



CITY OF CORNER BROOK

Policy Statement

Index	Finance and Administration	Section	Donations and or Grants		
Title	Convention\Special Events\Funding Policy	Policy Number (Index-Sector-No.)	11-04-03	Authority	Council
Approval Date:	July 30, 2015	Effective Date	July 30, 2015	Last revision date	July 30, 2015

Purpose:

Throughout each year the City of Corner Brook receives many requests for donations and grants from various groups in the area. In an effort to fairly and equitably deal with these requests in a timely manner given limited funding, this policy is to be followed in responding to these groups.

Policy Statement:

The City will consider requests from volunteer and not-for-profit organizations conducting conventions, conferences, and special events within the City of Corner Brook, Marble Mountain and at Humber Valley Resort.

References:

- Approved: 15-184
- Revised: 06-229.3 - 6 November 2006
- Revised: 05-213 - 9 December 2005
- Revised: 02-97(5) - 19 June 2002
- CC02-91.2 - 5 June 2002
- CPS06-72
- CPS02-58
- CC02-84 - 6 May 2002
- 02-57 - 17 April 2002
- CPS02-43 - 11 April 2002
- Approved: Minutes: CC97-15 (09 July 1997)

Detailed Action Required:

In determining whether to fund a request Council will consider the event's contribution to the City in addition to the following:

- Volunteer commitment, expertise and experience to ensure that the group has the capability of hosting such an event.
- The duration of the event and the number of attendees involved.
- The economic need of the group requesting the funding.

- The demographics of the participants.
- The outside exposure and publicity of the City generated by the event.
- The tourism potential.

Organizations must have their requests for annual grants submitted to the City, through the City Clerk's Office by September 20 of the proceeding year (eg. grant requests for 2007 must be received by September 30 2006).

Requests must be written and include the following information:

- A description of the nature of the event
- The expected number of participants
- The location of the event
- The funding amount requested including any in-kind services being requested
- A description of what the funds will be used for (eg. luncheon sponsorship)
- The contact information of the person organizing and responsible for the event
- A copy of a detailed budget for the event
- A listing of other sponsors for the event

The following structure will be applied to those events approved for funding by Council:

Local, Provincial and Atlantic Events

- For conventions or other events, sponsorship would be in the following amounts:
- Local participation \$ 100
- Provincial events \$ 200
- Atlantic events \$ 500

This amount may be approved by the City Clerk upon request and subject to the availability of funds allocated annually in the budget.

National and International Events

- There are no prescribed funding limits for such events.

Requests up to and including \$1,000 may be approved by the Clerk if the group meets the established criteria. All funding requests in excess of \$1,000 will be brought to Council for consideration.

All organizations funded are expected to provide recognition of the funding, and post-event letter to the Clerk confirming that the event took place, and the number of participants.

All funding provided by Council will be paid upon completion of the event/conference. Funds will not be paid in advance of the event/conference.

On a regular basis the City Clerk will advise Council of those conventions/special events funded and those requests that were assessed and rejected for funding.

This policy does not apply to national charitable organizations as these groups are supported by the community at large.

IN WITNESS WHEREOF, this policy is sealed with the Common Seal of the City of Corner Brook.

[Redacted signature]

MAYOR

[Redacted signature]

CITY CLERK



