



**City of
Lloydminster**

Policy

Policy Title:	Non-Profit Operating Grants	Policy Number:	134-03
Date of Adoption:	July 22, 2019	Motion Number:	198-2019
Date of Amendment:		Motion Number:	
Sponsoring Department:	Finance		

1. Purpose:

- 1.1. To provide a framework for an accountable and transparent process to distribute monies to qualifying Non-profits.
- 1.2. To establish a process to ensure Non-profits' request for funding are reviewed, evaluated and disbursed equitably.
- 1.3. To provide Council with a mechanism that ensures a balance of their fiscal responsibilities to ratepayers and their responsibilities to provide support to Non-profits.
- 1.4. To ensure a fair and transparent disbursement of tax dollars and grant funds.

2. Definitions:

Administration	An employee or contract employee of the City of Lloydminster.
Council	Individuals elected pursuant to <i>The Local Government Election Act</i> (Saskatchewan) as a Member of Council.
Non-profit	A group registered under <i>The Non-profit Corporations Act</i> (Saskatchewan) and/or the <i>Societies Act</i> (Alberta) that provide services to the Lloydminster community.
Operating Grant	Budgeted money provided by Council to Non-profits to assist with operating costs.

3. Scope:

- 3.1. This Policy applies to all members of Council, Non-Profit Organizations and all Administration that are responsible for Non-Profit Operating Grant.

4. Non-Profit Operating Grants:

4.1. Council shall, as part of the annual budget process, identify an amount of money to serve the Operating Grant for Non-profits in the following two categories:

4.1.1. Non-Profit One-Time Operating Grant Request

4.1.2. Non-Profit Annual Operating Grant Request for the following specific organizations:

- i. The Vic Juba Community Theatre
- ii. The Lloydminster and District SPCA and
- iii. The Lloydminster Regional Archives

5. Non-Profit One-Time Operating Grant Request:

5.1. Call for One-Time Operating Grant Request shall be annually advertised for two (2) consecutive weeks, at least five (5) days prior to the date that requests are due to the City.

5.2. Non-profits shall submit an application in a form prescribed by Administration, to the Chief Financial Officer (CFO) by the application deadline.

5.3. On a date determined by Council, those referred to in 4.1.1. shall present their One-Time Operating Grant Requests to the Governance and Priorities Committee.

5.4. Council will, in its sole discretion, annually award the One-Time Operating Grant subject to approval of the City of Lloydminster's final budget.

5.5. A successful Non-Profit One-Time Operation Grant Recipient must submit a final report form as a condition of funding to the Chief Financial Officer (CFO) within sixty (60) days of spending the funds. The final report must be in the prescribed form, and include a financial statement reporting revenue and expenditures.

5.6. A Non-profit shall not be eligible for the next year's Operating Grant if not in compliance with section 5.5. above.

6. Non-Profit Annual Operating Grant Request:

6.1. On a date determined by Council, those referred to in 4.1.2. shall present their annual grant request to the Governance and Priorities Committee.

6.2. The said Non-Profit Organizations shall annually, and no later than August 30th, provide to the Chief Financial Officer (CFO) their application for request of operational funding along with their rationale for their request in the prescribed format.

- 6.3. The City may provide annual Operating Grants to the Non-Profit Organizations listed in 4.1.2. as part of the City's annual budget.
- 6.4. The said Non-Profit Organizations that receive grants equal to or more than \$75,000 shall be required to provide their Audited Financial Statements to the Chief Financial Officer (CFO) annually.
- 6.5. Non-Profit Organizations that receive grants less than \$75,000 shall be required to provide a copy of their Annual Financial Statements. The financial statements shall be provided to the Chief Financial Officer (CFO) by February 28th annually and shall:
 - 6.5.1. Include all expenses incurred for the annual funding request;
 - 6.5.2. Provide information on the gross contributions received;
 - 6.5.3. Summarize how the contributions were used; and
 - 6.5.4. Be signed by at least two (2) directors of the organization.
- 6.6. If an organization listed in Section 4.1.2 of this Policy is not in compliance with the reporting provisions of Section 6, the organization shall not be eligible for the next year's funding.

7. Penalty:

- 7.1. Any member of Administration found to be in violation of this policy may be subjected to a disciplinary action. Such action may be dependent upon the nature of the breach of this policy; discipline may range from a written warning to dismissal with cause.
- 7.2. Any Member of Council found to be in violation of this policy may be dealt with utilizing the "*Code of Conduct Bylaw*" or provisions of "*The Lloydminster Charter.*"

8. Responsibility:

- 8.1. City Council shall review and approve all policies.
- 8.2. City Administration shall administer the policy using a supporting procedure.
- 8.3. Sponsoring Department is responsible for creating and amending a supporting procedure.