	<b>One-Off Financial Request Policy</b>
	<b>Council Approved</b>
	<b>Corporate Services FN-1500</b>
	<b>Approved:</b> March 21, 2023
	<b>Last Revised:</b> February 4, 2025
	<b>Next Review Date:</b> March 21, 2028

## 1. POLICY STATEMENT

- 1.1 The Town of Hinton recognizes the crucial role the municipality has in responsibly and effectively supporting one-time and emergent Initiatives in Hinton and area that positively develop the community and the economy.

## 2. PURPOSE

- 2.1 This Policy outlines the parameters of decision making in response to One-Off Financial Requests of Council and establishes criteria to assess the merits of Initiatives and rationales for effectively contributing municipal resources to them.

## 3. SCOPE

- 3.1 This Policy applies to small, one-time financial requests from Hinton and area Groups and organizers for monetary and in-kind contributions from the Town of Hinton at any time in a fiscal year but does not apply to intergovernmental or private-public partnership proposals.
- 3.2 Funding for One-Off Financial Requests of Council is provided from the Council Contingency Fund.

## 4. RESPONSIBILITIES

- 4.1 Council is responsible for:
- 4.1.1 Approving this Policy and any subsequent amendments.
  - 4.1.2 Reviewing One-Off Financial Requests and the related report to weigh costs of support with the benefits of the Initiative, so the appropriate amount of monetary or In-Kind Contribution, if any, can be determined.
  - 4.1.3 Allocating amounts in the operating and capital budgets from which municipal contributions can be made.
  - 4.1.4 Consideration whether the Request could have reasonably been known and submitted at Community Grant intake and/or through a

Civic Agency request, and whether the Request can be postponed until the next Community Grant intake.

- 4.1.5 Redirecting One-Off Financial Requests to alternate Town funding and support streams such as Civic Partnership, Community Grants, Coordinated Support for Major Non-Profit Initiatives, or to the annual operating and capital budget deliberation process as applicable.

- 4.2 The Chief Administrative Officer is responsible for:

- 4.2.1 Approving in-kind contributions of up to \$750 in value per Initiative in response to Requests.

- 4.3 Administration is responsible for:

- 4.3.1 Processing Request Submission Forms in accordance with this Policy.
  - 4.3.2 Researching Groups and Initiatives to prepare Request for Decision reports related to the Requests.
  - 4.3.3 Processing payment of Donations and Sponsorships and delivering In-Kind Contributions.
  - 4.3.4 Liaising with the primary contact person for the Group.
  - 4.3.5 Tracking monetary contributions and the value of In-Kind Contributions through the fiscal year and reporting in the budget deliberation process.
  - 4.3.6 Recommending revisions to this Policy as required.

## **5. RELATED MATTERS & REFERENCES**

5.1 *Council Procedure Bylaw No. 1153*

5.2 *Hinton Grant Funding Advisory Bylaw No. 1085*

5.3 *Civic Partnership Policy No. 1107*

5.4 *Coordinated Support for Major Non-Profit Initiatives Policy No. 085*

## **6. DEFINITIONS**

6.1 Donation – a monetary gift paid toward the cost of an Initiative without expectation of any Fulfillment.

6.2 Fulfillment – benefits in return for a monetary contribution to an Initiative which may include but are not limited to publication of the contributor's logo, printed and verbal acknowledgements of the contributor and the contribution, event tickets and invitations, public relations opportunities for dignitaries,

meals and refreshments included in the foregoing, and Initiative-related nominal gifts.

- 6.3 Group – means a single or group of organizers whether acting ad-hoc or as an incorporated society and excludes for-profit commercial and industrial businesses, other governments, and government agencies.
- 6.4 Initiatives – includes community, environmental, social, cultural, educational, and sporting events, projects, activities, programs, conferences, start-ups, and so on.
- 6.5 In-kind Contributions – non-cash contributions of equipment, labour, communications or administrative support, technical advice, field supervision, project management, free or reduced-rent use of Town facilities and services, passes, and Town promotional items, etc. with costs incurred through foregone revenue, increased expenses, or absorbed operational capacity.
- 6.6 One-Off Financial Requests and Requests – are asks from Hinton and area Groups for monetary and non-monetary support, typically in the form of a Donation, a Sponsorship, or one or more In-Kind Contributions, subject to the conditions in this policy.
- 6.7 Self-support – means a Group's contributions to its own Initiative which may include volunteer hours; grants, funding, in-kind support from other agencies and governments; donations; and own funds from fundraising, ticket and other sale revenue, memberships, etc.
- 6.8 Sponsorship – a monetary payment toward the cost of an Initiative in exchange for preset Fulfillment package.

## **7. APPENDICES, PROCEDURES, & FORMS**

- 7.1 Forms attached to this Policy include:
  - 7.1.1 Appendix A – Request Submission Form
  - 7.1.2 Appendix B – Information Report on Use of Funds
  - 7.1.3 Appendix C – Process Map
- 7.2 Request Processing Procedures
  - 7.2.1 The Group completes a Request Submission Form to log basic details about the Request:
    - i. Contact person and details.
    - ii. Whether a presentation is needed.
    - iii. Name and description of the Initiative, date, and budget.
    - iv. Request amount and type:

- a) Donation
- b) Sponsorship
- c) In-Kind (with details)
- v. Fulfillment offered or community benefits.

