



Policy No. 52 / 2015

Policy Title: Annual Recreational, Cultural, Historical, Tourism Funding Support

Date Adopted: September 8, 2015

Date Revised: October 10, 2023

Purpose: To establish guidelines and procedures for financial support for community non-profit groups whose focus is recreational, cultural, historical, tourism services, programs, events, activities, and facilities.

Policy Statement:

Bentley Town Council is committed to strengthening the quality of life of its residents, fostering civic pride and building a healthy community. Town Council acknowledges the value of community organizations and volunteers whose time and effort contribute to the strength and pride felt by the Community.

Annually, Bentley Town Council will include in the Town of Bentley's Operating Budget a Recreational, Cultural, Historical, Tourism Fund that non-profit community organizations may apply for, in support of their organizations goals and objectives. The amount of funds allocated to the Recreational, Cultural, Historical, Tourism Fund will be determined by Bentley Town Council, based on its annual budgetary considerations.

Policy Guidelines

& Procedures: A. Eligibility Criteria:

1. Non-profit community organizations that offer programs, events, activities, or facility operations that benefit the citizens of the Town of Bentley through the strengthening of the quality of life, fostering of civic pride and the building of a healthy community by using recreational, cultural, historical, tourism pursuits to achieve their goals.
2. ***The organization has a demonstrated financial need and does not have a significant amount of cash or reserves that could be used to fund the request.***

Initial

B. Application Procedure:

1. Annually, no later than December 31, non-profit community organizations must submit to the Town of Bentley, their funding application for the following year on the Application Form, identified as "Schedule A".
2. Bentley Town Council will review and consider the applications by January 31 of each year.
3. Bentley Town Council shall be the deciding body on all applications.
4. Applicants will be notified by March 1 of each year of the status of their application.
5. Non-profits organizations may only apply for support of one program, event or activity per year.
6. The Town will advance its financial support upon approval of the application.
7. ***Town of Bentley reserves the right to ask organizations that are applying for any additional clarification regarding financials including disclosure of reserves or cash balances in the bank.***

C. Assessment Criteria:

Applications will be assessed using the following criteria;

1. The application must meet the eligibility criteria
2. The application must demonstrate a need for financial support from the Town ***(not carrying reserves or high cash balances in their bank)***
3. The application must set out clear and credible goals and objectives of the proposal that reflect the purpose of this policy.
4. The application must demonstrate the outcome of the proposal will be of direct benefit to the community in accordance with the purpose of this policy.
5. The application must demonstrate the stability of the non-profit group or organization.
6. Preference may be given to applicants that can demonstrate a clear alignment to the strategic objectives identified by Mayor and Council through the Town of Bentley Strategic Plan.

D. Accountability of Funds

1. Organizations that are provided financial support pursuant to this policy shall be accountable for the expenditure of the funds provided and shall submit a financial report to the Town of Bentley on or before December 31 in the year the funding was provided.
2. The entire amount of financial support provided must be used exclusively for the program, event, or activity identified in the application.
3. The program, event or activity must be conducted in the year in which the support was requested for.
4. If the organization is unable to conduct the program, event, or activity in the year in which they have requested funds, a written letter of request for an extension must be submitted. If an extension request is not received or if an extension is not granted, the organization shall return the funds provided by the Town.
5. Organizations receiving support pursuant to this policy must repay the Town any unexpended portion of the funds provided, or any amounts expended for purposes other than those specified in the application.
6. The Town's support must be recognized during the program, event or activity.
7. If the Organization does not comply with the requirements of Clauses D-1 to D-6 of this policy, future financial support from the Town of Bentley, pursuant to this policy, will not be considered.
8. Programs, events and activities receiving support pursuant to this policy must be conducted in accordance with all applicable laws, statutes and regulations.

E. General

1. Town Council may, at its discretion, provide grants to non-profit organizations under special circumstances in addition to the annual budgeted funds for this policy and may approve other conditions regulating the expenditure of grant funds.

Chief Administrative Officer

Mayor

**Schedule A
Town of Bentley
Annual Recreational, Cultural, Historical, Tourism Funding Support
Application Form**

Name of the Organization: _____

Mailing Address: _____

Contact Person: _____

Phone/Cel Number: _____ email address: _____

Amount of Funding Request: \$ _____

Describe the program, event or activity for which funding is being requested. Identify what is to be done and how. The more information you provide, the better Town Council will be able to assess your application. Add a sheet if enough room is not provided.

How will the outcomes of the program, event or activity for which funding is being requested strengthen the quality of life, foster civic pride and help to build a healthy community?

If approved for partial funding only, are you prepared to undertake all or part of the program, event or activity described above. If yes, identify which part you would be prepared to undertake with reduced funding.

Acceptance: If approved, _____ (print name) hereby agrees, by the signature of our appointed representative(s), to comply with the policy guidelines and accountability criteria as set out in the Town of Bentley Recreational, Cultural, Historical, Tourism Funding Policy.

Date: _____ Representative: _____
