



# Quality of Life Grant Program 2010

**APPLICATION INFORMATION PACKAGE**

**TOWN OF HINTON'S**  
**QUALITY OF LIFE**  
**GRANT PROGRAM**

**MISSION**

To provide funding opportunities for community organizations to:

- ◆ Undertake projects or activities that maximize improvements in the quality of life\* or promote the Town of Hinton.
- ◆ Provide needed additional financial resources to substantially leverage other funding.

\*A community at its best; a vibrant wholesome region to live, work, play and visit.

**GRANT GUIDELINES**

**Application Process**

The Grant Administrator will accept applications for Hinton's Quality of Life Grant Program funds until 4:00 p.m. on February 18, 2010.

**It is recommended but not mandatory that all organizations attend the Grant Writing Workshop when applying for funding. NOTE: IF YOU QUALIFY TO APPLY FOR FUNDING IN 2010 YOU WILL NEED 1 PHOTOCOPY OF THE APPLICATION ALONG WITH THE ORIGINAL.**

Due to limited funds and anticipated large volume of applications, only eligible proposals may obtain grant approval. Town Council reserves the right to distribute the available funding in such a manner and amounts as deemed to be in the best interests of the community. Town Council may grant all, none or a portion of the funding requested. Partial funding considerations shall be subject to the applicant meeting either of the following requirements within 30 days of notice:

- ◆ Modify the project to be feasible with the funding allocated, or
- ◆ Acquire the additional resources necessary to execute the original proposal

Decisions are based on evaluating all eligible applications using the priority criteria. Once Town Council has made a decision, all applicants will be notified in writing. All approved applicants will receive their funding promptly or upon meeting any conditions stipulated. There is no appeal of Council decisions under this program.

## **Funding Allocations**

The funding allocation for the 2010 Quality of Life Grant Program is \$75,000.00.

Funding requests for less than \$500 will not be considered. Funding is available for either capital projects or operating activities/programs provided they are not a part of the core service normally funded from an organization's base budget. Quality of Life funding cannot be "stacked" with other municipal funding or municipal grants, e.g. Economic Development with the Town of Hinton.

The applicant shall satisfy the Town of Hinton that outside funding (donated materials, labour, volunteer time, additional grant funding, etc.) has been sought and/or obtained. Evidence of approval/rejection from these sources or notice of outstanding applications will be required. The Town of Hinton may approve a grant application conditional on securing any other identified funding source.

## **Grant Requirements**

1. The following organizations are eligible to apply for Quality of Life funding:

- ◆ Community not-for-profit groups registered under the Societies Act, Libraries Act or Agriculture Societies Act.
- ◆ School Boards, Regional Health Authorities, Social Service sectors, Regional Children's Authorities and their identified affiliates.
- ◆ Municipalities and First Nations.

(Note: Non-registered groups are required to work through a registered sponsoring organization and have their explicit board approval to oversee project/apply for grant funding). Sponsoring groups' eligibility will not be compromised should they apply on behalf of a non-registered group.

2. The Quality of Life Grant Program may consider funding requests which enable the applicant to obtain monies required to leverage funds from other granting agencies, organizations or Foundations.

3. The Quality of Life Grant Program funding is approved on a matched-grant basis. The applicant shall contribute their own resources and should seek other grant funding to leverage with the quality of life grant:

- ◆ The applicant's contribution may be in the form of any combination of money, quotes for donated equipment, services or materials and estimated volunteer time.
- ◆ Other grants can include funds from other granting agencies, organizations, Foundations and grants from other Municipal/ Alberta/Federal Governments

4. An organization may submit more than one proposal, provided the projects or activities are not directly related financially or otherwise. **Each proposal shall contain the original application plus 1 photocopy.**

5. The Quality of Life Grant Program funds **shall not** be used for:

- ◆ Debt retirement, deficit reduction and/or retroactive grant funding
- ◆ Recurring operating expenses, wages, utilities, rent and office expenses
- ◆ For-profit commercial ventures or private organizations

- ◆ Endowments, projects or activities advancing specific moral or religious points of views
  - ◆ Projects or activities whose beneficiaries are solely/primarily outside Hinton (the project may occur outside Hinton Corporate boundaries; however the project must have direct benefit to Hinton).
6. Grant recipients shall spend all grant funds on the approved project within a one-year period from the date the money is paid. All interest earned on the funds must be spent on the approved project. Those funds not used by the recipient for approved intent shall be returned to the Town upon project completion or abandonment of the project.
7. Grant recipients shall provide the Town with a project assessment and financial accounting summary for their funding no later than three (3) months following the completion date.

**Grant Evaluation**

The Quality of Life Grant Program does not categorize applicants, organizations or projects. All applications which meet the grant requirements and demonstrate the ability to achieve the program mission will be considered. All applicants will be ranked according to the criteria below.

<b>Community benefit/financial need:</b>	<b>Total 75 points</b>
◆ How well the project contributes to achieving overall grant program mission	25
◆ Number of people impacted and how (includes special considerations)	15
◆ Cost-benefit value (appropriate use of municipal funds for community)	15
◆ Community needs assessment, analysis and planned evaluation	10
◆ Degree of financial need of applicant/how much self-help	5
◆ Degree of value-added (vs. duplication) to the community	5
	<b>75</b>

<b>Ability to manage the project or activity:</b>	<b>Total 25 points</b>
◆ Demonstration of thorough project plan	10
◆ Applicant’s financial stability and ability to raise matching funds	10
◆ Credible previous management of projects or activities	5
	<b>25</b>