

COMMUNITY SUPPORT PROGRAM

Council Policy
C 306-26

Administered By:	Finance	Policy No:	C 306-26
Approval Date:	June 16, 2026	Effective Date:	June 16, 2026
Approved By:	Council	Resolution No.:	137-2026
Review Date:	June 2029		
References:			

Policy Statement:

The Town of Crossfield supports community organizations that provide measurable benefit to residents. This policy establishes a fair, transparent, and consistent framework for the allocation of municipal funding through the annual budget process, while also recognizing the value of in-kind municipal support provided to eligible community organizations.

Purpose:

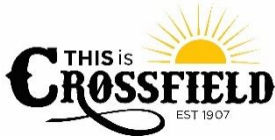
The purpose of this policy is to:

- Provide a structured and consistent intake process for funding requests;
- Ensure accountability and transparency in the allocation of public funds and municipal support;
- Align funding decisions with Council’s Strategic Plan and community priorities;
- Support initiatives that enhance the quality of life for Crossfield residents; and
- Recognize and report the value of in-kind support provided by the Town where practical.

Scope:

This policy applies to all external organizations seeking financial support from the Town of Crossfield through the annual Community Support Program.

The policy also recognizes that the Town may provide in-kind support to eligible organizations where the support aligns with this policy and can be accommodated within existing municipal capacity. In-kind support is administered in accordance with



this policy, the Town’s Fees and Rates Bylaw, facility booking processes, and any other applicable Town policies and procedures.

Where reduced non-profit rates are established in the Town’s Fees and Rates Bylaw, those rates shall be administered through the Town’s regular booking and fee process and shall not require a separate Community Program application. Where an organization is provided dedicated or ongoing use of Town space at no cost or at a rate below the applicable fee, the support shall be recognized as in-kind support and may be tracked and reported for transparency.

This policy does not apply to:

- Procurement of goods and services;
- Sponsorships or advertising agreements initiated by the Town;
- Emergency or one-time Council-directed funding outside the annual process; or
- Standard facility rental rates or discounts already established through the Fees and Rates Bylaw, or approved dedicated or ongoing use of Town space, except for the purpose of recognizing and reporting the value of support provided.

1.0 DEFINITIONS

1.1 **Applicant(s)** means any organization or group submitting a funding request.

1.2 **Administration** means Town staff responsible for administering this policy and program.

1.3 **Chief Administrative Officer (CAO)** means the individual appointed by Council to carry out the powers, duties and functions of the position of Chief Administrative Officer, or their designate.

1.4 **Chief Financial Officer (CFO)** means the individual responsible for providing financial leadership and oversight.

1.5 **Community Benefit** means the demonstration of positive impact to residents, including social, cultural, recreational, economic, or health-related outcomes.

1.6 **Council** means the municipal Council of the Town of Crossfield.

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- 1.7 **Funding Request** means formal application requesting financial support for programs, services, or initiatives
- 1.8 **Good Standing** means an organization with no outstanding financial obligations to the Town and in compliance with all applicable bylaws, agreements, and regulations.
- 1.9 **In-Kind Support** means non-financial assistance provided by the Town of Crossfield to an eligible organization in support of programs, services, or initiatives that align with this policy. In-kind support may include, but is not limited to, access to reduced non-profit facility rates established in the Fees and Rates Bylaw, dedicated or ongoing use of Town-owned space at no cost or at a reduced cost, promotional assistance, limited staff coordination, use of Town-owned equipment, or other operational assistance, subject to municipal capacity and resource availability.
- 1.10 **Non-Profit Organization** means a community-based organization that operates on a not-for-profit basis and is registered and in good standing under provincial or federal legislation.
- 1.11 **Recognized Community Group** means a volunteer-led or community-based group operating within the Town of Crossfield that demonstrates a clear community purpose and measurable benefit to residents but may not be formally incorporated as a non-profit organization or registered charity. Recognized Community Groups may be required to operate under the sponsorship, insurance, or financial oversight of an eligible organization, where deemed necessary by the Town.
- 1.12 **Registered Charity** means an organization or foundation registered as a charity with the Canada Revenue Agency (CRA) and assigned a charitable registration number under the Income Tax Act (Canada).
- 1.13 **Town** means the Town of Crossfield, a Municipal Corporation of the Province of Alberta.

