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Policy Title General Grants	Date: June 22, 2017	Resolution No. RC17-251

PURPOSE

Birch Hills County's General Grants Policy is used to provide guidance on how to process requests received by the County from community organizations for monetary assistance.

POLICY

Birch Hills County may provide grants to community groups, service clubs, or organizations and establish a system for evaluating applications and requests. All requests for General Grants will be completed utilizing the form listed as Schedule A to this policy and will be reviewed by Birch Hills County Council.

1. GENERAL PROVISIONS

- 1.1 Council may annually during budget deliberations, establish a budget for general grants.
- 1.2 Council may maintain a reserve to assist community organizations.

2. GUIDING PRINCIPLES AND CRITERIA/ELIGIBILITY

- 2.1 General Grants must align with the County's vision and goals that build the community and support community organizations, neighbors, and volunteerism.
- 2.2 General Grants must directly benefit the community group, service club, or organization submitting the application.
- 2.3 The applicant must be a responsible and reputable community group, service club, or organization whose name and identity is in good standing in the community. The applicant's past performance in achieving program objectives shall be considered.
- 2.4 Applicant must be able to supply budget information.

3. EXCLUSION FROM FUNDING

- 3.1 Funding provided under this grant program must not provide primarily for the recreational needs or leisure time pursuits of individuals, offer direct assistance (including money, food, clothing or shelter) to sustain an individual or family, or duplicate services that are ordinarily provided by a government or government agency.



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- 3.2 Applications will not be accepted from a community group, service club, or organization that has received, or has applied for and may receive, funding from the Recreation Grant Program.
- 3.3 Successful applicants for a General Grant will not be eligible to apply for a Recreation Grant in the same year that funding from the General Grant program is provided.

4. APPLICATION PROCESS

- 4.1 Request for a grant may be made year-round with priority given to early applicants. Requests must be submitted yearly for review.
- 4.2 All requests must be made utilizing the form provided at Schedule A, submitted by email, mail, fax, or hand delivered to the County Office, and **must be received by no later than ninety (90) days before the event.**
- 4.3 Requests will be presented to Council within 45 days of receipt at the County office of the properly completed application.
- 4.4 Each request must demonstrate the need for the specific request and identify a specific benefit and outcome.
- 4.5 The following criteria will be used to determine eligibility of funding:
 - a. Fund Raising Efforts;
 - b. Other Potential Funding Sources; and
 - c. Contribution to County Residents Quality of Life.
- 4.6 The County Council will have final approval authority and the decision cannot be appealed.
- 4.7 Priority will be given annually to new applicants for purposes or events not previously funded.
- 4.8 Applications will only be considered if funding is still available.
- 4.9 Administration will notify applicants in writing (regular mail or email) of the outcome of their submission.



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5. Conditions of Approval

- 5.1 Council may attach conditions to the approval of funding under this policy which will require the recipient to perform certain activities or provide additional information in connection with the project of activity receiving civic support.

Hermann Minderlein
Chief Administrative Officer

Reeve or Delegate

Adopted by Council:	June 22, 2017
Updated:	



General Grant Application

All submissions received at the County Office that meet the requirements of the General Grant Policy will be reviewed by Birch Hills County Council to determine the amount of funding to be granted. Applications must be received by County Administration no later than ninety (90) days before the event.

The ability to meet some of or all of an Organization's requests will depend on available funds.

Organization Name: _____ Not for Profit/Charity #: _____

Mailing Address: _____

Contact Name: _____ Contact Number: _____

Email: _____ Date of Application: _____

Event: _____ Estimated Attendees: _____

Date of Event: _____ Location: _____

Details regarding application (attach additional documentation if required):

Total amount of grant requested (\$): _____

Benefits to Birch Hills County residents' quality of life:

Please attach budget worksheet for event or activity detailing anticipated revenues and expenses.

Remember to include other funding sources, participant #'s and admission fees, etc.