


# POLICY MANUAL

|  | SECTION                                  | POLICY NO.      | PAGE       |
|---|--|-----------------|------------|
|   | CULTURE                                  | 740-01          | 1 of 2     |
|   | POLICY TITLE                             | DATE            | MOTION NO. |
|   | Operational Grants – Culture (Libraries) | August 17, 2022 | C22-214    |

## HISTORY:

Operational Grants have formed a part of Starland County’s annual budget since 1984. Annually a budget for this program is established by Council and is distributed on review of applications received. The grant is typically provided to community halls or other non-profit community groups like libraries, senior’s groups or recreation facilities. Over the past number of years, the grant distribution has been based on the basic utilities each applicant pays annually.

The purpose of the grant is to assist organizations with their operational expenses. It is often difficult for organizations to raise enough funds to pay the basic utility costs.

Libraries were typically included in the Operational Grants – Recreation and Culture, Policy No. 720-30. However, each of the three libraries located in Starland County, namely Rumsey, Morrin and Delia, pose a unique situation. The Rumsey Library is housed in a building owned by Starland County, and the County pays the utilities for same. The Morrin Library receives support from the Village of Morrin for utility payments, until such time that the new school will be built and they will then be housed within the school, with Prairie Land Public School paying the utility costs. The Delia Library is situated within the Delia School and the utilities are paid by Prairie Land Public School. These unique situations make it difficult to base the support that the County is prepared to provide on the basic utilities that they pay.

Starland County still wants to recognize and provide support to these libraries as there are other expenses they incur that they need assistance with. Council directed that for 2022 and onwards, that a policy be created specifically for providing a grant to each of the libraries within the outer boundaries of Starland County that apply for annual assistance. Consideration of the needs outlined in their applications will be the basis for the distribution of funding.

## CONDITIONS FOR AN OPERATIONAL LIBRARY GRANT:

1. The application for the **Operational Library Grant Program** must be submitted by the non-profit group that is seeking the funding assistance.
2. The application must include a budget for the current year, the latest financial statement available for the organization, a statement on the amount of grant being applied for, as well as contact information for the applying group.
3. The request for applications is normally advertised in three consecutive newspaper editions in the month of October. A copy of the request is also distributed to each organization that received funding in the previous year.
4. A covering letter that outlines what the requested funding will be utilized for must be included.
5. Late applications will not be accepted.



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|--|-----------------|------------|
| CULTURE                                  | 740-01          | 2 of 2     |
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**GRANT ALLOCATION CONDITIONS FOR OPERATIONAL GRANTS:**

1. A grant approved by Council will be paid by the County to the applying organization.
2. The grant must be used to assist with the payment of operational programming, supplies, overhead costs and/or improvements.
3. Review of the financial information presented should indicate a need for the funding assistance provided.
4. Approved funding must be within the budget allocation for Operational Grants for Libraries and the budget will not exceed \$3,000.00 per annum.

**OTHER FUNDING POLICIES:**

1. Cheques will be issued by Starland County to the organization that applied for the funding.

**POLICY AMENDMENTS:**

