



City of North Battleford

Policy #F-01-010

Community Development Financial Assistance Program

Authority: City Council	Resolution No. 309
Date Adopted: September 27, 2021	Effective Date: September 27, 2021
Department Responsible: Finance	Review Date: 2023

PURPOSE

City Council annually allocates funding to local organizations through the Community Development Financial Assistance Program. The purpose of this program is to provide operational and program funding to non-profit organizations that play strategic, unique, and essential roles within North Battleford city limits. Funding is awarded on an annual basis and is subject to annual budget approval by City Council. This policy specifically applies to discretionary funding amounts only.

DEFINITIONS

Core Funding: Funding that can be spent on an organization's core functions, for example wages, communications, operations, governance, or income generation.

POLICY

The City of North Battleford recognizes the critical role non-profit organizations play in supporting our local economy, providing the social services, programming and resources required in the health, safety, and well-being of our community. This policy is intended to support the importance of our local non-profit organizations while establishing the guidelines, criteria, and procedures necessary to allocate funding based on fair and fiscally responsible practices with respect to the approval of Community Development Funding.



GUIDELINES AND PROCEDURES

Application Criteria

Required Grant Application Documents:

- a. Community Development Financial Assistance Program application
- b. Financial Statement for the previous year
- c. Budget for the upcoming year
- d. Year-to-date Balance Sheet and Profit & Loss Statement

Eligible Organizations must:

- a. Be a registered non-profit community organization that is currently operating and that has been incorporated for at least one (1) full year at the time of application submission.
- b. Be based in Saskatchewan and primarily serve city of North Battleford residents.
- c. Be open to the public and/or allow reasonable public access.
- d. Demonstrate community need for the project
- e. Be responsible for the development, implementation, and evaluation of those activities for which the funds are intended.
- f. That does not exclude anyone based on religion, national or ethnic origin, color, sex, sexual orientation, age, or mental or physical disability. This does not preclude those organizations that restrict services to a particular sector of the community for reasons of improving the conditions of disadvantaged individuals or groups in accordance with Section 15(10(2)) of the *Charter of Rights*.
- g. Have a clearly defined organizational mission and primary services which align with one or more priorities within the City's Strategic Plan.
- h. Have a distinct separation between the budget of its funded activities and the furtherance of an organization's religious and political mandate (if applicable).
- i. Be in good standing with the City of North Battleford (no outstanding accounts such as unpaid taxes, utilities, tickets, permits, general invoicing and remain up to date on follow-up reporting from previous financial assistance programs with the City)



Ineligible Organizations include:

- a. Education, government, or political institutions
- b. Municipal service providers such as fire and police
- c. Saskatchewan Health Authority, hospitals, nursing homes
- d. Organizations that have already received core funding from the City of North Battleford
- e. Charitable foundations
- f. Organizations with annual operating deficits

Ineligible Expenses include:

- a. Any project, program, service, or event which furthers a for-profit venture
- b. Activities relating to election campaigning
- c. Endowment funds
- d. Donations
- e. Payments of property tax or insurance
- f. Purchase of alcoholic beverages
- g. Project expenses incurred prior to the award of any funding
- h. Reimbursement of volunteer hours
- i. Activities that primarily benefit one individual only
- j. Out of town activities and travel
- k. Projects eligible for other sources of City funding

Funding Level

The amount of funds available for allocation is based on historical funding allotments provided by the City and will not increase without prior Council approval.

Annual Funding Cycle: January 1 to December 31

Process & Dates:

- a. Application period opens to the public the first week of July annually
- b. Administration receives completed applications before the deadline of the last Friday in September at 4 p.m.
- c. Adjudication Committee reviews and evaluates each application



- d. Adjudication Committee sends a report of recommended funding recipients and the annual funding amount to Council prior to the annual budget approval
- e. Council reviews and may approve the recommendations as part of the budget approval process
- f. Administration notifies all applicants upon budget approval
- g. Funds disbursed to approved Organizations for the funding cycle as per administration direction.
- h. Annual Reporting due January for the previous year funding cycle for approved projects \$5,000 or under.
- i. Quarterly Reporting due within 30 days of March, June, September, and December month-ends of the funding cycle for approved projects over \$5,000.

Adjudication Committee

Composition

The Adjudication Committee will be comprised of 3 members of Council and one member of the City's Finance Department.

Evaluation Criteria

The Adjudication Committee will utilize an evaluation matrix to assess each application on the same criteria.

The matrix will be completed individually by committee members with the final assessment being the average grade from the group.

Applications are evaluated by the Community Development Financial Assistance Program Adjudication Committee against several criteria including:

- a. Strategic alignment - The degree to which the project aligns with the City of North Battleford's Strategic Plan
- b. Uniqueness - How unique the project or organization is compared to other Organizations within the community that provide the same type of service to a similar demographic or target audience.
- c. Level of Community Need - The social, cultural, and economic impact of the organization/project in the community
- d. Community Impact - The level of impact that the project has on residents of the community and the number of people impacted



- e. Inclusiveness: The level of practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those having physical or mental disabilities or belonging to other minority groups

Recommendations from the Adjudication Committee are then presented to Council for approval. As funding is granted on an annual basis, all grants are required to be spent in the year paid and no carry over will be allowed.

Application Appeal Process

There is no application appeal process for community organizations. Organizations that are unsuccessful in attaining funds are eligible to apply for other grants administered by the City of North Battleford.

Follow-up Reporting and Evaluation

Funded community organizations will be required to submit a Quarterly and/or Annual Follow Up Reporting and performance information based on the organizations reporting requirements outlined within the funding agreement to be eligible for future funding under the Community Development Financial Assistance Program.

The follow-up report must include a breakdown of program and volunteer hours as well as an evaluation of the project and its effectiveness/success.

Future Funding

Eligibility of a repeat request will also include the required past submission of the Quarterly and/or Annual Follow Up Reporting evaluations, unless otherwise arranged with the Finance Department.