Title: Community Development Assistance Grant Program	Policy: CP 017
Section: Corporate	

ACCOUNTABILITY TO VISION STATEMENT

Offering a Community Development Assistance Grant Program will allow Flagstaff County to work collaboratively with non-profit organizations in delivering effective programs and services in a prudent and transparent fashion.

POLICY STATEMENT

Flagstaff County is committed to providing assistance to eligible community non-profit organizations that provide programs, services and activities with the aim of enhancing the social well-being of individuals, families and communities. Through the Community Development Assistance Grant individuals and groups will be served through a model of empowering non-profit organizations that best understand the needs of the community.

GUIDELINES

1. Flagstaff County shall provide funding as determined by the annual budget for the purpose of supporting community development initiatives spearheaded by local non-profit organizations. The funding shall be disbursed through the Community Development Assistance Grant Program.

2. Eligible organizations will subscribe to the funding by participating in a standardized application process with one annual deadline.

3. The following categories of guidelines will be established and adhered to ensure transparent and consistent administration of the grant:
    a. Eligibility Criteria for Organizations;
    b. Eligibility Criteria for Projects;
    c. Reporting Requirements.

Eligibility Criteria for Organizations

4. In order for an organization to be deemed eligible for the Community Development Assistance Grant, they must meet the following criteria:
    a. be based in Flagstaff County, the towns of Daysland, Hardisty, Killam, Sedgewick or the villages of Alliance, Forestburg, Heisler or Lougheed;
    b. be a registered non-profit or registered charitable organization;
    c. be able to demonstrate sustainability; and
    d. have a primary mandate of enhancing community development through programs and services offered to the Flagstaff County region.

Eligibility Criteria for Projects

5. The program or service offered must qualify under one of the following streams:
    a. Current or New Programming

i. This funding is for programs that address local needs through current or new programming with proven outcomes;
ii. Funding is available for 1-year, 2-year or 3-year terms; and
iii. An application form must be submitted to Flagstaff County by November 15th of the year prior to the funding year.

b. Special Projects
i. This funding is for one-time, short-term or pilot projects; and
ii. Special project funding applications will be received throughout the year and if approved will be awarded dependent on remaining funding.

6. The project must enhance the social well-being of individuals, families and community and deliver one or more of the following outcomes:
   a. Individual Outcomes
      i. Individuals will experience social well-being;
      ii. Individuals will be connected with others; and/or
      iii. Children and youth will be developed positively.
   b. Families Outcomes
      i. Healthy functioning within families will be supported; and/or
      ii. Families will have access to a social support agency.
   c. Community Outcomes
      i. The community will become further connected and engaged; and/or
      ii. Community social issues will be identified and addressed.

7. Funding cannot be used for:
   a. Recreation or recreational need/leisure activities of individuals;
   b. Public health transportation;
   c. Direct assistance, including money, food, clothing or shelter, to sustain an individual or family;
   d. Be rehabilitative in nature; or
   e. To duplicate services provided by other government agencies.

Reporting Requirements

8. Grant recipients must complete and submit a recipients report form to Flagstaff County prior to September 30th of the year for each year they receive funding. Organizations with outstanding outcomes reports will not be eligible for funding until this part of the process is completed.
9. Should the grant recipients project be cancelled or not completed within the year that funding is provided, all unexpended funding shall be returned to Flagstaff County unless the recipient receives an extension authorized by Flagstaff County Council.

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Reference:	**Signature:** S. Armstrong Shelly Armstrong (Oct 21, 2026 14:24:49 MDT)

Review Cycle:	**Next Review Year:** 2029
Every three (3) years	