

Policy No. 26/2008

- Policy Title:** Community Services: Capacity Building Support – Community Non-Profit Organizations
- Date Adopted:** January 22, 2008
- Policy Purpose:** To provide guidelines and criteria for Community Services staff involvement in the support of community non-profit organizations and groups for activities which fall outside the provincial mandate of Family & Community Support Services (FCSS) and Neighborhood Place
- Background:** Community Services is often called upon for the sharing of information, facilitation and administrative aid by community groups whose activities fall outside the perimeters of the FCSS and Neighborhood Place mandate. The Town has provided an additional 7 hours per week to allow the Community Services staff time to research grant programs, develop and maintain a “grants and financial assistance” library and prepare applications on behalf of the Town. As the staff of Community Services expands their knowledge base they would like to be able to offer assistance to other community non-profit organizations to research potential funding sources and successfully obtain financial assistance.
- As requests increase and budget constraints dictate staff employed time, it is vital that time spent by staff to assist community organizations with activities that fall outside the provincial mandate be reimbursed on a cost recovery basis by the organization.
- Examples of such activities include specific grant research, grant application preparations, assistance in the coordination of fund raising events.
- Policy Statement:** Community Services Staff, as approved by the Chief Administrative Officer and/or the Community Services Advisory Board, may provide assistance to community groups and organizations for such activities such as grant research, grant application preparation and fund raising events on a cost recovery basis of the actual cost of wages and expenses.



Mayor



Chief Administrative Officer