



TOWN OF HINTON

POLICY TITLE:	Quality of Life Grant Program Policy
POLICY #:	096
EFFECTIVE DATE:	October 1, 2013
ADOPTED BY COUNCIL ON:	October 1, 2013

POLICY STATEMENT

Quality of Life Grant Program funding opportunities are available to community organizations who optimize improvements to citizens' quality of life.

1. REASON FOR POLICY

This policy exists to clarify the overall purpose and intent by which funds shall be allocated from the Quality of Life Grant Program. Specifically, for activities that best meet program eligibility and priority criteria, as well as build efficiency and sustainability through measurable outcomes.

2. DEFINITIONS

Activities – includes programs, services, events, operations and other endeavors undertaken by a community organization.

Efficiency – the optimal and/or resourceful application of creative and/or collaborative means that yield an improved outcome.

Eligibility Criteria – those absolute measures used to determine qualifying applications.

Measurable Outcomes – levels of performance or achievement, either quantitative or qualitative, that are evaluated against predetermined measurable targets.

Priority Criteria – those weighted measures used to rank qualified applications.

Quality of Life – the personal satisfaction (or dissatisfaction) with the conditions under which you live; typically distinct from material comfort, this refers to the overall sense of the community as a place to live.

Sustainability – involves living in a way that meets today's needs without compromising the ability of future generations to meet their own needs; this is achieved by balancing the following integrated dimensions: culture, economy, environment, governance and social.

3. RESPONSIBILITIES

Council shall:

- authorize a Grant Funding Advisory Committee to provide recommendations in matters related to the awarding of municipal Quality of Life Grant Program monies;
- be responsible for awarding municipal Quality of Life Grant Program monies within the guidelines of the Program; and
- ensure funding allocation decisions reflect the best interests of the community of Hinton & Area and align with Town Council priorities and vision.

Grant Funding Advisory Committee (GFAC) shall:

- review and rank applications, using predetermined criteria, and make recommendations to Council in the awarding of Quality of Life Grant Program monies following the procedures and guidelines provided;
- make recommendations that reflect the best interests of the community of Hinton and area and align with Town Council priorities and vision;
- appear as a delegation before Council to address their recommendation for Council decision; and
- may also make recommendations to Council related, but not limited, to Quality of Life Grant Program annual budget allocations, processes and program guidelines.

Family & Community Support Services (FCSS) Department shall:

- provide orientation of the GFAC members;
- lead program awareness and manage the application process (i.e. grant awareness, letter of interest, workshop, call for proposal etc.);
- with support from other staffing resources (i.e. Recreation Coordinator, Arts & Culture Coordinator etc.), offer application readiness advice to applicants (i.e. meet with applicant, administrative review of applications, eligibility criteria screening, financial/needs assessment etc.);
- prepare a final report that includes recommendations from the GFAC and present it to Council for decision; and
- with support from the Finance Department, ensure the tracking and accountability process is maintained and presented for information to Council annually.