



Town of the City of Dawson

COMMUNITY GRANTS POLICY

#16-01

1. Objectives

- a) To support community groups in the achievement of goals through financial and in-kind support.
- b) To ensure fair and open access to all community groups for funding assistance.
- c) To promote a healthy, sustainable, and active community.

2. General Guidelines

- a) No event or program will be funded by the City of Dawson that limits participation based on culture, religion, age or ethnic background.
- b) City of Dawson Community Grants Program is suited to support community-based organizations. Other levels of government are not eligible for City of Dawson Community Grants.
- c) Applicants are encouraged to be registered Societies in good standing with the Yukon Societies Registrar.
- d) Community groups not registered must designate an individual who will sign the required Contribution Agreement and be held responsible for the accountability of expenditures.
- e) Applicants who are approved for a City of Dawson Community Grant must demonstrate how the City will be publicly recognized and, within six months of receiving the grant approval letter and prior to receiving any funds, provide a written report to the City detailing what the grant was used for, copy of receipts and what benefits were received by the City. A Revenue/Expense sheet is required to be submitted as a part of the final report.
- f) The City of Dawson Recreation Grant Program is funded by Yukon Lotteries through the Community Lottery Program. Applicants eligible for Level 2 funding as outlined in the Recreation Grant Policy #15-01 shall apply through the Community Grants Program.
- g) A Community Grant Committee comprised of the Chief Financial Officer, Recreation Manager and up to 2 (two) members of the public appointed by Mayor and Council for 2 (two) year terms, expiring on alternating years, shall receive, review and make recommendations to Council to approve grant applications.
- h) City of Dawson Council is the final approval body for all grants and shall be the final appeal body.
- i) Approval of Community Grant applications is subject to City having funds available and where the City has budgeted funds to the Community Grants Fund to assist community groups in the achievement of their goals.
- j) No Community Grants will be approved for a project unless an application was received prior to the project proceeding.

3. Procedures for City of Dawson Community Grants

- i. The annual Community Grant budget will be allocated evenly over three intakes.
- ii. Dollars left from one intake will be available at the next intake.
- iii. Intake deadlines for Community Grants applications (Appendix "A") are: January 15th, May 15th and September 15th.
- iv. A Call for Applications will be made in a local newspaper, City newsletter, City of Dawson website and posted in City offices and Post Office at least two weeks prior to intake deadlines.

- v. The Community Grant Committee will meet within two weeks of deadlines and make recommendations for approval at next Council meeting.
- vi. The City must receive the signed Contribution Agreement (Appendix “B”) along with the summary report, receipts and Revenue/Expense summary within six months of the date of notification of approved funding.

4. Criteria

Preference will be given to applications that demonstrate one or more of the following:

- a, Provide a lasting infrastructure legacy to the community;
- b, Demonstrate significant volunteer involvement;
- c, Generate significant local spending and economic impact;
- d, Maintain open public access to the event or project;
- e, Demonstrate partnership with other levels of government and community groups;
- f, Show large event attendance and local involvement;
- g, Have limited access to alternative funding sources;
- h, Generate awareness of City of Dawson;
- i, Create a sustainable public and social benefit;
- j, Involve youth and seniors.

5. Appendixes

- a) Appendix A: City of Dawson Community Grant Application and Information
- b) Appendix B: City of Dawson Contribution Agreement

This Policy shall be reviewed annually to ensure that it is current and relevant.

POLICY TITLE:	Community Grants
POLICY #:	16-01
EFFECTIVE DATE:	May 10, 2016
ADOPTED BY COUNCIL ON:	May 10, 2016
RESOLUTION #:	#C12-12-05

Original signed by:
Wayne Potoroka, Mayor

André Larabie, CAO



THE CITY OF DAWSON

P.O BOX 308, DAWSON CITY, YUKON Y0B 1G0

PH: (867) 993-7400, FAX: (867) 993-7434



APPENDIX "A" CITY OF DAWSON GRANT APPLICATION

CONTACT INFORMATION

NAME OF ORGANIZATION: _____

CONTACT PERSON: _____ POSITION: _____

ADDRESS: _____

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

PROJECT INFORMATION

NAME OF PROJECT: _____

PROJECT DESCRIPTION: (Please provide a detailed overview of project; attach additional papers if needed)

