

RM of Edenwold No. 158

Sponsorship Policy



Approval Date: March 8th, 2022

Takes Effect: July 1st, 2022



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Table of Contents

1. Purpose	-----	3
2. Authority	-----	3
3. Scope	-----	3
4. Roles and Responsibilities	-----	3
5. Policies and Conditions	-----	4
5.1 Preface	-----	4
5.2 Municipal Grant and In-Kind Donation Guidelines	-----	5
5.3 Policy Exclusions	-----	6
5.4 Municipal Grant Priorities	-----	6
5.5 Application Timelines	-----	6
5.6 Municipal Grant and In-Kind Donation Procedures	-----	6
5.7 Application Appeal	-----	7
5.8 Donations to the Municipality	-----	7



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1. Purpose

The purpose of this policy is to:

- Provide organizations not eligible for the Saskatchewan Lotteries Community Grant Program the opportunity to receive municipal assistance to undertake activities that benefit the community and enhance the quality of life of residents and visitors of the Rural Municipality of Edenwold No. 158 (“the RM”) or the region
- Establish procedures to equitably allocate and dispense funds for municipal grants and in-kind donations
- Provide all organizations equal and fair access to municipal assistance through a transparent and accountable process
- Establish regulations to receive and manage donations given to the municipality by external organizations or individuals

2. Authority

Section 92(b) of the *Municipalities Act* provides Councillors with the ability to develop and evaluate policies, services, and programs of the municipality, including those respecting the peace, order, and good government of the municipality.

3. Scope

This policy applies to all municipal employees and persons or organizations applying for a municipal grant or in-kind donation. It also applies to persons or organizations gifting funds to the RM.

4. Roles and Responsibilities

The Manager of Planning & Development (“the Manager”) is responsible for:

- Reviewing past sponsorship reports;
- Based on the amount allocated by the RM to the Towns of Pilot Butte or Balgonie through the Saskatchewan Lotteries Community Grant Program, proposing a budget for municipal grants;
- Receiving and reviewing all submitted Municipal Grant or In-Kind Donation Applications (“the application”);
- Advising the applicant on their application;
- Accepting, accepting in part, or rejecting an application and communicating their decision to the applicant and Financial Officer;
- Following-up with applicants as required concerning municipal grant conditions;

- Concerning in-kind donations, working with the Manager of Engineering & Public Works to determine employee availability and scheduling; and
- At the end of each fiscal year, working with the Financial Officer to draft and present a sponsorship report to Council.

The Financial Officer (“the FO”) is responsible for:

- Presenting the municipal grant budget to Council for approval;
- Sending payment to successful applicants;
- Recording overall and year-to-date municipal grant amounts;
- Following-up with applicants as required concerning funding;
- At the end of each fiscal year, working with the Manager of Planning & Development to draft and present a sponsorship report to Council; and
- Working with private individuals and organizations wishing to donate to the RM by providing receipts and other documents.

The Manager of Engineering & Public Works is responsible for:

- Concerning in-kind donations, working with the Manager of Planning & Development to determine employee availability and scheduling.

Employees (being employees of the RM) are responsible for:

- Assisting the Manager, FO, and Manager of Engineering & Public Works by providing information to assist them in meeting their responsibilities under this policy.

The Applicant (being an individual or group requesting a municipal grant or in-kind donation) is responsible for:

- Completing their application to the best of their ability;
- Responding to all questions posed by the Manager or FO; and
- As required, upholding all municipal grant conditions, including providing proof of activity.

5. Policies and Conditions

5.1 Preface

The RM of Edenwold No. 158 values community groups that enhance quality of life for residents and visitors in the municipality and the region. Whether through regional and first nation initiatives, health & safety programming, environmental preservation programs, or education & skill development training, the RM would like to support community groups as they work to improve the region as a whole.

The RM has chosen to support these organizations through financial grants and in-kind donations. By providing funding, community groups can invest in programming and have a more significant impact in the area. Similarly, by providing labour, equipment, or professional expertise, organizations can benefit from the RM’s trained staff and assets to accomplish goals otherwise unavailable.

This policy provides clear guidelines for the allocation of funds for municipal grants and the use of RM staff and equipment for in-kind donations. The processes established in this document will ensure all applications for funding or in-kind donations meet a high standard of

transparency and accountability, in turn allowing the municipality to support groups as they work to make the region a better place to live and visit.

For the purposes of this policy, ‘Municipal Grants’ are grants given to organizations who apply for and receive funding from the RM as outlined in this policy, and ‘In-kind donations’ are donations given to organizations in the form of staff hours, municipal equipment, or other non-financial means. Examples of in-kind donations include RM staff planting trees, the RM donating gravel or other materials, or RM staff conducting research or applying for other grants on behalf of an organization.

5.2 Municipal Grant and In-Kind Donation Guidelines

During the annual budgeting process, the Manager will determine a budget for municipal grants. To the best of the RM’s ability, this budget will match the amount allocated by the RM to the Towns of Pilot Butte or Balgonie through the Saskatchewan Lotteries Community Grant Program. For example, in 2023, the RM allocated \$8,394.70 to the Town of Pilot Butte through the Sask. Lotteries Program. Pursuant to this policy, the Manager would propose a budget of \$8,394.70 for municipal grants. Following budget adoption by Council, the Manager may share the municipal grant budget amount with the public using the RM’s website and social media.

As in-kind donations utilise employee hours and equipment accounted for elsewhere in the budget, the Manager will not include in-kind donations in the municipal budget. Instead, they will be granted on an as-needed basis. The Manager and Manager of Public Works & Engineering will determine the scheduling and availability of in-kind donations.

