

**CITY OF AIRDRIE**  
**Community Investment Funds Procedures**

**Effective Date:** March 4, 2013  
**Approved On:** March 4, 2013  
**Approved By:** Community Development Team Leader  
**Revision Date:**

**PURPOSE:**

The Community Investment Funds Procedures are to be used in conjunction with the Community Investment Funds Policy No. P-01-2013. The Procedures set out the manner in which the Community Investment Funds Policy will be implemented. The Procedures may be amended by the Community Development Team Leader as required.

**GENERAL PROCEDURES AND RESPONSIBILITIES:**

**Administration**

- Community Development will build into the City's annual budget an overall funding amount for the Community Investment Funds.
- Based on community needs, Community Development will allocate funding amounts throughout the year to the following funds programs for disbursement:
  - Neighbourhood Matching Funds (up to \$500 matching)
- Council may approve funds applications for the following:
  - Festivals and Events Funds – Small Scale (up to \$5,000)
  - Festivals and Events Funds – Large Scale (up to \$15,000)
- Successful festivals and events generally take ten (10) months to organize, thus, the City of Airdrie will accept funding applications on or before March 31<sup>st</sup> of the current year for funding disbursement within the following fiscal year (January 1<sup>st</sup> to December 31<sup>st</sup>).
- Community Development will design and provide prospective funds applicants with a copy of the Community Investment Funds Application Guide and Application forms (online/paper).

- The Community Investment Funds Application Guide shall be an addendum to these Procedures. It will contain the following pertinent information:
  - Funds program descriptions;
  - Eligible and ineligible applicants;
  - Eligible and ineligible use of Community Investment Funds;
  - Application, assessment and fund disbursement processes; and
  - Applicable conditions and requirements.

### **Funding for Sustainable Practices**

The City of Airdrie believes in supporting ongoing partnerships with community not-for-profit organizations and neighbourhood associations. The City of Airdrie believes in providing support beyond funding by working with community not-for-profit organizations and neighbourhood associations to develop sustainable funding practices.

The Community Investment Funds is intended to be supplemental in nature and not form the basis for hosting the event. It is expected that a majority of the event costs are fundraised or funded through other sources.

Funding Formula (city/community partner):

- Neighbourhood Matching Funds: 50/50 match up to \$500
- Small-Scale Festivals & Events Funds: 50/50 match up to \$5,000
- Large-Scale Festivals & Events Funds: 50/50 up to \$15,000

### **Legal and Financial Accountabilities**

The level of assurance rises based on the funds program:

#### Neighbourhood Matching Funds

Fund recipients must:

- Obtain adequate proof of liability insurance coverage;
- Provide the City with expense receipts prior to funding disbursement; and
- Submit an activity report in a format prescribed by Community Development.

#### Festivals and Events Fund – Small Scale

Fund recipients will be required to sign an agreement with the following conditions:

- Obtain adequate proof of liability insurance coverage;

- Provide the City with a financial statement signed by two members of the board of directors of the organization within sixty (60) days after the completion of the event;
- Acknowledge the City of Airdrie in promotional materials; and
- Submit an activity report in a format prescribed by Community Development within sixty (60) days after the completion of the event.

### Festivals and Events Fund – Large Scale

Fund recipients will be required to sign an agreement with the following conditions:

- Obtain adequate proof of liability insurance coverage;
- Provide the City with a financial statement signed by two members of the board of directors of organization within sixty (60) days after the completion of the event;
- Acknowledge the City of Airdrie in promotional materials;
- Submit an activity report in a format prescribed by Community Development within sixty (60) days after the completion of the event;
- Submit an economic impact study within sixty (60) days after the completion of the event.

### **Surplus and Unrestricted Funds**

- Unexpended funds or any surplus resulting from unused Community Investment Funds shall be returned to the City of Airdrie within thirty (30) days after the completion of the event.
- “Unrestricted funds” or “reserve funds” must be accompanied by a community not-for-profit’s board fund-use policy detailing how they are going to be used to sustain their organization and/or to be re-invested in the community.

### **Applicable Standards and Regulations**

- This policy or receipt of Community Investment Funds shall not supersede any applicable community, health and safety legislations, bylaws and regulations.
- Successful community not-for-profit organizations and neighbourhood associations must provide proof of all necessary permits, licenses and approvals from respective regulatory bodies prior to any disbursement of funds.
- Successful community not-for-profit organizations and neighbourhood associations must use sustainable practices and ensure to minimize impact to the environment.

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Community Development Team Leader