

Bruderheim Community Investment Program Policy

Date approved by Council: April 19, 2017

Policy Number: FIN-070

Lead Role: Chief Administrative Officer

Replaces: 229/2015- Dec 16/15
006/2017- Jan 4/17

Last Review Date: April 9, 2017

Next Review Date: April 19, 2019

Administrative Responsibility: Chief Administrative Officer Resolution #: 066/2017

Policy Statement

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

Guidelines

1. In order to qualify for funding, organizations must:
 - (a) Be a registered not-profit or a registered society, business or a group of individuals applying for a one-time event or project;
 - (b) Be community based; and
 - (c) Not receive more than 75% of their annual operating funding from the Town of Bruderheim.
2. Bruderheim Community Investment Program funds shall only be used for events and/or goods that will occur or be spent within the Town of Bruderheim.
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 the Bruderheim 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) Substantiveness of group;
 - (e) Accessibility; and
 - (f) Value.

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5. No expenditure from the Bruderheim Community Investment Program can conflict with an existing Council approved policy.
6. Bruderheim Community Investment Program funds will not be used:
 - (a) To support an operating budget deficit;
 - (b) For events that are held outside the Town of Bruderheim;
 - (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-member, 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 funds be granted from the Bruderheim Community Investment Program to an individual or group pursuant to this Policy and not be used for the purpose in which they were granted, or not be used at all, the funds are to be returned to the Town of Bruderheim.
8. A Report Form shall accompany approved the Bruderheim Investment Program funds expenditures and recipients must complete and return the Report Form immediately after the funds are expended. Future Bruderheim Community Investment Program funds will not be available to a recipient who fails to complete and submit a final report.
9. No funding will be granted to anyone scoring less than 50% of the total available points on the criteria as calculated on Schedule B": Point Chart.

Roles and Responsibilities

1. Administration is responsible to post on the Town website all expenditures from Bruderheim Community Investment Program funds.
2. Director of Legislative Services is responsible to provide the Director of Finance with all resolutions authorizing the expenditure of Bruderheim Community Investment Program funds.
3. Director of Finance 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 Bruderheim 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; and

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- (d) Perform random audits on expenditures.
- 4. The Chief Administrative Office is responsible to:
 - (a) Organize an administrative committee, the Bruderheim Community Investment Program Review Committee, to review Bruderheim Community Investment Program funds requests. This committee shall include a representative from:
 - Community Relations
 - Finance
 - Legislative and Legal Services
 - Public Works
 - (b) Ensure the Committee meets quarterly to review funding requests.
- 5. The Bruderheim Community Investment Program Review Committee is responsible to.
 - (a) Adjudicate requests using established matrix in "Schedule "B"
 - (b) Provide recommendations to Council for approval.

Dated this 19th day of April, 2017

THE TOWN OF BRUDERHEIM

PER: 
PATTY PODOBORZNY,
Chief Administrative Officer

ATTACHMENTS:

- Schedule "A" Funding Allocation**
- Schedule "B" Point Chart**
- Application Part "A"**
- Application Part "B"**
- Final Report**

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Schedule A

Yearly Funding Allocation:	\$10,000.00
Maximum amount available to allocate within first six months:	\$ 5,000.00

Applications are reviewed quarterly

Application Deadlines:

February 1st

April 1st

July 1st

October 1st



Bruderheim Community Investment Program Schedule "B"

Point Chart

	Citizens Benefitting	Relations to Strategic Plan	Scope of Impact	Percentage of funds matched	Number of Volunteer Hours	Substantiveness of group	Town funding?	Accessibility	Total
Points (use of criteria sheet to determine									
Detail to justify points?		Aligns with Strategic Goal # ___							
Score	10%	50%	10	10%	10%	10%	50%	50%	100%
Total Score Out of 100	0	0	0	0	0	0	0	0	0

Perfect Score is 100
Pass is 50

Bruderheim Community Investment Program – Application – Part A
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INTRODUCTION

The Bruderheim Community Investment Program (BCIP) provides funds that support community projects or events that benefit the Town and its residents. These funds will be distributed using the approved criteria as outlined in policy #70, Bruderheim Community Investment Program Funds. <http://www.bruderheim.ca>

ELIGIBILITY

To apply for the BCIP funds, application must be a registered non-profit or a registered charity, or a group of individuals based in the Town of Bruderheim, or provides a service or programming within the Town of Bruderheim.

HOW TO APPLY

- Read the Bruderheim Community Investment Program funds policy.
- Fill out the application
- Attach a letter of request detailing the intended use of funding.
- Return the completed application with supporting documentation to the Town of Bruderheim in one of three ways.

Mail in address:

Town of Bruderheim
Box 280
Bruderheim, Alberta
T0B 0S0

Drop off address:

5017 Queen Street
Bruderheim

Scan and email

- If additional information about your application is required, you will be contacted by the Town of Bruderheim.
- The Town of Bruderheim will notify you on the status of your request.
- If you group is funded, it is mandatory to complete the BCIP final report from within three months of the completion of the event or project. Failure to do so will prohibit your group from future BCIP funding.
- All information you provide will become part of the public record.

Public Acknowledgement

The Town of Bruderheim must be given recognition for its funding support in all publicity. The Town's visual identity guidelines must be followed at all times. The Town logo and other promotional materials are available and must be requested by calling the Town office at 780-796-3731.

