

# WARD COMMUNITY EVENTS FUND GUIDELINES

Office of the Councillors

## 1. Purpose of the Ward Community Events Fund (“WCEF”)


- a) The purpose of the **WCEF** is to assist Calgary non-profit, not-for-profit associations, charitable or community-based groups (“Qualified Applicants”) to host events or undertake initiatives which enhance their community.

## 2. General Considerations

- a) The Coordinating Committee of the Councillors Office (“CCCO”) is the single approving authority for the WCEF.
- b) Applications are recommended to CCCO for approval by one or more Councillors for events or initiatives that align with [Council Priorities](#).
- c) Applications from individuals will not be accepted.
- d) Funding is limited and shall be awarded equitably per ward, on a first-come, first-serve basis.
- e) It is recommended applications be received by the WCEF Administrator approximately six to eight weeks before an event to allow time for processing, approval and payment.
- f) City-wide applications: if an applicant’s membership consists of individuals living throughout the city and not concentrated in any one community or ward, the application will be circulated to all Councillors to determine interest in funding the request.
  - i) Any approval from a Councillor for funding a city-wide application will be processed and forwarded to the next CCCO meeting.
  - ii) Should a Councillor wish to fund such an applicant, but not have the funds to do so, having committed all of their WCEF allotment for the year, then the Councillor would write to the WCEF Administrator indicating interest in granting approval of the request and to what amount.
  - iii) At the December meeting of CCCO, these funding approval requests of city-wide applications, will be considered for funding out of any surplus funds that may remain in the WCEF. The total grant to the city-wide applicant is not to exceed the ask of the organization.
  - iv) The WCEF Administrator shall send a letter, explaining the process, to a city-wide applicant whose application is slated to go to the December meeting for further consideration.

- g) The City of Calgary or any Member of Council, individually or collectively, is not in any way financially or legally responsible for any deficits, cost over-runs or incidents arising or occurring in relation to any event or initiative.

### 3. Applying for a WCEF Grant

- a) A  [WCEF Application Form](#) needs to be completed and must accompany each application.
- b) It is the responsibility of the Qualified Applicant to provide sufficient background information to support an application in order to receive a WCEF award.
- c) Applications for events in any calendar year can be submitted starting with the December meeting of CCCO of the previous calendar year.
- d) Post event summaries are mandatory and must be submitted to the WCEF Administrator within 90 days post event for which the grant was received. Refer to the “Post Event Summary Requirements” section for additional information.
- e) Completed WCEF applications and supporting documentation are to be submitted via the online form or may be faxed to 403-268-3823, Attention: WCEF Administrator.

### 4. Post Event Summary Requirements

- a) Post event summaries must be in writing and submitted either in hard copy or by email to the WCEF Administrator.
- b) Post event summaries must include a list of the actual revenues (no actual receipts are required to be submitted as part of the post event summary), including the amount of the WCEF grant awarded, expenses, attendance figures and a brief description of what was achieved as a result of the event or activity.
- c) **Future WCEF applications will not be considered until such time as a post event summary has been submitted to and reviewed by the WCEF Administrator.**
- d) If an applicant has not submitted a post event summary for a WCEF grant received within five years of the current application date, their application will not be considered until a post event summary has been submitted to and reviewed by the WCEF Administrator.

### 5. Funding Limitations

- a) In an election year, the annual WCEF Ward allocations will not be pro-rated.
- b) Funds will not be awarded for capital-related purchases or for regular operating costs of the Qualified Applicant, such as playground equipment and/or staff salaries.
- c) Funds will not be awarded to alcohol-related expenses, which include, but are not limited to, the purchase of alcohol, the payment of salaries or fees associated with serving alcohol, and corkage fees.

- d) Any WCEF application listing alcohol-related expenses will have the grant request reduced by the same amount prior to being brought before CCCO for consideration and/or approval.
- e) Funds can only be used for the event or initiative approved with the original application including the specific date of the event or initiative. Refer to the “Cancelled Events” or “Rescheduled Events” sections for more information should an event or initiative need to be cancelled or rescheduled.
- f) If a Qualified Applicant does not use all of its WCEF grant funds for the approved event or initiative then such funds must be returned to the City of Calgary. See the “Unused WCEF Grant Funds” section for more information.

## **6. Unused WCEF Grant Funds**

- a) Any portion of WCEF funds awarded but not used for the purpose requested must be returned to The City of Calgary within 120 days of the event (“Returned Funds”).
- b) A cheque should be issued to “The City of Calgary” for any unused WCEF grant funds and returned to the City of Calgary to the following address:

WCEF Administrator  
Office of the Councillors  
Mail code: 8001  
City of Calgary  
PO Box 2100, Stn M  
Calgary, AB T2P 2M5

- c) Returned Funds received will be credited to the granting ward’s current year annual allotment.
- d) The WCEF Administrator will coordinate all Returned Funds and will prepare a monthly report to CCCO.
- e) CCCO will acknowledge all Returned Funds received as a separate Agenda item during its regularly scheduled meetings.

