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Policy Title <b>Community Enhancement Grant Policy</b>	Date: <b>March 9, 2017</b>	Resolution No. <b>RC17-1111</b>

## Community Enhancement Grant Policy

The Community Enhancement Grant is an initiative of Council to encourage neighborhood projects and activities that beautify our streets and public spaces.

Through the Program, residents, groups and businesses can apply to the County for a **Community Enhancement Grant** to plan, organize and implement small beautification and place-making projects, activities and celebrations. Successful applicants match their requested grant amount with contributions of volunteer labour and services, donated materials, and/or cash. The Grant program is a partnership in which the applicant and the County contribute 25/75 towards the applicants proposed project.

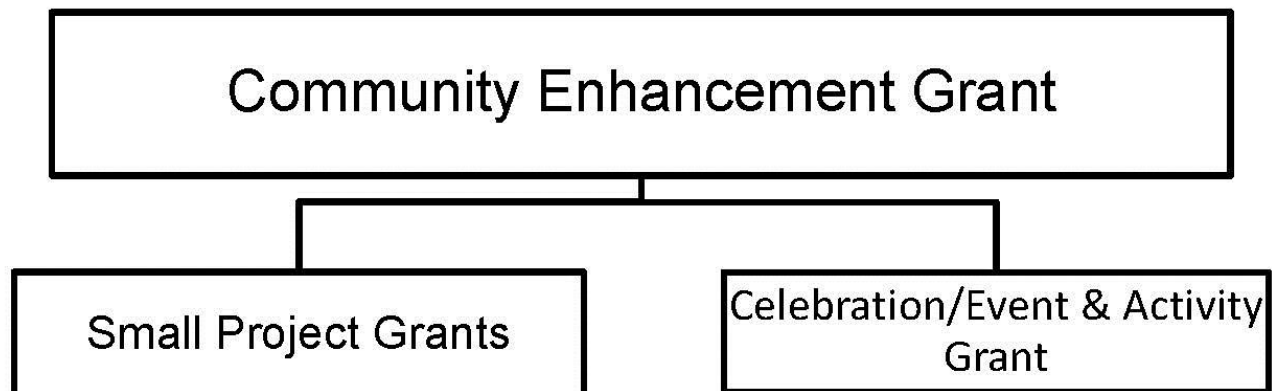
### FUNDING CRITERIA & ELIGIBILITY

**Community Enhancement Grants** are available to all Birch Hills County residents, students, community groups, organizations or associations. Small businesses will also be considered for street or landscaping beautification projects. All applications must encourage inclusive neighborhood participation. Projects must be undertaken within the geographic boundaries of Birch Hills County. All applicants must demonstrate their project or activity will:

- focus on beautifying, celebrating and creating engaging places in Birch Hills County;
- generate a public benefit in an inclusive and cooperative manner;
- involve members of the community in the project/function;
- commit to overseeing the project/function and any resulting maintenance;
- have broad neighborhood support.

### COMMUNITY ENHANCEMENT GRANT CATEGORIES

The Program has two separate grant categories as illustrated below.





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***i) Small Project Grants***

Small project grants have a maximum amount of \$1,000 per project. They are offered to support planning, maintaining, organizing and implementing projects that physically improve the appearance of the County. As examples, a neighborhood garden, boulevard landscaping, community pathway, floral tree plantings, decorative lighting display or a neighborhood entrance feature would fall under this category. Creativity is encouraged.

Projects in this category must be completed within twelve (12) months of a grant being awarded.

***ii) Celebration & Activity Grants***

Celebration & Activity grants have a maximum amount of \$500 per project. They are offered to support community activism and celebration. Projects should engage, educate and celebrate community members. As examples, a neighborhood festival or block party or a neighborhood improvement campaign would fall under this category. Events such as Canada Day Celebration or Remembrance Day ceremony would also fall under this category.

Projects that create opportunities to develop neighborhood organization and promote community leadership are encouraged. The intent is to have neighbors meet and then work together on improving their community. Ideally, the community celebration will ultimately encourage people to get involved in improving their neighborhood for the long term.

Projects in this category must be completed within twelve (12) months of a grant being awarded.

**PROJECT MANAGEMENT & RECOGNITION**

For awarded projects, photos must be submitted to the County as a record and for potential posting on the County's website and within local newspapers.

**PLEASE NOTE:**

Awarded projects may be subject to inspection by County staff. Annual inspections may be undertaken to monitor maintenance and upkeep of projects.

- Applicants that have failed to undertake or maintain projects, as outlined on submitted applications, may be eliminated from consideration for future County grant opportunities.
- Applicants are required to abide by all Municipal, Provincial and Federal laws and regulations.
- Birch Hills County reserves the right to remove any physical installations or improvements on public land at any time.



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## **APPLICATION REVIEW PROCESS**

Each application will be evaluated by administration prior to Council using the following evaluation criteria and within available funding.

### **Evaluation Criteria**

#### Overall Community Enhancement Program Objective

- Project corresponds with the objective to “beautify, animate **and** celebrate Birch Hills County”.
- Function supports planning, maintaining, organizing and implementing social and emotional improvement the residents of the County.

#### Project/Function Proposal & Feasibility

- Provides a clear description of what the project/function is and why it is proposed.
- Provides a clear public benefit.
- Is well planned with a realistic timeline and a clear beginning and end.
- Has a reasonable budget.

#### Community Building

- Community contribution is documented, demonstrating broad community participation and support for the project/function.
- Encourages inclusive community participation and provides opportunity to bring people together.
- Encourages interaction between different groups, such as different cultural groups, children, tenants, seniors and business owners.
- Encourages collaboration between all age groups, particularly youth and adults.

#### Outcomes

- there is a clear understanding of how the community will be improved as a result of the project/function, with anticipated outcomes clearly documented.
- Project/function is designed for low maintenance and the applicant and stakeholders commit to project/function maintenance.



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**Grants will NOT be awarded to/for:**

- The purpose of private gain.
- Non-Birch Hills County-based organizations (based or originating).
- Applicants who have failed to document a community contribution.
- Applicants who have failed to successfully carry out or maintain a project/function for which a grant was previously awarded.

**Grants must NOT be used to/ Can be revoked for:**

- Duplicate an existing public or private program.
- Pay for the applicants operating expenses that are not directly related to the function for which the grant is awarded.
- Purchase land or buildings.
- Pay for travel expenses.
- Pay for expenditures or financial commitments made *before* the organization's grant application was submitted.
- Excess/ unspent funds may be required to be acquitted.
- Failure to follow the County's Procurement Policy #12/01/16 may result in funds being acquitted.

*Original Signed*

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Hermann Minderlein  
Chief Administrative Officer

*Original Signed*

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Reeve or Delegate

Adopted by Council:	March 9, 2017
Updated:	