2.0 RESPONSIBILITIES

2.1 Council:

- 2.1.1 Approve and periodically review the Community Funding Program Policy.
- 2.1.2 Provide strategic direction through Council priorities and plans.
- 2.1.3 Review Administration's recommendations during budget deliberations.
- 2.1.4 Evaluate funding requests in the context of community priorities and available resources.
- 2.1.5 Approve final funding allocations through the annual budget process.
- 2.1.6 Consider in-kind support requests where additional resources are required or where the request may affect Town operations, public access, regular programming, or approved service levels.
- 2.1.7 Ensure accountability and transparency in the use of public funds.

2.2 Administration:

- 2.2.1 Develop, maintain, and administer the Community Support Program.
- 2.2.2 Communicate application timelines, requirements, and processes.
- 2.2.3 Receive and review all applications for completeness and eligibility.
- 2.2.4 Evaluate applications using established criteria.
- 2.2.5 Request additional information where required.
- 2.2.6 Prepare a summary report and recommendations for Council consideration.
- 2.2.7 Notify applicants of funding decisions.
- 2.2.8 Monitor compliance with funding conditions and reporting requirements (if applicable).
- 2.2.9 Administer reduced non-profit facility rates through the Town's regular facility booking and fee process, where such rates are established in the Fees and Rates Bylaw, and administer approved use of Town space in accordance with applicable agreements, procedures, and operational requirements.

- 2.2.10 Approve in-kind support requests where the request can be accommodated within existing operational capacity and does not require additional financial, staffing, equipment, contractor, or operational resources.
- 2.2.11 Refer in-kind support requests to Council where additional resources are required or where the request may affect Town operations, public access, regular programming, or approved service levels.
- 2.2.12 Track and report the estimated value of in-kind support provided where practical.
- 2.3 Grant recipients upon accepting funding from the Town of Crossfield and signing a grant agreement are responsible for:
- 2.3.1 Spending allocated funds within one calendar year on items as outlined in the approved project budget – unless an extension is granted or change in items approved.
- 2.3.2 Acknowledging Town of Crossfield funding.
- 2.3.3 Completing a signed final report due within 60 days of project completion or no later than February 28th of the following year, unless otherwise specified in the funding agreement.
- 2.3.4 Returning funds if grant requirements cannot be met or project cannot be completed within time.

3.0 ELIGIBILITY

- 3.1 To be eligible, applicants must:
- Be registered non-profits, charities, societies or recognized community groups that are organized and operated solely for social welfare, civic improvement, pleasure or recreation, or any other purpose except for profit.
 - Provide programs or services which serve and benefit Crossfield residents.
 - Be in good standing with the Town.
 - Demonstrate sound financial management and accountability.

- Have an established track record of delivering programs, or demonstrate capacity through partnerships, sponsorship, references, or a clear implementation plan.

3.2 Eligible expenses may include:

- Program or event supplies.
- Equipment rental directly related to the project/program.
- Facility or venue rentals.
- Instructor or facilitator fees.
- Marketing and promotional materials.
- Volunteer training.
- Community event costs.
- Youth, recreation, arts, cultural, or wellness initiatives.

3.3 Ineligible expenses may include:

- Retroactive funding (projects already completed).
- Debt repayment or deficit reduction.
- Political or advocacy activities.
- Activities that are primarily religious in nature (unless broadly community-serving).
- For-profit business operation.
- Requests lacking clear community benefit.
- Direct financial support to individuals.
- Capital projects.
- Personal expenses.
- Entertainment expenses unrelated to the project.
- Alcohol purchases.
- Ongoing operating deficits.

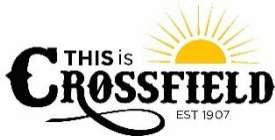
4.0 FUNDING TYPES

4.1 One-time Funding

- 4.1.1 Provided for specific projects, initiatives, or events.
- 4.1.2 Not intended to support ongoing operational costs.

