

## Community Grant Guidelines

The application form is to be used when applying for funds from the Village of Anmore. You may apply for more than one grant, but must complete a separate grant application form for each additional grant.

Allocated funding is granted by Council annually. Applicants are notified when approved and cheques are issued by the Finance department.

The guidelines herein contain important information concerning the Village of Anmore Municipal Community Grant application process.

[Read this information before completing the form.](#)

### PURPOSE OF GRANTS

Municipal Community Grants are intended to support non-profit and not-for-profit organizations serving Village of Anmore residents. Village of Anmore provides these grants to assist groups with the delivery of services that will improve the quality of life for residents on a social, economic or physical level. Approval of grants is contingent upon provision being included in the Village of Anmore's annual operating budget.

### ELIGIBILITY

To be eligible, applicants must meet the following requirements.\*

1. The applicant must be providing services to residents in the Village of Anmore.
2. Council will consider grants to applicants in the areas of:
  - a. Sports & Recreation
  - b. Culture and Fine Arts
  - c. Heritage
  - d. Public Safety
  - e. Community Projects
  - f. Beautification Projects
  - g. Youth Programs
3. The applicant must demonstrate financial need.
4. The applicant will be considered for funding once per calendar year.

5. Council will not provide gifts or donations to charitable organizations; however, charitable organizations may make an application for a community grant for a specific project or program provided it meets the criteria guidelines.
6. The deadline of December 31<sup>st</sup>, for applications in any year shall be adhered to for the following year's grant request\*\*.

\*Funding assistance for projects, activities or events that are the responsibility of other levels of government will not be considered. However, joint funding with regional bodies, provincial or federal government, or other agencies may be considered.

\*\*Retroactive funding will not be considered.

## EVALUATION AND APPROVAL

Applications received before the deadline will be considered if intent of the following conditions have been met:

1. The Chief Administrative Officer will forward qualifying applications to Council for consideration.
2. The following principles may be applied to determine funding allocations:
  - a. Availability of funds budgeted for grants and donations;
  - b. Community benefit;
  - c. Scope in which the grant will promote the well-being and quality of life of Anmore residents;
  - d. Evidence that, in addition to the Grant funding request, monies are also being sought from other funding source(s), or own funds are being contributed.
  - e. Scope in which the funds are expended in Anmore;
  - f. The needs of the applicant requesting funding;
  - g. Evidence that barriers to services for persons with disabilities and demographic barriers (youth, seniors, ethnic citizens) have been addressed or considered.
  - h. Evidence that consideration to environmental sensitivities (printing papers when necessary, borrowing or sharing materials, etc.) has been addressed or considered.
  - i. Scope in which volunteers are involved and community spirit is fostered.
3. Eligible funding expenses are listed as follows:
  - a. Special Projects and Events (e.g. Hosting a workshop or producing resource material)
  - b. Operating Costs (e.g. Ongoing operating costs such as salaries, utilities, rent)
  - c. New Projects (e.g. New program to serve a particular group)



4. Village of Anmore Council sets the funding limit on an annual basis. Each funding request must be made separately. Combined requests will not be considered.
5. The term of a community grant is one year from the award date, and a separate application is required for each year thereafter. Arrangements are not made for renewals or extensions.
6. The deadline for applications is 4:00 p.m. on December 31<sup>st</sup>, or where December 31<sup>st</sup> lands on a weekend or holiday, by 4:00 p.m. on the first following business day in January.
7. Unless all information is supplied or a suitable explanation offered as to why this information cannot be supplied, the grant application will not be considered. One completed application is required by the Village of Anmore.

#### **COMPLETING THE APPLICATION FORM**

Only application forms completed legibly, in full and with necessary attachments will be accepted.

If you require assistance in completing the application form, contact Linda Fabio at 604-630-4318 or [linda.fabio@anmore.com](mailto:linda.fabio@anmore.com).