CONTACT US

If you have any questions or need assistance, please call the Town of Bruderheim at 780-796-3731

Collection and use of personal information

Personal information is collected under the authority of section 33(c) of the *Freedom of Information and Protection of Privacy Act* and will be used for the purpose of managing and administering the Town of Bruderheim Community Investment Program Funds. If you have any questions regarding the collection, use or disclosure of this information, contact the FOIP Co-ordinator at the Town Office, 780-796-3731.

Organization name _____

Organization address _____
Box# _____ Civic address _____

Bruderheim _____ Province Alberta Postal Code T0B 0S0

Contact person _____

Telephone _____ Email address _____

What is the nature of your group?

- Ad Hoc group of citizens
- Group of citizens who meet regularly
- Registered society
- Non-profit group
- Registered charity

If your group is registered, what is the date of incorporation? _____

Incorporation # _____

What is the date of your most recent Annual Return? (for the Province's Corporate Registry) _____

Name of Event/Project _____

Project Type Event Project Date of Event (if applicable) _____

What is the total amount requested from BCIP? \$ _____

Describe your event or project (Please use your letter for this section)

- Provide as much detail as possible to give a clear idea of what your event/project will include.
- Are there any other Town of Bruderheim groups that will contribute to the event/project? If so, please give a brief overview of their contribution.
- How will the grant funding be used?
- How many individuals will participate and directly benefit from your event or project?
- How many volunteer hours will be contributed **specifically** for this event or project?
- Who will be served by your event or project?
- Is the event/project available to all Town of Bruderheim residents? Please provide details.
- Are there physical or financial barriers that would prevent anyone from participating in the event or project?
- If you are doing a project, please describe who will benefit.
- How will you promote your event or project to participants and/or the public? How will you engage the community in your event or project?

Town of Bruderheim Strategic Goals

Please indicate which of the 12 strategic goals your project or event supports. Choose all that apply and supply a brief explanation:

1. Strategically manage, invest and plan for sustainable municipal infrastructure.
2. Increase and diversify the petrochemical business.
3. Increase public involvement and communicate with the community on issues affecting the Town's future.
4. Advance the community's interests by developing and maintaining strong relationships with our neighbouring municipalities and civic organizations to ensure long-term prosperity.
5. Increase and diversity agricultural business and technologies.
6. Promote the Town of Bruderheim locally, nationally and internationally as a place that is open for a wide range of diverse business and investment.

7. Build strong neighbourhoods/communities to support the diverse needs of our residents.
8. Provide a climate of safety for individuals in homes, neighbourhoods and public places.
9. Improve the efficiency of resource usage; minimize the volume of waste and its impact on the economy.
10. Conserve representative ecosystems.
11. Facilities and activities are available, accessible and used by residents.
12. Define and strengthen the community's identity and heritage.

Learn more about the Town Strategic Plan here: <http://www.bruderheim.ca>

If you are hosting an event, please indicate who can participate:

Anyone can attend for free

Anyone can attend for a fee

Only members can participate but membership is free

Only members can participate and there is a fee for membership

Closed group (no ability to join)

How much money are you seeking from the Bruderheim Community Investment Program? \$ _____
(Please include this number in the revenue section below.)

Does any portion of your annual operating budget come from the Town? Yes No

Do you receive additional assistance from the Town, financial or otherwise Yes No

Be as specific as possible _____

I certify that the information provided on this application form is correct, to the best of my knowledge.

Print name

Signature

Title

Date

Before you submit, confirm that you have completed these steps

Ensure that your project/event conforms to Policy # 70

Application form

Letter of Request

Budget Sheet completed in its entirety.

INTRODUCTION

The Bruderheim Community Investment Program (BCIP) provides funds that support community projects or events that benefit The Town of Bruderheim and its residents. There is a requirement for a final report to be submitted within three months of the completion of the project or event. Failure to do so will prohibit your group from future BCIP funding.

HOW TO APPLY

- ✓ Complete the report
- ✓ Submit to the Town of Bruderheim in one of three ways:

Mail in address:

Town of Bruderheim
Box 280
Bruderheim, Alberta
T0B 0S0

Drop off address:

5017 Queen Street
Bruderheim

Scan and email

- If additional information is required, you will be contacted by the Town of Bruderheim.
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Organization name _____

Organization address _____

Box #

Civic address

Bruderheim Province Alberta Postal Code T0B 0S0

Contact person _____

Telephone _____ Email address _____

Website _____

Name of Project/Event _____

Grant Amount \$ _____ Amount Spent \$ _____ Amount remaining * \$ _____

*attach cheque made out to Town of Bruderheim for this amount

Report on your project or event by attaching a sheet and briefly answering these questions:

- a) Were there any other Town of Bruderheim groups that contributed to the event/project? If so, how were they involved?
- b) How many individuals participated and directly benefited from your event or project?
- c) Who was served by your event or project?
- d) How many volunteer hours were contributed **specifically** for this event or project?
- e) How was the project or event promoted? Was the promotion successful? Please provide a brief explanation.
- f) What went really well? Is there anything you would do differently?

Complete and attach the budget sheet in its entirety.

I certify that the information provided on this application form is correct, to the best of my knowledge.

Print name

Signature

Title

Date

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