EXPECTED BENEFITS TO THE COMMUNITY: _____

HOW WILL THE CITY OF DAWSON BE PUBLICLY RECOGNIZED? _____

PROPOSED BUDGET

EXPENSES:

DESCRIPTION OF EXPENSE(S)	AMOUNT
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL EXPENSES:	\$ _____

REVENUE / FUNDING SOURCES:

DESCRIPTION OF REVENUE SOURCE	AMOUNT
Funding requested from the City of Dawson	_____
Funding provided by your organization	_____
Funding from fundraising	_____
Funding from other sources:	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
TOTAL REVENUES:	\$ _____

Signature

Date

PLEASE RETURN COMPLETED FORM TO
City of Dawson
Box 308, Dawson City, YT Y0B 1G0



Appendix “B”

CONTRIBUTION AGREEMENT Between

The City of Dawson

(hereinafter referred to as the “City”)

and

(hereinafter referred to as the “Applicant”)

WHEREAS the City has funds available to assist community organizations in the achievement of their goals;
and

WHEREAS the City has budgeted these funds; and

WHEREAS the applicant is desirous of receiving funding assistance in order to achieve their goals; now

THEREFORE, in consideration of the mutual promises contained in this agreement, the parties agree as follows:

1.0 PROJECT

1.1 The Project shall be known as:

2.0 CITY OBLIGATIONS

2.1 The City agrees to pay the Applicant a maximum of:

2.2 The City must receive the report, as set out in section 3.8, within six (6) months of the date of notification of the results of the application for funding.

3.0 APPLICANT OBLIGATIONS

3.1 The applicant shall be solely responsible for the management of the project; the payment of all costs related to the project, and for obtaining any licenses or permits required to carry out project.

- 3.2 The applicant acknowledges it is not a servant or agent of the City.
- 3.3 The applicant shall use funds awarded by the City, only for the purpose described in written application request.
- 3.4 The applicant shall, both during and following the expiration of this agreement, save harmless and indemnify the City from any liability, claims or other obligations arising from the operation of the project.
- 3.5 The applicant shall carry sufficient insurance to meet the requirements of Section 3.4, and shall, upon request by the City, provide proof of such insurance.
- 3.6 The Applicant shall acknowledge the contribution of the City in any advertising or public releases of information the applicant undertakes in relation to this project.
- 3.7 The City must receive the signed Contribution Agreement with the summary report within six months of the date of notification of funding.
- 3.8 Following the completion of the project, the applicant shall submit to the City the following for payment of funding
1. A summary report which includes:
 - Copies of other funding agreements.
 - An accounting of all expenses with copies of all paid receipts or cheques in relation to the project.
 - Details of what the grant was used for.
 - An evaluation of the benefits the project provided to the community and to the City.
 - Any other report upon which approval was contingent;
 - Copies of any advertising or public release of information regarding the project.
- 3.9 The applicant shall maintain proper and accurate accounts, records and originals cancelled cheques and invoices relating to the project. These accounts and records are subject to audit by an officer or agent of the City at any reasonable time during the period of the Agreement and up to one year from the date of the date the Agreement expires.
- 3.10 Where possible and reasonable to do so, the applicant shall use Yukon labour and materials.

4.0 CITY RIGHTS

- 4.1 The City reserves the right to use information related to the project for the purpose of achieving its goals and objectives.
- 4.2 Where the final project costs are less than the anticipated in the project budget, the City reserves the right to reduce the amount payable to the applicant.
- 4.3 The City reserves the right to terminate this Agreement if the applicant is in default of any of its obligations, as identified in the Agreement, and is unable to rectify the problem to the satisfaction of the City.
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- 4.4 The City reserves the right to deny any further applications from the applicant, if the applicant is in default of any of its obligations, as identified in the Agreement.
- 4.5 If the applicant does not use funds awarded by the City, only for the purpose described in the application the City reserves the right to invoice for said funds.

5.0 GENERAL TERMS

- 5.1 This agreement takes effect on the date it is signed by the City and expires within six (6) months of that date.
- 5.2 This agreement may be amended and / or extended with the written consent of both parties.
- 5.3 The applicant shall not assign the Agreement without the written consent of the City.

FOR THE CITY:

Signed by the City on the _____ day of _____, 20_____.

(Signature) (Position)

(Witness)

FOR THE APPLICANT:

Signed by the Applicant on the _____ day of _____, 20_____.

(Signature) (Position)

(Witness)

(Signature) (Position)

(Witness)