	COUNCIL POLICY	
	Community Services Grant	
	Policy Type: COMMUNITY SERVICES	CS 3-23


5. Support will be granted on a one-time basis. Ongoing support will not be guaranteed. Approvals for a given cause, group, organization, or individual are limited to one per calendar year.
6. Deadline for applications are the second Friday in February and the second Friday in June of each year. Deadlines may be altered at the discretion of the Chief Administrative Officer or Designate. No late applications will be considered.
7. The Community Services Department will review all applications and make recommendations to Council for approval within one month of the application deadline, or at the discretion of the Chief Administrative Officer or Designate. Notification of a decision regarding applications will be issued through written or electronic means by the Town. The payment of approved grants shall be processed within two weeks of the approval date.
8. The deadline for project completion is December 31st of the year of funding and a detailed report/accounting statement must be submitted by January 31st of the following year. No further grants will be considered if this report is not completed.

APPLICATION PROCESS:

1. Requests for support must be made in written or electronic form by using the Community Services Grant Application Form (attached as Appendix A).
2. Any changes or amendments to the Community Services Grant Application Form may be made by the Chief Administrative Officer for the Town or Designate.
3. Applications will receive a preliminary administrative review by the Town to ensure they are complete.
4. Applicants may be asked to provide additional documentation or to clarify information regarding their application to assist in the evaluation of any application.

CRITERIA:

In determining the amount of support, the Town shall give preference to applications that demonstrate one or more of the following:


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1. Demonstrate volunteer involvement.
2. Alternative fund-raising efforts undertaken by the organization.
3. Generate local spending and economic impact.
4. All events or projects must be non-denominational and open to the public.
5. Demonstrate partnership with other levels of government and community organizations.
6. Event or project has capacity for large audiences and local involvement.
7. Have limited access to alternative funding sources.
8. Generate awareness of the Town of Gibbons.
9. Create a sustainable public and social benefit.
10. Involve youth and seniors.

SUPERCEDES: CSB 1-12



 Farrell O'Malley
 Town Manager

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DOCUMENT HISTORY

NATURE OF CHANGE	ADOPTED DATE	ADOPTED/APPROVED BY	Initial	NEXT REVIEW DATE
New Policy	May 12, 2023 #23.098	Council		2028