Department **Community Services**	Policy No. **62-01-24**	
Policy Title **Community Enhancement Grant Policy**	Date: **November 12, 2024**	Resolution No.

Community Enhancement Grant Policy

The Community Enhancement Grant is an initiative of Council to encourage neighborhood projects and activities that that benefit residents and public spaces.

Through the application process, residents, groups and businesses can apply to Council for a **Community Enhancement Grant** to plan, organize and implement beautification projects or local events on public property. Successful applicants match their requested grant amount with contributions of volunteer labour and services, donated materials, and/or cash. The Grant program is a partnership in which boththe applicant and the County contribute towards the applicants proposed project.

COMMUNITY ENHANCEMENT GRANT PROJECTS ELIGIBILITY

Community Enhancement grants have a maximum amount of $500 per each Hamlet (Eaglesham, Peoria, Tangent, Wanham, and Watino). The following eligibility requirements apply to the Community Event Support Grant.

- Community Enhancement Grants are available to all Birch Hills County residents, students, community groups, organizations or associations. Small businesses will also be considered for street or landscaping beautification projects. All applications must encourage inclusive neighborhood participation

- **Events** qualifying for assistance must be held within Birch Hills County for the purpose of building and celebrating a sense of community and be held primarily for the benefit of Birch Hills County residents. Eligible events are:

    - Sport Competitions (i.e., single event or tournament competition comprised of a combination of local and external competitors, coordinated by a local organizing community and volunteer base).

    - Community Festivals (i.e., annual events actively programmed around a theme, with a focus on community organization and participation, requiring a significant commitment of facilities or impact on the community. Entertainment-based, where the festival celebration is the primary goal.)

    - Not duplicate or be similar in nature to existing celebrations or events currently being offered.

- Not receive financial assistance through other Birch Hills County funding policies or decisions of council.

- Events must occur in the same calendar year as the application.

- **Beautification Projects** should generate public benefits in an inclusive and cooperative manner. As examples, a neighborhood garden, boulevard landscaping, community pathway, floral tree plantings, decorative lighting display or a neighborhood entrance feature would fall under this category. Creativity is encouraged.

  - involve members of the community in the project/function.

  - commit to overseeing the project/function and any resulting maintenance.

  - focus on beautifying, celebrating and creating engaging places in Birch Hills County.

  - Demonstrate a high degree of community support based on participation, organization, member, volunteers, financial contributions, and in-kind donations.

  - Projects in this category must be completed within twelve (12) months of a grant being awarded.

PROJECT MANAGEMENT & RECOGNITION

For awarded projects, photos must be submitted to the County as a record and for potential posting on the County's website and within local newspapers.

PLEASE NOTE:

Awarded projects may be subject to inspection by County staff. Annual inspections may be undertaken to monitor maintenance and upkeep of projects.

- Applicants that have failed to undertake or maintain projects, as outlined on submitted applications, may be eliminated from consideration for future County grant opportunities.
- Applicants are required to abide by all Municipal, Provincial and Federal laws and regulations.
- Birch Hills County reserves the right to remove any physical installations or improvements on public land at any time.

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APPLICATION REVIEW PROCESS

Each application will be evaluated by administration prior to Council using the following evaluation criteria and within available funding.

Evaluation Criteria

Overall Community Enhancement Program Objective

- Project corresponds with the objective to "beautify, animate **and** celebrate Birch Hills County".
- Function supports planning, maintaining, organizing and implementing social and emotional improvement the residents of the County.

Project/Function Proposal & Feasibility

- Provides a clear description of what the project/function is and why it is proposed.
- Provides a clear public benefit.
- Is well planned with a realistic timeline and a clear beginning and end.
- Has a reasonable budget.

Community Building

- Community contribution is documented, demonstrating broad community participation and support for the project/function.
- Encourages inclusive community participation and provides opportunity to bring people together.
- Encourages interaction between different groups, such as different cultural groups.
- children, tenants, seniors and business owners.
- Encourages collaboration between all age groups, particularly youth and adults.

Outcomes

- There is a clear understanding of how the community will be improved as a result of the project/function, with anticipated outcomes clearly documented.
- Project/function is designed for low maintenance and the applicant and stakeholders commit to project/function maintenance.

Eligible Expenses

- Event supplies (organization to list the supplies).
- Beautification materials i.e. flowers, shrubs, benches
- Entertainment

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Ineligible Expenses

- Salaries & wages of organization's staff.
- Prizes.
- Awards that are of cash or material value
- Alcohol.
- Merchandise for resale.
- Costs invoiced/billed by your own organization (e.g. Charging for your own rental space).
- special interest events (ex, weddings, religious gatherings, demonstrations, marches, or events for commercial purposes)
- Projects on private lands

Grants will NOT be awarded to/for:

- The purpose of private gain.
- Non-Birch Hills County-based organizations (based or originating).
- Applicants who have failed to document a community contribution.
- Applicants who have failed to successfully carry out or maintain a project/function for which a grant was previously awarded.

Grants must NOT be used to/ Can be revoked for:

- Duplicate an existing public or private program.
- Pay for the applicants operating expenses that are not directly related to the function for which the grant is awarded.
- Purchase land or buildings.
- Pay for travel expenses.
- Pay for expenditures or financial commitments made *before* the organization'sgrant application was submitted.
- Excess/ unspent funds may be required to be acquitted.
- Failure to follow the County's Procurement Policy #12/01/16 may result in funds being acquitted.

Albert Poetker
Reeve

Larry Davidson
Chief Administrative Officer

Adopted by Council Date: November 12th 2024
Rescinds Policy: 62-01-21

Community Enhancement Grant
Small Projects Grant Application
Application Form

Internal Use Only	
Date Received:	
Project Number:	

Please use extra paper if needed.

Applicant Information

Applicant Name/Group:			
Contact Person:		Phone:	
Address:			
Postal Code:		Email Address:	
Applicant Description Who is involved in this project?			

Project Information

Project Name create a project name	
Project Location Include an address if available.	
Project Description Briefly describe the project.	

Community Impact

Community Involvement How will you involve neighbours?	
Community Benefit How will this project benefit your community and neighbours?	
Project Sustainability Who will maintain and manage the project in the long term?	

General Work Plan

A general work plan will help clarify the details of your proposed project. Outline the general work that will be undertaken to complete the project. Estimated the time required to complete the project.

General Budget

A project budget will help clarify the anticipated cost of your proposed project. This will help the County assess your application. Estimate the costs and out-of-pocket expenses of your project .

ITEM	DESCRIPTION / DETAILS	PRICE/COST	SUBTOTAL

TOTAL PROJECT COST

Box 157, Wanham, AB T0H 3P0 Telephone: (780) 694-3793 Fax: (780) 694-3788

Community Contribution

It is important to document the contributions of those involved (community contribution). This will help the County assess how much grant funding the project may be eligible to receive. The more contributions made by the community towards the project, the more grant funding the project will be eligible to receive. Contributions can be in the form of volunteer time or labour, donated supplies & materials, donated professional services and/or cash.

How many hours of volunteer time and labour is being contributed by the community towards this project?

What materials or supplies are being donated by the community towards this project?

How much cash is being donated by the community towards this project?

Are there any other contributions being made by the community towards this project?

What grant amount you are requesting?
(maximum $500 per project)

$_____

The signatory declares that s/he is the applicant, or elected chair, president or designated lead of a group applicant. The signatory confirms that there is general support from residents and/or neighbours that are involved or affected by the project, and that any funds received as a result of this application will be used only for the purposes set forth herein.

Signature:	Date:	
Name (print):	Phone:	