7.2.2 For requests to be considered by Council, the following Mandatory Criteria must be met:

- i. The Requested amount is no more than 1/3 of the initial budgeted amount of the current year's Council Contingency Fund, inclusive of In-Kind value.
- ii. The Request was received by the CAO no later than seven (7) complete days prior to the meeting date on which the Group wishes Council to consider the matter.
- iii. The Group's Initiative will take place in Hinton and area and offer a benefit to members of the community or the community or economy.
- iv. The Town has not already made a monetary contribution to the Initiative.
- v. The Request is not for routine operating expenses of an agency.
- vi. The Group commits to filing an Information Report on Use of Funds to Council.

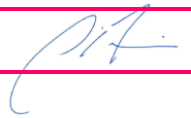
7.2.3 In deciding to provide support, Council may take the following into consideration:

- i. Whether the Initiative is open to the public or if entry is limited by registration or ticketing.
- ii. The Initiative is free or if attendees must pay only a low entry fee or nominal donation.
- iii. The Group demonstrates a degree of self-support.
- iv. The Group is not in contravention with any regulatory body having jurisdiction.
- v. The Initiative aligns with or supports Council's Strategic Plan or municipal operations or projects.
- vi. The Initiative is demonstrably feasible, sustainable, etc.
- vii. Whether promotion and advertisement of the Initiative will acknowledge Town of Hinton's contribution(s).
- viii. The Group's
  - a) YTD or prior-year Financial Statements
  - b) Track record such as success with initiatives, current or past Town partnerships, grant history, etc.

- c) Published mandate, current and past principals, social media presence, and associations with other organizations.
- ix. Philanthropic aims of the Initiative, e.g., enhances multiculturalism, serves vulnerable citizens, increases social services, mitigates environmental concerns, etc.
- x. Potential conflict or negative impacts of the Initiative on other Groups or Initiatives.

## 8. REVISION CONTROL

- 8.1 This Policy will be reviewed every five (5) years to ensure currency, efficacy, and applicability.
- 8.2 Upon Council approval of this Policy, all former versions are hereby rescinded.

Date	Revision
February 4, 2025	 Jordan Panasiuk, Chief Administration Officer

**APPENDIX A: REQUEST SUBMISSION FORM** *(Note: info in grey boxes is not published.)*

Date of Request: _____	Date Support Needed: _____
Presentation Needed for Approval?	Yes                      No                      Council Meeting Date: _____
Comments:	

Name of Group: _____	No. of Members _____	No. of Volunteers _____
Describe Group Mandate:		

1 <sup>st</sup> Contact Name: _____ Position: _____	Phone: _____ Email: _____
2 <sup>nd</sup> Contact Name: _____ Position: _____	Phone: _____ Email: _____

Type of Request and Amount: (Please describe)	In-Kind	Cash	Other	Sponsorship
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Name of the Initiative: _____ <small>(Space to describe the Initiative on the following page)</small>		
When is the Initiative Planned?		
Start Date: _____	End Date: _____	Other: _____
Where will the Initiative take place?		
Location 1: _____	Location 2: _____	Other: _____

Will there be Acknowledgement to the Town?	Yes  No	If yes, describe: _____  
Mayor or Council Appearance Requested? <small>(Not Guaranteed)</small>	Yes  No	If yes, whom: _____  

Applicant:	<div style="background-color: #f0f0f0; padding: 5px; display: inline-block;">Signature</div> <div style="display: inline-block; width: 150px; border-bottom: 1px solid black; margin-top: 5px;"></div>	<div style="background-color: #f0f0f0; padding: 5px; display: inline-block;">Print Name</div> <div style="display: inline-block; width: 150px; border-bottom: 1px solid black; margin-top: 5px;"></div>	<div style="background-color: #f0f0f0; padding: 5px; display: inline-block;">Date</div> <div style="display: inline-block; width: 150px; border-bottom: 1px solid black; margin-top: 5px;"></div>	Phone: _____ Email: _____
<b>In-House</b>	Received by:	Name: _____	Title: _____	Date: _____
	Approved by:	Name: _____	Title: _____	Date: _____

**APPENDIX A: REQUEST SUBMISSION FORM** (*Note: info in grey boxes is not published.*)

**Describe the Initiative:**  
(or attach flyer, if applicable)

## APPENDIX B: INFORMATION REPORT ON USE OF FUNDS

Name of the Initiative: \_\_\_\_\_ Where did the Initiative happen? \_\_\_\_\_

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_ Other: \_\_\_\_\_

Name of Group: \_\_\_\_\_

1<sup>st</sup> Contact Name: \_\_\_\_\_ 2<sup>nd</sup> Contact Name: \_\_\_\_\_

Type of Support:	In-Kind	Cash	Other	Sponsorship
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### Initiative Highlights, Comments, Photos:

(if needed please attach additional information and photos)



## APPENDIX C: PROCESS MAP

