



PONOKA COUNTY

Municipal Policy Handbook

POLICY TITLE Community Project Donations	POLICY NO. 06-005
DATE OF RECOMMENDATION: November 10, 2015	CROSS REFERENCE:
POLICY AREA: <input type="checkbox"/> Administration & Personnel <input type="checkbox"/> Planning & Development <input type="checkbox"/> Agricultural Service Board <input type="checkbox"/> Public Works & Utilities <input type="checkbox"/> Enforcement <input checked="" type="checkbox"/> Finance	DATE OF APPROVAL BY COUNTY COUNCIL: Nov 10, 2015
LEAD ROLE: Chief Administrative Officer	RESOLUTION #: 293/15
SUPPORT ROLE: Assistant Chief Administrative Officer	EFFECTIVE DATE: Nov 10, 2015
REVIEW DATES: January - Annually	REPLACES:
POLICY STATEMENT: Ponoka County receives requests from community organizations annually to provide funding assistance for projects and functions undertaken. County Council will consider applications for support provided certain criteria can be met and budgets permit.	
SPECIAL NOTATIONS:	

POLICY TITLE**POLICY NO.***Community Project Donations**06-005***PROCEDURES:**

1. Applications for assistance for operating support for organizations must be approved by resolution of County Council and will normally be restricted to currently approved organizations. These contributions will be reviewed annually. (Includes libraries, cemeteries, insurance coverage for County community halls, etc.)
2. Applications for one time assistance for capital projects and functions less than \$25,000 will be considered by County Council on their own merit and with the information provided by the organization and/or requested by the County.
3. Applications for assistance for major capital projects in excess of \$25,000 must meet the following criteria:
 - Complete project cost breakdown.
 - Complete project funding breakdown.
 - If Council specifies, a Business Plan which may include operating and capital budgets and financial statements.
 - If financing is required by the organization applying for assistance, a formal statement from the lending institution committing and confirming approval of the loan is required.
 - If a Ponoka County funding commitment is required to obtain grant funding support from the Provincial Government and County Council agrees, provisional approval may be granted. Funding will only be advanced once approval has been granted by the Provincial Government and the funds received by the applicant.
 - Funds will only be released and advanced by Ponoka County upon formal resolution of County Council and may require a progress schedule.