

## 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) has the potential to change city-wide policies and procedures, if successful upon implementation,
- d) is viable and sustainable in the long term,
- e) is fiscally sound,
- f) will be managed well, and
- g) 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) Registered charities or non-profit organizations in good standing may work with relevant City business units to prepare applications for the CCF grant, which must be sponsored by a member of Council prior to submission to the Chief Financial Office.
  - Alternatively, a member of Council may work with the relevant City business unit directly to prepare and sponsor an application, prior to submission to the Chief Financial Office.
- b) The City business unit must ensure the application is aligned with the Terms of Reference and use of funds.
- c) The City business unit must obtain written Councillor support for the project.

- d) The City business unit will advise the Sr. Executive Advisor to the CFO of their intent to write a report and enquire about available funding. Should requests exceed available funding it would be Council who determines how much a project is funded and or if a project is funded.
- e) The City business unit will write a cover report detailing the project and request for funds.
  - Reports are sent to the CFO (through the Sr. Executive Advisor) for review and approval at least 6 weeks in advance of the preferred Executive Committee meeting.
  - The attachments to the cover report must include the completed [application form](#) and a detailed project budget outline and any other relevant or associated documents.
- f) The City business unit will be responsible for requesting that the item be added to the Executive Committee agenda, obtaining all business unit and General Manager sign offs for the report, and notifying the Sr. Executive Advisor to the CFO of the Committee date.

#### **4. Application Outcome**

If Approved:

If the application is approved by Council, the City business unit will develop a funding agreement with the applicant, outlining expectations and reporting requirements, and directing that any unused monies are returned back to the fund.

Once the agreement is executed, a copy is provided to the Chief Financial Officer's area (Sr. Executive Advisor) and the Finance team supporting the Community Services department.

If Not Approved:

If the application is not approved by Council, The City business unit will notify the applicant accordingly.

#### **5. Reporting Back to Council on Use of Funds**

- a) Within 12 months of project completion, or as otherwise directed by Council, the supporting City business unit must report back to Executive Committee on how the funds were used and highlight the various aspects of the project (e.g., outcomes, success, challenges).
  - Unless otherwise directed by Council, the report back will be through a Briefing Report.
- a) The City business unit will be responsible for adding the report to the agenda for Executive Committee and then will advise the Sr. Executive Advisor to the CFO of this date.
- b) Once the report is finalized The City business unit obtains appropriate business unit and Department approvals. The report then proceeds through Executive Committee.

#### **6. Annual Reporting and Fund Replenishment**

- a) The Finance team supporting the Community Services Department will annually prepare a Briefing Report that provides the financial update of the Council Innovation Fund and Council Community Fund as of year-end and provides an overview of the Council approved projects.
- b) The report is approved by Finance and the Chief Financial Officer.
- c) Council may review the financial status of the CCF and direct that additional funding be allocated during The City's four-year service plans and budget or adjustments processes.