

## TERMS OF REFERENCE FOR THE COUNCIL COMMUNITY FUND

### Purpose of the Council Community Fund

The Council Community Fund (CCF) provides non-repayable financial support for **community-based** projects that improve quality of life in Calgary.

### Community-based Definition

For the purposes of the CCF, **community-based** is defined as:

*A project that is organized locally, takes place locally and benefits the local community.*

### Guidelines

#### 1. Types of Funding Applications

Applications may be submitted for:

- a) New project grant (up to \$500,000).
- b) Project completion grant (up to \$500,000).

#### 2. Criteria for Successful Funding Applications

Funding applications should demonstrate that the proposal:

- a) meets the **community-based** definition as set out in these Terms of Reference,
- b) supports Council's priorities,
- c) is viable and sustainable in the long term,
- d) is fiscally sound,
- e) will be managed well, and
- f) has not previously received a CCF grant.

Funding applications that demonstrate local community fundraising and leveraging of other funding sources and support will receive additional consideration.

#### 3. Process for Funding Applications

All applications will follow this process.

- a) Applications for CCF grant may be prepared by registered charities or non-profit organizations in good standing and must be sponsored by a member of Council or prepared and sponsored by a member of Council prior to submission to the Chief Financial Office.
- b) The Chief Financial Office will be the point of contact for all Council sponsored applications.
- c) The applicant must complete and submit a CCF application form to the Chief Financial Office. It is the applicant's responsibility to use the prescribed application form, describe the project in the context of these guidelines, include detailed documentation, and obtain Council sponsorship.
- d) Applications should be submitted to the Chief Financial Office no later than six weeks in advance of the targeted Priorities and Finance Committee (PFC) meeting date.

- e) The Chief Financial Office shall forward all applications to Council for review and approval, through a report to the PFC. PFC will recommend approval or refusal to Council based on the criteria as set out in these Terms of Reference.
- f) Applicants will be informed of the status of their application once Council has decided to approve or refuse the application.
- g) Following application approval, a Contribution or Funding Agreement will be prepared for signing by the applicant and The City of Calgary, laying out the legally binding responsibilities and obligations of both parties. The Agreement will specify that the applicant must return any unused portion of a CCF grant to The City of Calgary.

#### **4. Reporting and Fund Replenishment**

- a) Successful applicants must submit an update report to the Chief Financial Office indicating how the CCF grant was spent and the outcomes of the project, within 12 months of the project end date.
- b) The Chief Financial Office shall submit a summary report to Council through PFC annually, on CCF grants and the overall status of the CCF.
- c) A CCF summary report identifying all projects, project approval dates, project budgets and total fund expenses, shall be included in the four-year service planning and budget process.
- d) Council may review the financial status of the CCF as part of The City's four-year service planning and budget discussions and direct that additional funding be allocated to the CCF.