## **7. Cancelled Events**

- a) Should an event for which a WCEF grant has been received need to be cancelled, the WCEF grant funds must be returned to the City of Calgary, within 60 days of an event being cancelled, to the following address:

WCEF Administrator  
Office of the Councillors  
Mail code: 8001  
City of Calgary  
PO Box 2100, Stn M  
Calgary, AB T2P 2M5

## **8. Rescheduled Events**

- a) If there is a need for a Qualified Applicant to reschedule a pre-approved event or initiative which has been given a WCEF grant and the Qualified Applicant wants to redirect its WCEF grant funds to the same event being held on a new date (“Redirected Funds”), then a formal request must be made.
- b) Rescheduled events must occur within 120 days of the original event or initiative in order to be considered for Redirected Funds. Contact the WCEF Administrator for more information on how to make a formal request for Redirected Funds.
- c) Any rescheduled event that falls outside of 120 days of the original event or initiative will not be considered for Redirected Funds. In such instance, unused WCEF grant funds must be returned to the City. Refer to the “Unused WCEF Grant Funds” for more information.
- d) A Qualified Applicant may submit a new WCEF grant application for a rescheduled event that falls outside of 120 days of the original event or initiative without having to submit a post event summary.

## **9. Annual Audits**

- a) Each year during its December meeting, CCCO shall conduct random audits on WCEF grant recipients for the current calendar year (“WCEF Audit”).
- b) The WCEF Audit will be a separate Agenda item during the CCCO December meeting.
- c) The WCEF Administrator will provide the Manager, Office of the Councillors with a summary of WCEF grant recipients for the current calendar year. The Manager, Office of the Councillors will use this information to select which Qualified Applicants will be selected for audit.
- d) After the WCEF Audit has been completed, the Manager, Office of the Councillors will confirm the Qualified Applicants randomly selected for audit. The WCEF Administrator will distribute a formal letter notifying Qualified Applicants of the request for audit (the “WCEF Audit Letter”).
- e) If selected for such an audit, Qualified Applicants agree to, within 90 days from the date of notification, provide documentation regarding all revenues (donations/tickets/sales) and expenses including copies of receipts in support of the event.
- f) For purposes of the WCEF Audit, the date of notification shall be the same date listed on the WCEF Audit Letter.
- g) The WCEF Administrator will lead the audit process of the materials received in response to the WCEF Audit Letter.

- h) The Qualified Applicant will receive follow-up correspondence once a WCEF Audit has been completed.
- i) The WCEF Administrator may contact the Qualified Applicant anytime throughout the WCEF Audit should there be questions or additional information be required.
- j) Future WCEF grant applications will not be considered until such time that a WCEF Audit has been completed and follow-up correspondence sent to the Qualified Applicant.
- k) Failure to respond to a WCEF Audit request will negate any future consideration for a WCEF grant.**

## **10. Year-end Surplus**

- a) Discussion and decision around any year-end surplus WCEF grant funds, should surplus funds exist at the end of a calendar year, will be done under a separate Agenda item during the Committee's December meeting.
- b) Any organization(s) being considered as a grant recipient(s) of the year-end surplus amounts need to comply with the grant applicant criteria outlined in section 1 of the WCEF Guidelines.
- c) After all of the annual WCEF grant recommendations have been considered and approved by CCCO, should there be any surplus WCEF grant funds still remaining at the end of the calendar year, during its December Committee meeting CCCO shall consider all the written requests of Councillors regarding approving funding for city-wide applications.
- d) After all of the annual WCEF grant recommendations have been considered and approved by CCCO, including any city-wide applications, and should there be any surplus WCEF grant funds still remaining at the end of the calendar year, during its December Committee meeting CCCO shall, at its discretion and under resolution, determine where such year-end surplus funds be granted or directed.
- e) Correspondence outlining the WCEF grant award of surplus funds, including those awards given to a city-wide application, will be signed by the Chairman or Vice-Chairman of the Committee. This correspondence will be mailed to the recipient organization(s) before the end of the calendar year.
- f) Any cheques for city-wide applications or year-end surplus, should there be a year-end surplus available, will be distributed to the recipient organization(s) in accordance with the regular processing timelines as outlined in section 2.e) of the WCEF Guidelines.

## **11. Public Disclosure**

- a) The Office of the Councillors will post a report on the WCEF granted on a quarterly basis (the "Quarterly Report").
- b) The Quarterly Report will be posted on [www.calgary.ca](http://www.calgary.ca) within 30 days of the end of a quarter.

- c) The Office of the Councillors will post an annual report on the WCEF grants for a calendar year (the “Annual Report”).
- d) The Annual Report will be posted on [www.calgary.ca](http://www.calgary.ca) no later than 60 days following the December CCCO Meeting.
- e) All online reports will contain the name of the organization, the approving Ward office, the name of the event or initiative, the amount approved, the CCCO meeting month the grant was approved, and running totals, among other information.

## **12. Contact Information**

- a) More information on the WCEF can be found at [www.calgary.ca](http://www.calgary.ca). Search: Ward Community Event Fund.
- b) Questions or requests for information can be made to the WCEF Administrator: 403-268-2430 or via email at [ProgramsOOTC@calgary.ca](mailto:ProgramsOOTC@calgary.ca)

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