



TOWN OF SEDGEWICK

TOWN OF SEDGEWICK COMMUNITY FACILITIES FUNDING GRANT PROGRAM POLICY # 25-26

APPROVAL DATE: *April 17, 2025*
RESOLUTION NUMBER: *2025-41*

1. Policy Statement

The Town of Sedgewick Council deeply values the contributions of volunteers and the resources provided by non-profit organizations that operate community facilities for the benefit of town residents. To support these vital services, the Town of Sedgewick will offer matching operational and capital assistance through the Community Facilities Funding Grant Program. This program is designed to help non-profit organizations that run community facilities, programs, or services that provide a public benefit to the residents of Sedgewick.

The Community Facilities Funding Grant will be allocated annually as part of the Town's operating budget process. However, the Town of Sedgewick Council reserves the right to decline any project submissions based on application quality, budget constraints, project purpose, and alignment with community direction. This ensures that the funds are used effectively and in a manner that best serves the interests of the community.

2. Policy Purpose

The Town of Sedgewick Community Facilities Funding Grant Program is designed to provide financial support to non-profit organizations that operate community facilities within the town. This policy outlines the various funding sources available, the eligibility criteria that organizations must meet, the application requirements, and the guidelines for evaluating applications. By clearly defining these elements, the policy ensures that the grant program is accessible, fair, and transparent, allowing non-profit organizations to effectively plan and apply for funding.

A key aspect of this policy is its emphasis on fostering stronger relationships between the non-profit organizations, the Council, and the community. By promoting transparency and stewardship of public funds, the policy aims to build trust and accountability among all parties involved. One of the ways this is achieved is by requiring all applications to be presented in person to the Council. This direct interaction not only enhances awareness and responsibility but also allows for a more thorough understanding of the needs and goals of the non-profit organizations. It provides an opportunity for the Council and community members to ask questions, offer feedback, and engage in meaningful dialogue.

Furthermore, the policy encourages a collaborative approach to decision-making, ensuring that the allocation of public funds is conducted in a fair and accountable manner. By involving the community in the process, the policy helps build trust and foster a sense of shared responsibility. This increased transparency strengthens the relationships between the non-profit organizations, the Council, and the community,

ensuring that public funds are used effectively to support initiatives that benefit everyone involved. Through this collaborative effort, the Town of Sedgewick can ensure that its community facilities are well-supported and continue to serve the needs of its residents.

3. Definitions

3.1. "Town of Sedgewick" – a reference to "Town"

3.2. "Match Granting" - also known as matching grants, involves a funding organization providing a grant on the condition that the recipient secures an equal amount of funding from other sources.

4. Guidelines

To be considered for funding under this grant program, the organization must adhere to the criteria listed below.

4.1. The organization shall:

4.1.1. Be a registered or incorporated non-profit organization under the Agricultural Societies Act, the Alberta Societies Act, or Part 9 of the Companies Act, in good standing.

4.1.2. The organization must operate a Town of Sedgewick community facility or deliver programs or services that are publicly accessible and directly benefit Town residents (for example, community halls or recreation facilities).

4.1.3. The organizations shall operate within the Town of Sedgewick listed below:

4.1.3.1. Recreation Centre "Wildrose Coop Recreation Centre"

4.1.3.2. Sedgewick Community Hall

4.1.3.3. Sedgewick Municipal Library

4.1.3.4. Any other area deemed appropriate by the majority of Council

4.1.4. The organization shall submit an application for the matching grant before the program application deadline. The grant application must include the following information:

