

WARD COMMUNITY EVENT FUND GUIDELINES (2015 May Review Draft)

1. Purpose

The purpose of the 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) It is the responsibility of the Applicant to make their 'case' for a WCEF award within the context of the Guidelines using the prescribed WCEF Application Form. (The Application Form and the Guidelines are available on calgary.ca).
- c) Funding is limited to \$10,000 per Ward annually. Councillors may consider jointly allocating funding with respect to any specific Application.
- d) 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.
- e) Completed Applications can be submitted online to the Office of the Councillors or the Ward Office of the relevant Councillor.
- f) 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.
- g) 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.
- h) Funds will not be awarded for capital related purchases or for regular operating costs of the sponsoring organization, such as play-ground equipment and/or staff salaries.

- i) 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.
- j) Post event summaries are mandatory and must be filed with the Manager by WCEF recipients within 30 days of year end of the sponsoring agency. Post event summaries must be in writing and include actual revenues and expenses, copies of receipts, attendance figures and a brief description of what was achieved as a result of the event or activity.
- k) Any portions of WCEF funds awarded but not used for the purpose requested must be returned to The City of Calgary within 120 days of the event.
- l) The City of Calgary may, at its discretion, request access to the financial records of successful WCEF Applicants for auditing purposes. By accepting WCEF funds, Applicants agree to provide immediate and complete access to financial records if so requested by The City of Calgary.
- m) Neither The City of Calgary nor any Member of Council, individually or collectively, is in any way financially or legally responsible for any deficits, 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.

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.