TOWN POLICY

POLICY NUMBER: 7204

REFERENCE:	**ADOPTED BY:**
Resolution No. 288.11.26	Town Council
PREPARED BY: Community & Protective Services	**DATE:** November 18, 2026

TITLE: Community Improvement Program Policy

Policy Statement

The Community Improvement Program (CIP) policy exists to provide grant funding and in-kind support to eligible not-for-profit Strathmore and area community organizations. Funding supports programs, events, and projects that benefit the community and enhance recreation, culture, and social programs, contributing to Strathmore's identity, sense of place, and overall quality of life.

The Community Improvement Program provides grant funding and support through the following streams:

a. Recreation & Culture Events
b. Minor Capital Projects
c. Community Programs & Services
d. Donations
e. Facility Rental Assistance

Purpose

This policy applies to eligible community not-for-profit organizations requesting funding from the Town of Strathmore to support recreation, sports, culture, and leisure, along with other community-based programs, activities, and capital project related costs. Applications will be assessed under the funding stream that best aligns with the requested support.

1.0 DEFINITIONS

1.1 "Administration" means the department assigned the responsibility of managing the grant programs pursuant to this policy.

1.2 "Applicant" means a community association applying for a grant pursuant to this policy.

1.3 "Chief Administrative Officer" or "CAO" means the person appointed by the Council under section 4 and under section 205 of the Act to be Chief Administrative Officer for the Town, along with any designate appointed by the Chief Administrative Officer.

1.4 "Community Organization" means a not-for-profit community organization located within (or within the surrounding area), and recognized by, the Town of Strathmore as an 'eligible group' for grant programs and other community services.

1.5 "Community Improvement Program Grant" (the "Grant") means grants awarded by the Town of Strathmore to an applicant pursuant to this policy.

1.6 "Programs" means a program or service that benefits residents of the Town of Strathmore and contributes to community well-being.

1.7 "Council" means the Council of the Town of Strathmore, in the province of Alberta.

1.8 "Donation" means a contribution of goods, services, recreation passes, promotional items, or other Town resources provided without a requirement for repayment.

1.9 "Economic Development" means to capitalize on opportunities to improve the economic well-being and quality of life for the Town of Strathmore.

1.10 "Facility Rental Assistance" means funds provided to offset the cost of renting a Town-owned facility.

1.11 "Fundraiser" means an event or activity intended to generate financial support for an organization.

1.12 "In-Kind" means a non-cash contribution, such as donated labour, equipment, supplies, promotional materials, or municipal services. In-kind contributions will be valued at the Town's actual cost where applicable.

1.13 "Matching Funds" means applicant contributions that are equal to the Town of Strathmore's contribution towards an eligible project.

1.14 "Policy" means this Town of Strathmore policy together with all attachments hereto as amended from this time.

1.15 "Reporting" means a final report submitted by the Applicant confirming how funds were used and outlining the results and impact if the funded program, event, or project.

1.16 "Tangible Capital Assets" means physical and measurable assets that are used in the organization's operations. These assets may include equipment or machinery.

1.17 "Town" means the Town of Strathmore, a municipal corporation in the Province of Alberta, and where the context so requires, means the area of land within the corporate boundaries thereof.

2.0 GENERAL ELIGIBILITY

Applicants must meet the following minimum requirements:

2.1 The Applicant must be a not-for-profit community organization that has been in existence for at least one year before the application deadline.

2.2 The Applicant's membership and beneficiaries of its programs must be predominantly Town of Strathmore residents.

2.3 The Applicant must provide programs that benefit Town of Strathmore residents and contribute to community quality of life.

2.4 The Applicant must use CIP funding only for eligible not-for-profit purposes. Funding must not (directly or indirectly) be used to further a profit venture. All applications deemed "Economic Development" in nature will not be considered.

2.5 The Applicant must submit a complete application, including all required supporting documentation by the application deadline.

2.6 The Applicant must maintain open membership to its organization and programs, except where reasonable program requirements limit participation (e.g. geographic location).

2.7 The Applicant must meet any additional requirements established for the applicable funding stream.

3.0 FUNDING STREAMS & CRITERIA

3.1 Recreation & Culture Events

The Recreation and Culture Events stream provides funding to assist with the cost of recreation, sport, culture, and/or arts events that benefit residents and contribute to a sense of pride within the community. Funding may be limited for community organizations that have received frequent funding in the past to allow funding opportunities for other eligible community organizations.

Eligible Event Criteria (Applicants must meet at least (1) one criteria):

a. To support sporting events at the Provincial, National, or International level.
b. To support unique, recreational or cultural events.
c. To create a unique, one-time social experience that connects visitors and residents within Strathmore.
d. Recreation and/or culture related events that increase civic pride through community celebration.

3.2 Application Requirements:

Applicants must provide:

a. Detailed description of the event.
b. Event budget.
c. Expected community benefit and participation.
d. Any additional information requested by Administration. Applicants may be required to make a 5–10-minute presentation to the CIP Committee, followed by a question period.

3.3 **Minor Capital Projects**

The Minor Capital Projects stream provides funding to assist eligible community organizations with capital costs that improve, maintain, or enhance facilities, equipment, programs, or overall service delivery.

