



POLICY

No. 5-2026

Department: Administration

Approving Resolution: 10.20.2026

GRANTS TO COMMUNITY AND AREA ORGANIZATIONS

1.0 SCOPE:

This policy applies to Council, Administration and Community Organizations who apply for operational or capital funding of scale from the Town. It does not apply to smaller irregular funding requests or donations of under \$1,000 which are dealt with through a separate existing process by Council.

2.0 PURPOSE:

Council recognizes the valuable contribution organizations and groups make to the community. Annually, three types of grants may be made available to support activities and services which benefit the community as a whole and exhibit partnership between different organizations and groups.

3.0 ANNUAL SUPPORT GRANT

This grant may be available to registered non-profit organizations to support essential operations and capital expenditures for the provision of services which directly benefit the community.

3.1 Applicants must submit an application, addressing the following criteria.

3.2 Applications will be evaluated on the following criteria:

- Benefit of service to the community;
- For a first time applicant; overview of the plans for how the service will be implemented, monitored, and meet any regulations that may exist;
- For a repeat applicant; overview of any changes to how the service is being delivered and an operational report for the prior year that can be presented to Council;
- Financial reporting; annual budget and most current financial statements;
- Society must have current status, be active and be in good standing with Town of Virden accounts, also having held an AGM in the last 12 months;
- Whether or not collaboration between two or more non-profit organizations or a partnership with local user groups/ businesses is demonstrated within the application;
- Other information that may be requested by the Town in consideration of the request.

3.3 A call for submissions will take place annually in the early fall.

4.0 ANNUAL COMMUNITY GRANT PROGRAM

This grant, for requests over \$1,000, may be available to organizations and groups to support efforts related to Tourism, Economic Development, Sports or Community Development in Virden and area.

- 4.1 Applicants must submit a letter of request with supporting information, addressing the criteria below.
- 4.2 Applications will be evaluated on the following criteria:
 - Positive benefit and impact to the community (Tourism, Economic Development, Community Development);
 - Partnership between organizations;
 - Number of participants and or visitors the event will draw (if it's an event);
 - Creativity of project/ new or improved event;
 - Effort to seek additional or other funding channels for a collaborative approach;
 - Long-term asset management consequences (if the goal is a capital asset that is to be turned over to the Town to operate and maintain at taxpayer expense).
- 4.3 Any community group or organization in Virden with the purpose of bettering the community and not making personal financial gain may apply. Events or initiatives that promote Virden or Prairie Gateway Tourism are encouraged.
- 4.4 If funds are awarded, the funds must be spent and the project completed before an organization requests another grant in a subsequent year.
- 4.5 Requests may be submitted to the Chief Administrative Officer each Fall for the subsequent budgetary year, with consideration and response to the request to occur within 90 days of receiving the completed application.
- 4.6 Recipients will be required to submit a written final financial report to the Town of Virden. If the Town does not receive this final report the applicant may be ineligible for future funding.
- 4.7 The Town may require the display of an approved municipal banner at the event/promotion in recognition of Town sponsorship via the grant.

5.0 TOWN FACILITY RENTAL SPONSORSHIP

The Town sets aside limited resources for exclusive use by Virden and Area user groups, businesses (must hold a Town or regional license), associations and societies for financial contribution toward the following in the form of a grant:

- User fees charged by municipally-owned or managed public facilities, including damage deposits
 - Private general liability insurance policies that name the Town of Virden as an additional insured for the purpose of a third-party event or activity on municipal property.
- 5.1 Each letter of request received may be eligible for a maximum funding of \$1000.00. The funds must be requested and spent in the same calendar year as the request was granted.

- 5.1.1 Funds granted for municipal fees and deposits will be transferred internally and the applicant notified.
 - 5.1.2 Additional grant, waiver or sponsorship requests that exceed \$1000 will not be considered under this policy.
 - 5.1.3 The request for sponsorship can be received and processed as part of a negotiated permit or facility rental agreement.
- 5.2 The Town may require the display of an approved municipal banner at the event in recognition of Town sponsorship of the event.

6.0 GENERAL

- 6.1 The availability and amount of the funds for each grant will be determined by Council in the annual budget process.
- 6.2 The Town reserves the right to deny any grant application for any reason.
- 6.3 Applicants must disclose if they have made requests for the same or additional funding to other municipalities in the Westman region.
- 6.4 Proposals that involve new uses, development or occupation of municipal property require separate municipal approvals from this process.
- 6.4 Town Administration may create forms and guidelines for applicants to assist with submission.

Original signed October 20th 2026

MAYOR

Date

Original signed October 20th 2026

CHIEF ADMINISTRATIVE OFFICER

Date