

# MACKENZIE COUNTY

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|-------|--------------------------------|------------|--------|
| Title | COMMUNITY ORGANIZATION FUNDING | Policy No: | FIN013 |
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| Legislation Reference | Municipal Government Act, Section 248 |
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## Purpose

To provide guidelines for interim and/or seek funding of community services.

## Policy Statement and Guidelines

Mackenzie County Council recognize that certain services should be supported by the community both in principal and also financially (cash or in-kind services) or the services may cease to exist.

### Guidelines

The following common guidelines will apply:

1. Deadline for applications and/or the following years' budget projection is October 15<sup>th</sup> annually. Late applications will not be accepted.
2. Groups must be non profit societies officially incorporated for a minimum of one year under provincial or federal statute. In special circumstances, Mackenzie County may sponsor an unincorporated group as determined by Council.

Groups must be able to demonstrate the following: membership commitment; management capacity; planning capabilities; self-generated matching resources; good level of financial stability; commitment to the groups' self-reliance.

3. Information to be submitted with the completed application:
  - a) Last years' financial statements, audited if available;
  - b) Operating budget for the year of financial request;
  - c) Current year to date financial information
  - d) Societies act registration number;
  - e) Insurance coverage documentation;
  - f) Detail of matching resources, including volunteer hours, any provincial/federal grants, and fundraising information;
  - g) Purchasing policy/procedure;
  - h) Honorariums and expenses paid to Executive or Board members.

4. Funds issued on a grant basis will be accounted for through the budget process.
5. Whereas an organization receives grant funding from Mackenzie County, the organization will submit to Council a written report outlining a scope of work completed or in progress, the overall success of the project or program, and an accounting report, upon completion of the project or program, or upon completion of the following years' financial statements, whichever comes first.
6. Mackenzie County retains the right to deny funds.

|          | Date       | Resolution Number |
|----------|------------|-------------------|
| Approved | Nov 10/98  | 98-341            |
| Amended  | June 14/05 | 05-331            |
| Amended  | Sept 12/06 | 06-629            |

(signature on file)  
**Chief Administrative Officer**

(signature on file)  
**Chief Elected Official**