Eligible Project Criteria (Applicants must meet at least (1) one criteria):

a. Fire, health, and safety improvements.
b. Preventative maintenance.
c. Renovations or facility improvements.
d. Replacement or improvement of equipment or other tangible capital assets.

3.4 The Town of Strathmore may provide up to 50% of eligible project costs. The Applicant's contribution (at least 50%), may include:

a. Cash.
b. Donated equipment or supplies.
c. Donated labour.
d. Other approved in-kind contributions.

3.5 **Application Requirements:**

Applicants must provide:

a. Detailed project description.
b. Project budget and quotations, where applicable.
c. Confirmation of matching funds or other sources of project funding.
d. Project Plan demonstrating the need and expected benefit.
e. Any additional information requested by Administration.

Approved Minor Capital Projects will be subject to the Town's capital budget approval process.

3.6 **Community Programs & Services**

The Community Programs and Services stream provides funding to support new, ongoing, or revised programs that address a demonstrated need within the community.

Priority may be given to programs that:

a. Address an identified community need.
b. Focus on serving children and families.
c. Are accessible to the general public (must be open to the public).
d. Provide a benefit to Town of Strathmore residents.

Funding may only be used for eligible costs directly associated with delivering the approved program.

3.7 **Application Requirements:**

Applicants must provide:

a. Detailed program description.
b. Program budget.
c. Program Plan demonstrating the need and expected benefit.
d. Any additional information requested by Administration. Applicants may be required to make a 5–10-minute presentation to the CIP Committee, followed by a question period.

3.8 **Donations**

The Donations stream provides in-kind donation support to eligible not-for-profit community organizations in delivering programs, events, and initiatives that benefit the community. In-kind support helps foster civic pride, strengthen community connections, and enhance Strathmore's identity, and sense of place.

The Town of Strathmore may provide in-kind donations with a **maximum combined value of $500 per request**, which may include the following:

a. Door prizes (pins, pens, hats, water bottles…etc.).
b. Silent action items (higher value promotional items including recreation facility admission passes).
c. Other in-kind municipal resources (table & chair rentals, dish rentals…etc.).

3.9 **Application Requirements:**

Applicants must provide:

a. Name, address, and contact information for the organization.
b. A description of the event, program, or activity and associated date(s).
c. Expected attendance.
d. Request must be received at least 30 days before the date of the need for support.

Monetary donations and facility rental donations are excluded and are subject to separate provisions of this policy. All eligible in-kind donations require approval from the CAO or designate and are subject to availability. **Applicants are limited to a maximum of one (1) request per year.**

3.10 **Facility Rental Assistance**

This stream provides supports to eligible organizations whose events are held in Town-owned facilities and where facility rental costs represent a significant expense which may impact the organizations ability to deliver the event. The Town of Strathmore may provide up to **50% of the eligible rental cost** for a Town-owned facility. Funding may be limited for community organizations that have received frequent funding in the past to allow funding opportunities for other eligible community organizations.

3.11 **Application Requirements:**

Applicants must provide:

a. Name, address and contact information for the organization.
b. A description of the event and event date.
c. Expected attendance.
d. Event budget, including projected revenues and expenditures.
e. Any additional information requested by Administration.

4.0 FUNDING

4.1 Funding available through the Community Improvement Program will be established annually through the Town of Strathmore's budget process.

4.2 Funding is subject to the availability of approved budget funds and the requirements of this policy.

4.3 Any unallocated annual CIP funds will be transferred to a CIP Reserve. Reserve funds may be used to provide additional funding for large-scale or special initiatives that have a significant community impact and require funding beyond the annual CIP allocation.

5.0 APPROVAL PROCESS

5.1 Administration will review applications for completeness and eligibility and direct eligible applications to the Community Improvement Program Committee (CIP Committee).

5.2 Funding is subject to the availability of approved budget funds and the requirements of this policy.

5.3 The CIP Committee will review eligible applications and provide recommendations to Council for the Recreation & Culture Events stream, Minor Capital Projects stream, and Community & Services stream.

5.4 Council has final approval authority for CIP grant funding unless otherwise delegated under this policy.

5.5 Donations within the approval limit, will be approved by the CAO or designate.

5.6 Facility Rental Assistance applications will first be reviewed and approved by the CIP Committee, then will receive final approval by the CAO or designate.

5.7 Minor Capital Projects will first be directed to the CIP Committee for review and approval before proceeding through the Town of Strathmore's capital budget approval process.

5.8 Applicants will be notified of the outcome of their application within a reasonable timeframe following the completion of the review and final approval process.

5.9 The Town of Strathmore reserves the right to approve an amount different from what the Applicant requests.

5.10 Failure to meet the requirements of this policy may result in funding being withheld or repayment being required.

6.0 REPORTING REQUIREMENTS

Applicants receiving CIP funding must submit a final report **within 60 days** of completing the funded program, event, or project. For programs offered year-round, the final report must be submitted within 60 days of December 31st of the year in which the funding was received.

The report must include:

a. Organization name.
b. Name and date of the event, program or project.
c. Amount requested and amount received.
d. Key achievements and outcomes.
e. Number of participants or attendees, if applicable.
f. The original projected budget, and final actual revenues and expenditures.
g. Explanation of how any deficits were covered.
h. Confirmation that CIP funding was used for its approved purpose.

The Town of Strathmore may request additional information or supporting documentation where required.

END OF POLICY