4.2 In-Kind Support

- 4.2.1 The Town may provide in-kind support to eligible organizations where support aligns with this policy and can be accommodated within existing municipal capacity.
- 4.2.2 In-kind support may include facility access at approved non-profit rates, dedicated or ongoing use of Town-owned space at no cost or at a reduced cost, promotional support, limited staff coordination, use of Town-owned equipment, or other non-cash support.
- 4.2.3 Where reduced non-profit rates are established in the Town's Fees and Rates Bylaw, those rates shall be administered through the Town's regular booking and fee process and shall not require a separate Community Funding Program application. Where an organization is provided dedicated or ongoing use of Town-owned space at no cost or at a rate below the applicable fee, the support shall be recognized as in-kind support and may be documented through an agreement, letter of understanding, or other appropriate administrative record.
- 4.2.4 In-kind support is separate from the Community Support Program cash allocation and does not count toward the maximum cash funding amount per applicant or the annual Community Support Program budget, unless otherwise directed by Council.
- 4.2.5 In-kind support that can be accommodated within existing operational capacity may be approved by Administration.
- 4.2.6 Requests requiring additional financial resources, staffing, overtime, contractor support, significant equipment use, changes to service levels, or that may affect Town operations, public access, regular programming, or approved service levels shall be referred to Council for consideration.



4.3 For transparency, the Town may track and report the estimated value of in-kind support provided. Facility-related support, including no-cost or reduced-cost use of Town space, shall be valued using the applicable rates in the Fees and Rates Bylaw or, where no directly comparable rate exists, a reasonable estimate established by Administration. Staff time may be valued using the applicable staffing group rate identified in the Fees and Rates Bylaw.

4.4 Funding Guidelines

4.4.1 Approximately \$10,000 is available annually through the Community Support Program for cash funding requests

4.4.2 Funding requests of up to \$3,500 per project per intake may be considered.

4.4.3 Funding is subject to annual budget availability.

4.4.4 Applicants may not submit multiple funding requests for the same initiative through multiple Town of Crossfield funding programs, including but not limited to the Community Funding Program, Family and Community Support Services (FCSS) funding program, or Crossfield Recreation Board funding opportunities.

4.4.5 Organizations are limited to one application per calendar year under the Community Support Program.

4.4.6 Organizations are encouraged to leverage other funding sources.

5.0 APPLICATION REQUIREMENTS

5.1 All applications must include:

- Organizational information
- Funding amount requested
- Description of programs/services and evidence of the organization's capacity and track record to successfully deliver the proposed initiative
- Clear explanation of community benefit and impact
- Alignment with Town priorities
- Financial documentation, including:

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- Most recent financial statements
 - Organizational budget summary
 - Other funding sources

5.2 Incomplete applications will not be considered.

5.3 Standard non-profit facility rates established in the Fees and Rates Bylaw do not require a Community Support Program application and shall be processed through the regular facility booking process. Dedicated or ongoing use of Town-owned space may be documented through an agreement, letter of understanding, or other administrative record and reported as in-kind support where practical.

6.0 INTAKE TIMELINE

6.1 Financial Support Request:

- Application Opening: June 1
- Submission Deadline: August 31
- Council Consideration: During annual budget deliberations (typically November)
- Late submissions may be deferred to the following year

6.2 In-Kind Support Request:

- Accepted throughout the year.
- A minimum of four (4) weeks advance notice is recommended to allow for review, scheduling, and resource allocation.
- Approval is subject to operational capacity and resource availability.

7.0 REVIEW PROCESS

7.1 Administrative Review:

- Administration will review the application for completeness and eligibility.

7.2 Evaluation:

- Applications will be evaluated using established criteria.

7.3 Presentation:

- Applicants may be invited to present to Council.

7.4 Recommendation:

- Administration will provide Council with a summary of applications and funding recommendations.

7.5 Council Decision:

- Final funding decisions are made by Council through the budget approval process.

