4. Applications to the Enhancement Grant Program will be considered on a case-by-case basis.



Town of Whitecourt

Policy Manual
Section: **Community Services**

5. Organizations and/or agencies are not eligible for Enhancement Grant Funding if they have already received funding through the Town of Whitecourt's annual budget, unless the application is distinct from funding already received; or may be ineligible if the project duplicates services already provided within the community.
6. Applications will be considered ineligible for funding if the applicant shows a financial surplus greater than 25% of its annual operating budget.
7. Applications may be awarded 100% of the grant funding requested if:
 - a. The application submitted is for \$1,500 or less; and
 - b. If the application scores 80% or greater on the scoring system.
8. Funds may be awarded to help leverage other provincial and national funding sources, as long as the project meets the Program's objectives outlined in Clause 1 of this policy.
9. The Community Services Advisory Board will review all applications to the Enhancement Grant Program and recommend allocations to Council for approval. The Board reserves the right to assess the reasonableness of costs and which costs are eligible under the terms of the program.
10. All submissions must be completed in writing and include all required supplementary documentation. The Community Services Advisory Board may request additional information in support of the project.
11. All grants are at the discretion of Town Council, and may be refused for any reason. The Committee and Council may also impose conditions it thinks appropriate with the granting of funds.
12. Organizations that have overdue or incomplete reporting relating to a previously approved Town of Whitecourt grant project will be considered ineligible.

REFERENCE:

- Schedule "A" Enhancement Grant Program Application Form
- Schedule "B" Enhancement Grant Application Rating Sheet