

## MRWCC POLICY MANUAL

Adoption Date: March 30, 2017	Policy Title: Community Assistance Funding
Revision Date:	Review Date:

### **POLICY PURPOSE**

The purpose of this policy is to define the process by which the MRWCC provides financial assistance to individuals and groups to support with the delivery of programs, services, and events that proactively preserve and improve the economic, social and environmental interests of the basin. On an occasional basis, requests for financial support for initiatives (generally workshops, tours, or extension related activities) are made to the MRWCC. This policy will help ensure that council time is resourcefully used; and limiting requests that do not further the work of the MRWCC, and ensure limited resources are efficiently and effectively targeted to partnership projects that advance the work of the MRWCC.

### **BACKGROUND**

The Milk River Watershed Council Canada strives to proactively preserve and improve the economic, social and environmental interests of the basin through effective partnerships and sound science. Funds are only made available to individuals and groups that work on a not-for-profit basis, and the program or project aligns with the key goals of the Milk River Watershed Council Canada; clearly advancing the work of the current MRWCC strategic plan.

### **POLICY STATEMENT AND GUIDELINE**

#### **Funding**

The MRWCC will identify community assistance support/funding during the annual budget process. Any financial contributions associated with core Alberta Environment and Parks funding will need to align with preauthorized grant activities in the current department contribution agreement. Additional financial contributions outside of budgeted core activities will come from non GOA associated general MRWCC revenue/reserves or other partner funding sources.

#### **Funding Application:**

Applications for the Community Assistance Funding are approved by the Milk River Watershed Council. Applications can be made for financial assistance by submitting a Request for Sponsorship as per Schedule A.

The applications will be approved by Council motion for those organizations and groups who are to receive funding.

### **Criteria for Sponsorship**

Applications for assistance must include:

- Total budget for the program or project
- Program or project objectives
- Benefit to the MRWCC

### **ROLES AND RESPONSIBILITIES**

**Executive Director** is responsible for initial review and recommendations with regards to budget and submitting feedback if required, and seek support from council.

**Council** is responsible for approval of financial assistance.

### **ATTACHMENTS:**

See Schedule A

Schedule "A" – Request for Sponsorship Form

**Group/Individual Information**

Group/Individual's Name \_\_\_\_\_

Email \_\_\_\_\_

Mailing Address \_\_\_\_\_

Postal Code \_\_\_\_\_

Contact Name \_\_\_\_\_ Title \_\_\_\_\_

Telephone \_\_\_\_\_ Business \_\_\_\_\_ Home \_\_\_\_\_

Registered Society or Charity Number (if applicable)

**PURPOSE AND NEED**

Please describe the purpose for which the grant is being requested. Include details such as timing, anticipated participation, etc.

Describe how the program or project will benefit your community and the Milk River Watershed.

Grant Amount Requested: \_\_\_\_\_

Declaration Statement

I/We the undersigned representative(s) certify that this application is complete and accurate.

Name Title

Signature Date

Name Title

Signature Date