8.0 EVALUATION CRITERIA

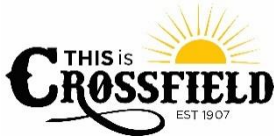
8.1 Applications will be assessed based on:

- Demonstrated community benefit
- Number or percentage of residents served and depth of community impact
- Demographic served
- Alignment with Council's Strategic Plan and funding priorities
- Organizational capacity, sustainability, and ability to successfully deliver the proposed initiative within reasonable timelines and budget expectations, and
- Priority given to new projects, projects meeting priority community needs or opportunities, those that have explored other funding options

9.0 FUNDING CONDITIONS

9.1 Approved applicants may be required to:

- Enter into a funding agreement
- Use funds solely for the approved purpose
- Acknowledge Town support in communications and materials
- Submit post-funding reports outlining outcomes and financial use



9.2 The Town reserves the right to withhold or recover funding where conditions are not met.

10.0 REPORTING REQUIREMENTS

10.1 Reporting requirements may vary based on funding amount and will be outlined in the funding agreement.

10.2 Reports may include:

- Description of activities and outcomes achieved
- Financial summary of how funds were used
- Measurable results (e.g., participation, service levels)

11.0 ACCOUNTABILITY AND TRANSPARENCY

11.1 All approved funding will be publicly reported as part of the Town's annual budget and financial reporting processes.

11.2 Administration may provide Council with an annual summary of in-kind support provided to Community organizations, where practical, including the organization, general nature of the support, estimated value, and whether the support was approved administratively or by Council.

11.3 Applicants may request feedback to support future applications.

12.0 POLICY REVIEW

12.1 This policy will be reviewed periodically by Administration and updated as required to ensure alignment with best practices and Council priorities.

APPENDICES

Appendix A – Town of Crossfield Community Funding Priorities

Priority 1: Community Connection and Inclusion

Programs and initiatives that strengthen belonging, reduce isolation, foster inclusion, and create opportunities for residents to connect and participate in community life.

Programs/Projects may include:

- Community Events
- Intergenerational programming
- New resident welcoming programs
- Cultural celebrations
- Accessibility and inclusion Initiatives
- Seniors' social connection

Measurable benefits may include:

- Increased participation
- Improved sense of belonging
- Reduced isolation
- Greater community engagement

Priority 2: Healthy Living and Wellbeing

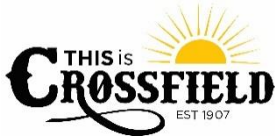
Programs and initiatives that support physical, mental, and emotional wellbeing for residents of all ages and abilities.

Programs/Projects may include:

- Recreation and sport programming
- Fitness and active living
- Mental health awareness
- Wellness initiatives
- Outdoor recreation
- Healthy lifestyle education

Measurable benefits may include:

- Increased physical activity
- Improved mental wellbeing
- Increased recreation participation
- Enhanced quality of life



Priority 3: Youth and Family Development

Programs and initiatives that support children, youth, and families through leadership development, skill-building, education, mentorship, and safe supportive environments.

Programs/Projects may include:

- Youth leadership
- After-school programs
- Parenting supports
- Family programming
- Mentorship opportunities
- Life skills development
- Educational workshops

Measurable benefits may include:

- Increased youth engagement
- Improved family supports
- Enhanced resilience and confidence
- Positive social development

Priority 4: Accessibility, Support, and Community Safety

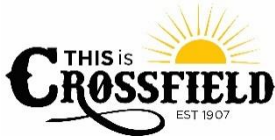
Programs and initiatives that reduce barriers, improve accessibility, support vulnerable populations, and contribute to a safe and resilient community.

Programs/Projects may include:

- Accessibility initiatives
- Low-income supports
- Transportation supports
- Community safety education
- Food security initiatives
- Emergency preparedness
- Inclusive participation opportunities

Measurable benefits may include:

- Reduced barriers to participation
- Increased accessibility
- Improved safety and resilience
- Greater support for vulnerable residents



Priority 5: Community Partnerships, Arts, and Culture

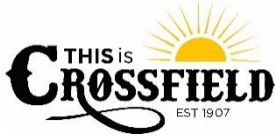
Programs and initiatives that strengthen community partnerships, celebrate Crossfield's identity, and enhance community vibrancy through arts, culture, heritage, and collaboration.

Programs/Projects may include:

- Arts and culture programming
- Heritage initiatives
- Community beautification
- Partnership-based programming
- Collaborative community events
- Local celebrations and performances

Measurable benefits may include:

- Enhanced community pride
- Increased collaboration
- Preservation of local identity
- Expanded community engagement



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Appendix B – Community Support Program Application Form

Attached under Separate Cover