

	R.M. OF WALLACE-WOODWORTH		
	GENERAL POLICY		
	Special Events and Projects Funding Policy	Approved by: Resolution No. 25/367 Revision Date: November 2025	November 13, 2025

PURPOSE

The Rural Municipality of Wallace-Woodworth recognizes that community and recreational events, festivals, and sports tournaments play an important role in enhancing local quality of life, tourism, and community pride.

This policy establishes a transparent process for providing limited financial assistance to non-profit organizations and local committees hosting special events or projects that benefit Wallace-Woodworth residents. Funding is intended as one-time support and is not to be considered ongoing or guaranteed from year to year.

POLICY

1. Annual Grant Allocation

The Municipality is committed to the communities it serves and therefore commits limited financial provisions in its annual financial plan in order to provide assistance with these Special Events/Projects throughout the Municipality, when deemed appropriate.

- Council will determine the maximum financial commitment available for Special Events/Project Funding in each fiscal year to provide funding annually, within its annual Financial Plan, and as approved by Council.
- All sponsorship requests must be submitted to the Municipal office in writing and directed to Council on a “First come – First serve” basis, within the current fiscal year. All requests for sponsorship should be directed to Council well in advance of the event so that the request can be considered at a regularly scheduled Council meeting.
- Special Event/Project Funding provided across the Municipality may be for operating and/or capital costs of the organization. Sponsorship(s) will only be approved for Special Events or Projects, Sports and Recreational Events, Festivals, and Non-Profit Groups.

2. Project Eligibility & Guidelines

To be eligible for Special Event Funding the following criteria must be met:

- Sponsorship(s) will never be issued on an automatic basis or on an ongoing basis from year to year.
- Must be a non-profit organization.
- The event or project must be held within the R.M. of Wallace-Woodworth. Events outside the R.M. may be considered if they provide a direct benefit to Wallace-Woodworth residents.

3. Eligible Event and Project Types

Special Event & Project Funding may be provided for:

- Special Community Event or Project - an event held within the R.M. of Wallace-Woodworth or outside the municipality if it has direct benefit to its residents, occurring with a frequency no greater than once every five years, which provides a high profile and significant

economic benefit for the R.M. of Wallace-Woodworth through a large number of estimated spectators and tourists, and through the expected extent of publicity generated.

- b. Sports or Recreational Event - an event where the athletic skills of individuals or groups are showcased or where a champion for a level of competition is determined (*i.e. provincial, regional, national, international*).
- c. Festival - an event that provides for fun and enjoyment for the public in the R.M. of Wallace-Woodworth and attracts widespread spectators and tourists to the Municipality.
- d. Non-Profit Group – an organization, whether or not incorporated, whose entire resources are devoted to social, educational, health, charitable, or any other non-profit purpose. The members, contributors and other resource providers do not receive any financial return directly from the organization.

4. **Ineligible Event and Project Types**

Funding *will not* be considered in the following instances:

- a. Provincial, national, or international charities will not receive Sponsorship. Such requests will not be passed to Council by the Municipal Administration.
- b. Organizations that exist primarily for political purposes, for profit, or for the purpose of providing funding to other groups are not eligible.
- c. Where only an individual will benefit (*unless the individual is recognized for excellence in a field or has an outstanding achievement*).

5. The approval process for the Special Events/Project Funding is as follows:

- a. The Chief Administrative Officer (CAO) or designate provides any/all eligible letters of request, to Council at the next regular meeting of Council held after the request is received by the office.
- b. Council reviews the requests, and funding may be approved by Resolution of Council if funds are available as per the Financial Plan for the current year, and if Council considers that the Special Event/Project falls within the guidelines of the Special Events and Project Funding Policy.

6. **Recognition of Municipal Support**

Recipients of funding are expected to acknowledge the R.M. of Wallace-Woodworth's contribution in all event materials, advertisements, and public communications where practical.

7. **Final Reporting**

All special event or project recipients must submit a completed Post-Event Report (Schedule B) within 60 days of the event or project's completion.

The report must include attendance and participation data, a brief event summary, a financial statement, and proof of recognition of the R.M.'s contribution.

Failure to submit this report may affect eligibility for future funding or delay consideration of subsequent applications.



R.M OF WALLACE-WOODWORTH
SPECIAL EVENT/PROJECT APPLICATION

Organization / Applicant Name: _____

Mailing Address: _____

Contact Person: _____

Phone / Email: _____

Type of Organization: ☐ Non-Profit ☐ Other _____

Event Title: _____

Event Location: _____

Event Date(s): _____

Type of Event: ☐ Festival ☐ Sports ☐ Recreation ☐ Project ☐ Non-Profit

Brief Description of Event / Purpose:

Estimated Attendance / Participants: _____

Primary Community Benefit: _____

Budget Summary

Funding Source	Amount (\$)	Confirmed (Y/N)
Applicant / Local Funds		
Sponsorships / Donations		
Other Grants		
Ticket Sales / Revenues		
RM of Wallace-Woodworth (Requested)		
Total		

Total Event Cost: \$ _____

Amount Requested from RM: \$ _____

How will RM support be recognized? (signage, media, etc.)

Checklist:

- ☐ Event Budget Attached
- ☐ Promotional Details Attached
- ☐ Proof of Other Funding Attached

Declaration:

We certify that the information provided is accurate and that funds, if granted, will be used for the purposes described above.

President / Chair (print & sign)

Name: _____

Signature: _____

Date: _____

Treasurer / Secretary (print & sign)

Name: _____

Signature: _____

Date: _____



R.M. OF WALLACE-WOODWORTH
SPECIAL EVENTS / PROJECT
POST EVENT REPORT

Organization: _____
Event / Project Name: _____
Event Date: _____
RM Funding Received: _____

1. Attendance / Participation Summary

- Number of Participants: _____
- Number of Spectators / Visitors: _____
- % of Wallace-Woodworth Residents (estimated): _____

2. Event Overview

Provide a short summary of the event and its highlights:

3. Financial Summary

Revenue Source	Amount (\$)
Sponsorships / Donations	
Ticket Sales / Registrations	
Other Grants / Funding	
RM of Wallace-Woodworth	
Total Revenue	

Expense Category	Amount (\$)
Facility Rental / Equipment	
Advertising / Promotion	
Prizes / Supplies	
Insurance / Permits	
Other (specify)	
Total Expenses	

4. Event Outcomes & Community Impact

Describe the community benefits, partnerships, or notable outcomes:

Photos Attached or included: ☐ Yes

5. Proof of Recognition of Municipal Support:

Please attach or describe how the R.M. of Wallace-Woodworth's contribution was recognized (e.g., logo on signage or programs, media mention, social-media post, or verbal acknowledgment).

Evidence Included: ☐ Yes

6. Declaration

I/We certify that the above information is accurate and that all funds provided were used solely for the approved purpose.

Signature: _____ **Date:** _____

Name / Position: _____

Signature: _____ **Date:** _____

Name / Position: _____