4.1.4.1. Current corporate financial statements, audited if available;

4.1.4.2. Detailed information on the project and funding requirements;

4.1.4.3. Three quotes for each project component for which funding is being requested, where possible;

4.1.4.4. How the Town's contribution will be recognized and promoted;

4.1.4.5. The number of Town and non-Town residents who benefitted by the facility, program, or service and;

- 4.1.4.6. Progress or completion reports for any projects or initiatives for which the organization previously received grant funding from the Town, whether under this or any other Town grant funding program.
- 4.1.5. If the facility or land location associated with the grant application is leased from the Town, the lease agreement shall be current and in good standing, and there shall not be any outstanding or unresolved issues regarding the performance of the lease agreement's terms.
- 4.1.6. If requested by the Town, the non-profit organization shall conduct a comprehensive facility audit and lifecycle assessment and submit the resulting report, which will be included as part of the original grant application. Funding to support the costs associated with these audits is eligible under this grant program. The primary goal of the facility assessment and report submission is to identify any repair, maintenance, or upgrade items for the facility that demand prioritized attention. This process also aims to aid the operator in formulating a long-term capital replacement and maintenance plan.
 - 4.1.6.1. Regarding the facility assessment and the submitted report:
 - 4.1.6.1.1. The Town will thoroughly review the completed reports to verify that the funding requests for the facility adequately address the highest recommended priority needs and;
 - 4.1.6.1.2. Funding requests may experience delays until the necessary reports are commissioned and an agreement is reached between the Town and the organization regarding the funding priorities essential for the facility's long-term sustainability.

5. Eligibility

- 5.1. The following organizations and services are ineligible for funding under this policy:
 - 5.1.1. Religious societies registered under the Religious Societies' Land Act;
 - 5.1.2. Registered charitable organizations;
 - 5.1.3. Professional associations;
 - 5.1.4. Medical providers;
 - 5.1.5. Research institutes, and;
 - 5.1.6. Schools, school boards, or other groups or teams affiliated with educational institutions.
- 5.2. The following expenditures are ineligible for funding under this policy:

- 5.2.1. Expenditures funded by another Town grant program
- 5.2.2. Grant Stacking is not accepted.
- 5.2.3. Retroactive expenses, unless in the case of emergency funding requests;
- 5.2.4. Honoraria;
- 5.2.5. Promotional materials;
- 5.2.6. Goods and Services Tax (GST), and;
- 5.2.7. Fundraising activities.

6. Match Granting Process

6.1. Key details and requirements:

- 6.1.1. A matching grant requires the recipient to raise a specified portion of the grant amount through new funds. The match amount is 50% of the grant award.
- 6.1.2. The Town of Sedgewick Council reserves the right to set the Match Grant amount based on the project or request for funding in alignment of the Town of Sedgewick Budget. The maximum limit for funding in any given year is \$10,000. Council reserves the right increase or decrease this amount based on budget restraints.
- 6.1.3. Matching Granting will not Match In-Kind contributions.
- 6.1.4. Detailed documentation of the matching fund's contributions is required. This can include financial statements, receipts, and letters of commitment from donors.
- 6.1.5. The grant funds and matching funds must be used for the purposes specified in the grant proposal.
- 6.1.6. Recipients may be required to provide regular reports on the use of funds and the progress of the project. This ensures accountability and transparency.
- 6.1.7. All grants may require recipients to undergo audits to verify the proper use of funds and compliance with grant conditions.

7. Conflict of Interest

- 7.1. At the discretion of the Chief Administrative Officer, if the Town of Sedgewick determines that an organization's board or any of its directors, officers, or employees have a conflict of interest in the grant application received, and it is not corrected to the satisfaction of the Town, the Town may withhold or withdraw approved funding without notice.
- 7.2. Shareholders, directors, officers, employees, and contractors associated with a corporation receiving grant funding under this policy are prohibited from engaging

in activities that may result in personal or financial gain for themselves, their family, friends, associates, businesses, or any other entities. This includes refraining from actions that could create the perception of benefiting personally or financially.

8. Responsibilities

8.1. Administration will complete the following:

8.1.1. Collect applications;

8.1.2. Review and determine if the applicant has met the grant requirements of this policy;

8.2. Prioritize requests based on:

8.2.1. Operational needs to support programs and services;

8.2.2. Community benefits, as follows:

8.2.3. Creates a new or enhanced recreational or cultural amenity;

8.2.4. Enhances accessibility;

8.2.5. Contributes to community's physical attributes;

8.2.6. Expands or creates more local volunteer opportunities;

8.2.7. Contributes to safer communities;

8.2.8. Provides diversity, or inclusion, for Town residents;

8.2.9. Provides public use facilities and;

8.2.10. Sound stewardship of public resources.

8.3. Prepare "Request for Decision" reports for Council's consideration and approval of grant funding recommendations.

9. Revision/Review History

TOWN OF SEDGEWICK

DATE	May 15 / 2025	MAYOR
DATE	May 15 / 2025	CHIEF ADMINISTRATIVE OFFICER