

Purpose:

The purpose of this policy is to provide a procedure for the submission of grant requests to City Council.

Policy Statement(s):**A. Grant Requests**

1. Grant requests to City Council shall be considered for the hosting of provincial, national or international events.
2. Non-profit groups may submit applications for assistance in hosting provincial, national, or international events in the city. Such applications shall include the following additional information:
 - a. Estimated number of participants;
 - b. Estimated number of spectators; and
 - c. Estimated economic benefit to the community.

B. Deadline and Application Requirements

1. Grant applications in both categories shall be submitted to the City Clerk by November 15 of the year prior to the grant being requested.
2. Grant applications shall be evaluated and recommendations made by the following:
 - a. Recreation, Parks & Culture Board;
 - b. Red Deer Visitor & Convention Bureau.
3. Grant applications shall be considered by City Council during the annual budget deliberations.

**Grants to
Community Service Organizations**

4. Grant applications submitted by organizations shall include:
 - a. The specific purpose of the application;
 - b. The amount of funding requested;
 - c. Proposed budget for the event;
 - d. In the case of an annual event, the previous year's financial statement, certified correct by two directors, shall be submitted, showing all surpluses and invested funds.

5. Grants must be used within the City, unless otherwise authorized by City Council.

Authority/Responsibility to Implement:

City Manager

Document History:

Approved: September 9, 1996
Administrative Revision (new template): March 12, 2010