



# CITY OF ST. ALBERT CITY COUNCIL POLICY

NUMBER	TITLE
<b>C-CS-22</b>	<b>Outside Agency Operating Grant Program</b>
ORIGINAL APPROVAL DATE	DATE LAST REVISED
March 19, 2018	January 21, 2019

## Purpose

To provide a source of funds for eligible community groups to assist with offsetting annual operating expenses.

## Policy Statement

The City of St. Albert recognizes that various external organizations offer important community support services in the areas of recreation, culture, and social support. To encourage St. Albert Eligible Not-for-Profit Organizations and support their efforts, the City may offer financial assistance in the form of an operating grant to assist with Facility Operating Costs and/or staffing.

The amount of annual funding available for the operating grant program is determined by multiplying the City’s population, as determined by the most recent census, by \$9.00

## Definitions

“Additional Community Support Services” means support services related to improving citizens sense of community connection, social opportunities and recognition.

“Chief Administrative Officer” or “CAO” means the individual appointed by Council to the position of Chief Administrative Officer under section 205 of the *Municipal Government Act* and pursuant to the Chief Administrative Officer Bylaw.

“City” means the municipal corporation of the City of St. Albert or, where the context so requires, the area contained within the boundaries of the City.

“Community Services Advisory Board” means the advisory board appointed, pursuant to St. Albert Bylaw 10/97, to advise Council on the City’s Community

Services needs and to recommend policies and the provision of grants that respond to those needs.

“Community Support Service” means a service that provides the support needed to help vulnerable residents be successful in the community including within their housing, recreation, culture, and social environments.

“Core Community Support Services” means support services related to basic needs for survival: Food, Shelter, Water, Clothing, Personal Safety.

“Council” means the municipal council of the City of St. Albert.

“Eligible Not-For-Profit Organization” is a St. Albert based not-for-profit organization registered in good standing either federally or provincially with Corporate Registries for a minimum period of two years.

“Facility Operating Costs” means costs related to general operations and maintenance of the facility and include: heat, water, electrical, garbage, security, rent, custodial, building/tenant insurance, internet, phones, pest control, snow removal, and general maintenance and repair. Costs are based on actual bills received. Additional administrative overhead charges are ineligible.

“Financial Assistance” means a direct monetary contribution from the City of St. Albert to an Outside Agency in the form of a grant.

“Outside Agency” means any community support organization or group that receives or benefits from City of St. Albert financial support. For the purposes of this grant program, the St. Albert Public Library and the Arts and Heritage Foundation are excluded as eligible Outside Agencies, as their funding requests are reviewed directly by Council in accordance with a separate process.

“Staffing Costs” include wages only for permanent full-time and part-time employees as well as contracted staff for specialized operational functions such as accounting or IT assistance. Staffing Costs do not include casual program instructional staff.

## **Responsibilities**

1. Council shall:

- a. Provide annual funding to the Outside Agency Grant Program;
- b. Allocate annual funding to eligible community organizations; and
- c. Appoint residents to the Community Services Advisory Board.

2. The CAO or designate shall:

- a. Prepare, communicate and distribute an annual application process;

- b. Accept and review applications for the Outside Agency Operating Grant Program on an annual basis, determine the completeness of the applications and forward the applications to the Community Services Advisory Board for its review, deliberation and advisory recommendations; and
  - c. Ensure the terms and conditions of the Grant Agreement are met.
3. The Community Services Advisory Board shall review the grant applications in accordance with this policy and make funding recommendations to Council.

### **Service Standards/ Expectations**

1. An Eligible Not-for-Profit Organization approved for grant funding shall be required to sign and abide by the terms and conditions of a Grant Agreement which will include but is not limited to the following:
  - a. The Eligible Not-for-Profit Organization shall expend funds as specified in the application;
  - b. Pursuant to its ongoing activities, in both its own name and in the name of the City as an additional insured, the Eligible Not-for-Profit Organization shall place and maintain a policy of insurance respecting commercial liability and errors and omissions;
  - c. The Eligible Not-for-Profit Organization shall acknowledge receipt of the Outside Agency operating grant funding in event promotion and advertising where possible;
  - d. The Eligible Not-for-Profit Organization shall complete a final report and include all financial documentation demonstrating the grant funding was expended as approved.
  - e. If the Eligible Not-for-Profit Organization's financial information discloses an annual surplus in the fiscal year respecting which the City has rendered a grant, within 90 days of the City's demand, the Eligible Not-for-Profit Organization shall repay any surplus in excess of 5% or \$5,000 whichever is less.
2. There is no limit to the amount of grant funding awarded to any Eligible Not-for-Profit Organization, provided the total awarded does not exceed the funds available.
3. The grant shall pertain only to the calendar year for which it was approved, unless otherwise specified by Council.
4. The annual intake for applications will be in the fall, with allocation decisions subject to Council final approval.
5. To qualify for funding, at least 80% of the Eligible Not-for-Profit Organization's clientele and membership must be residents of the City.
6. Unallocated funds shall remain with the City.

7. Municipal dollars from two separate funding programs shall not be used to fund any portion of the same operational component, including but not limited to staffing costs, incurred by the Eligible Not-for-Profit Organization.
8. Eligible Not-for-Profit Organizations will be categorized as providing either a Core Community Support Services or Additional Community Support Services. Within each category different funding opportunities are available as follows:

**a. Category 1 Core Community Support Services**

- i. Facility Operating Costs:  
Up to 40% of costs can be applied for if leasing a City owned space.  
Up to 75% of costs can be applied for if leasing/renting from a separate entity other than the City.
- ii. Staffing Costs:  
Up to 50% of the Staffing Costs (excluding benefits) can be applied for.

**b. Category 2 Additional Community Support Services**

- i. Facility Operating Costs:  
Up to 30% of costs can be applied for if leasing a City owned space  
Up to 50% if leasing/renting from a separate entity other than the City.
- ii. Staffing Costs:  
Up to 25% of the Staffing Costs (excluding benefits) can be applied for.

**Legal References**

*Municipal Government Act*

**Cross References**

*Community Services Advisory Board Bylaw 10/97*  
*Council Policy C-CG-11 Community Vision and Pillars of Sustainability*  
*Social Master Plan (2013)*  
*Recreation Master Plan (2012)*  
*Cultural Master Plan (2012)*

DATE REVIEWED	NEXT REVIEW DATE	REVISIONS
March 2018 – Community Services	2022 – Community Services	January 21, 2019 – AR-19-003