Projects must benefit RM residents, businesses, or visitors to be eligible for municipal grants or in-kind donations, unless otherwise regional in scope. Projects must also fall within one (or more) categories to be considered by the Manager. These categories include:

1. Regional & First Nations:

Programs that promote regional collaboration between municipalities and first nations. This category includes events open to residents from different communities, programs that support institutional cooperation, and other projects led or sponsored by first nations.

2. Health & Safety:

Programs that promote community health and safety. This category includes initiatives that promote health, wellness, or active living among youth, adults, and seniors.

3. Environmental Preservation:

Programs that preserve or protect the natural environment. This category includes initiatives that expand or improve natural spaces, events that educate others on the benefits of the environment, and other programs that combat climate change.

4. Education & Skill Development:

Programs that foster educational development or professional training among youth, adults, and seniors. This category includes programs sponsored or hosted by a licensed educational institution and initiatives that improve skill training or development.

The Manager may, as required, attach conditions to the approval of municipal grants approved under this policy. These conditions may require the applicant to perform certain activities, including presenting to Council on the project, including the RM's name and logo in project advertising, and providing proof of project status or completion.

Note: Projects that involve sport, recreation, or culture, are ineligible for municipal grants and instead fall under the Saskatchewan Lotteries Community Grant Program. However, these projects may still apply for in-kind donations. Further, if a project falls under both the Saskatchewan Lotteries Program and a Sponsorship Policy category, organizations may apply for funding under both programs.

5.3 Policy Exclusions

While all organizations may apply for municipal grants or in-kind donations, some are excluded from receiving municipal assistance. This includes:

1. Registered Charities; and
2. Religious Institutions not housed in a municipal heritage designated property.

While the RM cannot assist these organizations with financial grants or in-kind donations, it may sign letters of support or join in agreements with organizations to secure external funding.

Applicants may not use municipal grants to fund accumulated deficits or program shortfalls.

5.4 Municipal Grant Priorities

The RM has established several priorities for municipal grants and in-kind donations. The Manager will consider these priorities when making decisions concerning applications:

- Supporting regional collaboration between municipalities and first nations
- Supporting non-profit community groups and organizations
- Providing services for underrepresented groups and communities
- Taking a creative or progressive approach to problems
- Having the greatest positive impact on the highest number of people
- Providing new services otherwise unavailable in the region

If the applicant is a religious institution housed in a municipal heritage designated property:

- Supporting the safe maintenance of the heritage property

5.5 Application Timelines

The Manager will accept completed applications during two application periods:

1st Period: January 1st to February 29th (for projects taking place during spring or summer)

2nd Period: July 1st to August 31st (for projects taking place during fall or winter)

Applications submitted during a period will be reviewed and compared to all other applications submitted during the same period.

5.6 Municipal Grant and In-Kind Donation Procedures

To ensure the impartial and fair deliberation of all applications, RM employees and applicants must follow the procedures outlined below:

1. Any organization wishing to apply for municipal support for a project falling within one or more categories outlined in 5.2 may apply for assistance using an application. This application is included in the RM's *Form Policy* and available to the public on the RM's website. The applicant must submit their application by dropping it off at the RM office at 100 Hutchence Road, Emerald Park, SK S4L 1C6, mailing it to the office, or submitting it by email to info@edenwold-sk.ca before the application deadline.
2. Upon receipt, the Manager will review the application for completeness. They may request additional information from the applicant. Partial applications are not considered complete and will not be considered.
3. After each application deadline (February 29th or August 31st), the Manager will compare all submitted applications and determine which applications will be accepted, accepted in part, or rejected. The Manager will judge each application based on its alignment with the priorities outlined in 5.4.
4. For projects applying for in-kind donations, the Manager and Manager of Public Works & Engineering will determine employee availability and scheduling.
5. Based on their review, the Manager will inform applicants by writing whether their project has been accepted, accepted in part, or rejected. Successful applicants may also be required to agree to certain conditions to receive funding. The Manager will provide the FO with a list of all projects receiving full or partial funding.
6. The FO will mail cheques to all successful applicants for the approved amounts. The FO will also track the overall and year-to-date municipal grant amounts.
7. Organizations requesting in-kind donations will work with the Manager to set schedules and timelines for their project.
8. By December of each year, the Manager and FO will work together to draft and present a sponsorship report to Council. This report will include the number of total applications and the period they were submitted, the number of applications falling in each of the four categories, and the total amount of funding provided for each project.

5.7 Application Appeal

Any applicant whose application is accepted in part or rejected may appeal the Manager's decision to Council. Council shall be the final authority in all cases.

5.8 Donations to the Municipality

The RM of Edenwold is always open to receiving donations from individuals or organizations for capital costs associated with particular projects. By partnering with private entities in funding capital initiatives, residents and visitors can gain improved access to new recreational, cultural, and other programs.

Any individual or organization wishing to donate funds to the RM should indicate what project they want their contribution to go towards. The FO will work with these entities to ensure they are fairly acknowledged for their support. This acknowledgement may include issuing a donation receipt, letter of thanks, or other advertising as requested, including signage, plaques, and other forms of commemoration.

As outlined in the Employee Handbook, employees may not accept any gifts, favours, or services from any organization or individual except during the customary exchange of gifts between persons doing business together, or during the usual presentation of gifts to employees participating in public functions.

Gifts to the RM valued at over \$150.00 and not associated with any particular project cannot be accepted and must be gratefully declined.