

Town of Bonnyville

POLICY TITLE: Ad Hoc Requests Policy		
NEW POLICY NO. 24-FN-101		
ORIGIN/AUTHORITY: Town of Bonnyville Finance Department	ADOPTED BY: Town of Bonnyville – Council August 27, 2024	EFFECTIVE DATE: January 1, 2025
REVISION DATE:		

Policy Statement:

On an occasional basis, the Town of Bonnyville receives requests for funding that do not fit under any Town Grant Program. In other instances, the Town receives requests that should be submitted under a Town Grant Program but are not. To this end, the Town will establish a policy in order to efficiently and consistently address these requests.

Administration shall establish a procedure for this policy and shall be responsible to ensure the spirit and intent of the policy is being adhered to.

Definitions:

“Ad Hoc Request” means a request for a cash contribution made to the Town where there is no Grant Program to field that type of request, or it is not possible to submit the request under a Town Grant Program without substantially changing the nature of the request.

“Non-Conforming Request” means a request for a cash contribution made to the Town where there is an existing Grant Program designed to field requests of that general type or nature, but the request was submitted without conforming to the requirements of the Grant Program.

“Town Grant Programs” means both formal grant programs established by the Town of Bonnyville, as well as formal practices of providing funding contributions that fall within the scope of the Town’s mandate and program delivery.

Principles:

- When Administration receives a Non-Conforming Request, it will require the applicant to re-submit it under an applicable Town Grant Program, and/or process the request according to a Town Grant Program.
- Council may approve funding to Non-Conforming Requests, rather than require the applicant to modify their request to be compliant with an existing Town Grant Program.
- Administration may, without Council approval, approve up to \$1,000 for an Ad Hoc Request.
- When an Ad Hoc Request is submitted to Administration, where the request exceeds \$1,000, Administration will review the request. Upon review, Administration may:
 - a) Approve up to \$1,000 for the request; or
 - b) Bring the request to Council for consideration; or
 - c) Choose not to support the request. In this case, Administration will not facilitate the review of the request by Council, unless subsequently instructed to do so by

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Council.

- Funding decisions for Ad Hoc Requests will be made on a case-by-case basis considering the information the Town considers relevant.

Procedures:

1. Individuals or Organizations must submit a completed Ad Hoc Request application form for approval to the Town of Bonnyville.
2. Ad Hoc Applications for funding in excess of \$1,000 shall be submitted by August 31st of the year prior to the year the funding is requested for.
3. Administration will use the guidelines outlined in Schedule “A” when considering Ad Hoc Requests up to \$1,000.
4. Normally, there will be no reporting requirements for requests up to \$1,000.
5. Ad Hoc Requests in excess of \$1,000 will be required to submit a completed budget template with their request as well as an accountability report 30 days following the calendar year.
6. If Administration intends to bring an Ad Hoc Request to Council for consideration, Administration will determine what relevant information or documentation is required.
7. Organizations which are approved for funding under this policy and procedure may be required to enter into an agreement with the Town outlining the terms and conditions of funding. The Town will determine whether an agreement is required based on the amount of funding provided and the nature of the funding.

Approved by:	Date Signed:
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SCHEDULE “A”

Applicant Considerations:

1. Applicants may be an individual or an organization.
2. Normally, only one request will be approved per activity, project, program, etc.
3. Requests from applicants which are already regularly funded by the Town will not normally be considered.
4. Funding will normally be limited to applicants that are from the Town of Bonnyville or have a strong connection to the area.

Request Considerations:

1. Funding will normally be limited to requests that:
 - a) Directly benefit youth, student, seniors, or disadvantaged groups; or
 - b) Celebrate a significant milestone; or
 - c) Contribute to economic development or tourism in the Town of Bonnyville.
2. Normally, funding for requests made by individuals will be limited to:
 - a) Requests to help cover a portion of the costs related to the attendance of conferences, forums, programs, or other similar events outside of the Town of Bonnyville which represent a high-level of personal achievement, or which demonstrates a strong connection to personal development, or
 - b) Requests to help cover a portion of the cost of a unique opportunity that is educational, or otherwise contributes to their social development.

Funding Levels:

1. Requests by organizations will be considered by Administration up to \$1,000 and by Council for anything over this amount depending on the nature of the request.
2. Requests by individuals will normally be considered up to \$200.