

# COMMUNITY DEVELOPMENT 2019 GRANT GUIDELINES

## Social Development Advisory Board

### PROJECT GOALS

One of the goals of the Community Development Department is to encourage citizens and volunteers to become involved in the planning and provision of community programs and services. The Department offers consultative, administrative and funding support to volunteer groups and agencies who endeavor to meet the social needs in the community.

Accordingly, the Community Development Department offers grants to non-profit groups for preventive and/or community enrichment social services projects. Funds are provided through the City of Medicine Hat Community Development Department.

### GRANT DESCRIPTION

- One-time grants of up to \$15,000 per project may be available.
- Sponsoring group must provide at least 20% of project costs.
- Projects must reflect the spirit of City Council's Strategic Plan 2019-2022.

### ELIGIBLE GROUPS

- Non-profit agencies registered under the Society's Act, or sponsored by a registered or government agency.
- Local chapter of a provincial or federal non-profit group.

### PROJECT CRITERIA

To be eligible for funding, the project must:

- Meet an existing community social need.
- Provide a new service or program to the community, or provide an already existing service or program to the community through an innovative delivery model.
- Have objectives that emphasize prevention, capacity building, volunteerism or self-help.
- Not involve the recruitment of permanent staff.
- Not involve major capital expenditures.
- Not be under consideration for any other funding from the City of Medicine Hat.

General areas of interest:

- Family life/life skills
- Positive relationships
- Prevention
- Volunteerism
- Neighborhood improvement
- Inter-generational programming
- Capacity building
- Inter-agency coordination
- Self-help
- Community Building

**PROCEDURES:**

1. Sponsoring group prepares and submits a grant application by May 1, 2019.  
(Community Development Department may be available to assist groups with the preparation of their application.)
2. Applications reviewed and recommended by the Social Development Advisory Board. Decisions are finalized by City Council.
3. If the application is approved:
  - The group must maintain separate accounting for the project and provide applicable receipts for all expenditures.
  - The Grant has to be spent by December 31, 2019 regardless of the grant's issue date.
  - An evaluation and a financial statement must be submitted to the Community Development Department no later than January 31, 2020.
  - The group must acknowledge the support of the City of Medicine Hat in its project promotion.

**Please Note: Hand written applications will not be accepted.**