

GOV-002-030

Strathcona County
Municipal Policy Handbook

Strathcona Community Investment Program

Date of Approval by Council: April 28, 2015

Resolution No.: 151/2015

Lead Role: Chief Commissioner

Last Review Date: April 28, 2015

Next Review Date: 05/2017

Administrative Responsibility: Chief Commissioner

Special Note:**Policy Statement**

Strathcona County administration will each year have budgeted for them monies known as Strathcona Community Investment Program funds. Administration will disburse these funds in a prudent manner as justified by Council approved Criteria. Strathcona Community Investment Program funds must be used to support community initiatives or events that benefit Strathcona County and its residents.

Guidelines

1. In order to qualify for funding, organizations must:
 - a. Be a registered non-profit or a registered society or a group of individuals applying for a one time project or event;
 - b. Be community based; and
 - c. Not receive more than 75% of their annual operating funding from Strathcona County.
2. Strathcona Community Investment Program funds shall only be used for events and/or goods that will occur/be spent within Strathcona County.
3. Requests from any individual or group must be in writing on the prescribed form and must include justification for the request and include a proposed budget.
4. Applications for Strathcona Community Investment Program funds shall be evaluated based on the following criteria:
 - a. Number of citizens benefitting;

- b. Alignment to strategic goals;
 - c. Scope of impact;
 - d. Percentage of funds matched
 - e. Volunteer hours
 - f. Substantiveness of group;
 - g. Level of existing funding from Strathcona County;
 - h. Accessibility; and
 - i. Value.
5. No expenditure from Strathcona Community Investment Program funds can conflict with an existing Council approved policy.
6. Strathcona Community Investment Program funds will not be used:
 - a. To support an operating budget deficit;
 - b. For events that are held outside Strathcona County; or
 - c. To support travel expenses;
 - d. For programs and services provided by religious or religiously-affiliated organizations (such as a parochial school) unless it is clearly demonstrated that the program is open to non-members, is not a religious program, and does not promote the religion;
 - e. For any purpose other than a public purpose and may not support political activities or private interests.
7. Should the Strathcona Community Investment Program funds granted to an individual or group pursuant to this Policy not be used for the purpose for which they were granted or not be used at all, the funds are to be returned to Strathcona County.
8. A Report Form shall accompany approved Strathcona Community Investment Program funds expenditures and recipients must complete and return the Report Form immediately after the funds are expended. Future Strathcona Community Investment Program funds will not be available to a recipient who fails to complete and submit a Report.

9. At the end of each year, all unallocated Strathcona Community Investment Program funds will roll over into the next year's funding providing the balance of the funds do not exceed 200% of the annual allocated amount in Schedule "A".
10. No funding will be granted to anyone scoring less than 50% of the total available points based on the criteria as calculated on Schedule B: Point Chart.
11. Requests for funding for playground infrastructure will not be accepted.
12. Applicants may apply for **either** a maximum of \$10,000.00 **or** up to 50% of the total budget of their event or project, **whichever is less**.

Roles and Responsibilities

1. Office of the Elected Officials staff are responsible to post on the County website all expenditures from Strathcona Community Investment Program funds.
2. Legislative & Legal Services is responsible to provide Financial Services with all resolutions authorizing the expenditure of Strathcona Community Investment Program funds.
3. Financial Services is responsible to:
 - a. retain a record of all commitments and issue cheques after Council resolutions are passed as well as maintain a record of the funds balance;
 - b. on a quarterly basis, provide to Council a list of Strathcona Community Investment Program funds expended until the present date in the current calendar year and a current balance.
 - c. follow up with all groups or organizations receiving funds to ensure they have submitted the report form and unexpended funds have been returned.
 - d. perform random audits on expenditures.
4. The Chief Commissioner is responsible to:
 - a. Organize an administrative committee, the Strathcona Community Investment Program Review Committee, to review Strathcona Community Investment Program funds requests. This committee shall include a representative from:

- Family and Community Services
- Facility Services
- Recreation, Parks & Culture
- Corporate Planning and Intergovernmental Affairs
- Environmental & Open Space Planning
- Economic Development and Tourism

- b. Ensure the Committee meets quarterly to review funding requests.
5. The Strathcona Community Investment Program Review Committee is responsible to:
 - a. Adjudicate requests using established matrix in “Schedule “B”
 - b. Provide recommendations to Council for approval.

ATTACHMENTS:

Schedule “A” Funding Allocation (Document: 6055846)

Schedule “B” Point Chart (Document: 6052229)

SCHEDULE A
Strathcona Community Investment Program

Yearly Funding Allocation: \$100,000

Maximum amount available to allocate within first six months:
\$ 50,000

Point Chart

	Citizens Benefitting	Relation to Strategic Plan	Scope of Impact	Percentage of funds matched	Number of Volunteer Hours	Substantiveness of group	County Funding?	Accessibility	Total
Points (Use criteria sheet to determine)									
Detail to justify points?	As per Schedule B	Aligns with Strategic Goal #__	As per Schedule B	As per Schedule B	As per Schedule B	As per Schedule B	As per Schedule B	As per Schedule B	
Criteria Weighting	10%	50%	10%	10%	10%	10%	50%	50%	100%
Score	0	0	0	0	0	0	0	0	0
TOTAL Score Out of 100	0								

Perfect Score is 100.
Pass is 50.