

WARD COMMUNITY EVENTS FUND GUIDELINES
(Proposed Amendments May 2015)

~~4. Purposes of the Ward Community Events Fund (WCEF):~~

~~1. Purpose~~

The purpose of Ward Community Event Fund WCEF is to assist not-for-profit community associations or community based groups to host events or undertake initiatives to enhance their community.

~~2. General Considerations:~~

~~a) The Coordinating Committee of the Councillors Office (CCCO) is the single approving authority for the WCEF.~~

~~b) The applicant will be expected to complete and submit a prescribed form to the Ward Councillor or to the Manager, Office of the Councillors.~~

~~c) It is the responsibility of the applicant to make their 'case' for a WCEF award use the application form to make their 'case' to the CCCO in within the context of these ~~g~~Guidelines using the prescribed WCEF Application Form. (The Application Form and these ~~g~~Guidelines are available on calgary.ca).~~

~~d) d) Funding is limited to \$10,000 per ward, per year annually. In making decisions on WCEF applications the CCCO will take in to consideration the support of the ward Councillor. Councillors may consider jointly allocating funding with respect to any specific Application.~~

~~e) All applications must be received by The City at least twenty one (21) days prior to the date of the event or commencement of the initiative. Exceptions to this requirement will be made only with the approval of the CCCO.~~

~~e) Applications for events in any given calendar year will be received starting November 21 of the previous calendar year. Applications for events in any given calendar year close November 21 of that year.~~

~~f) Only requests related to non-profit events will be considered. Completed Applications can be submitted online to the Office of the Councillors or the Ward Office of the relevant Councillor.~~

~~g) All applications must be received by the Office of the Councillors or the Ward Councillor at least twenty-one (21) days prior to the date of the~~

event or commencement of the activity. Exceptions to this requirement will be made only with the approval of the CCCO.

h) ~~The application must be from a group, applications by individuals will not be accepted. The group must be located and operating in the city of Calgary.~~ Only requests related to not-for-profit events or activities will be considered. The Application must be from a registered not-for-profit community association or community based group. Applications by individuals will not be accepted. The Applicant must be based and operating within the City of Calgary.

i) Funds will not be awarded for capital related purchases or for regular operating costs of the sponsoring organization as, for example, play-ground equipment or staff salaries.

j) The event budget required to be filed with the Application Form must describe any other funding being received by the Applicant. Other funding from The City of Calgary may adversely affect the Application. The CCCO may, at their discretion, decline an award as a result of concerns regarding other sponsors

k) Post event summaries are ~~required~~ mandatory ~~of all award recipients and must be filed with the Manager by WCEF recipients~~ within 30 days of the year end of the sponsoring agency 120. Post event summaries should must be in writing and include actual revenues and expenses, copies of receipts, attendance figures and a brief ~~textual~~ description of what was achieved through as a result of the event or activity

l) Any ~~unused~~ portions of WCEF awards funds awarded not used for the purpose requested must be returned to The City of Calgary ~~in a timely fashion and, in any event, not later than the date of submission of the post event report~~ within 120 days of the event.

m) The City of Calgary may, at its discretion, request access to the financial records of successful WCEF ~~a~~Applicants for auditing purposes. By accepting an ~~award~~ WCEF funds, ~~a~~Applicants agree to provide immediate and complete access to financial records if requested by The City of Calgary.

n) Neither The City of Calgary nor any Member of Council, individually or collectively, is in any way financially or legally responsible for any deficits, ~~or cost over-runs~~ or incidents arising or occurring in relation to any event or initiative.

3. Other Considerations :

Councillors can show support for applications from communities in their ward by:

- i. personal presentation of the application to the Committee at the time the application is considered or
- ii. in writing to the Chairman of the Committee prior to the date the application is considered by the Committee.
- iii. verbally or in writing to the Manager, Office of the Councillors.

~~If you have any questions or require~~ For further information or questions of clarification, please contact The City's designated Ward Community Event Fund contact, Ms. Theresa McManus at 403-268-8336.