



POLICY AND ADMINISTRATION MANUAL	REFERENCE NUMBER: C62
SECTION: COUNCIL POLICY	POLICY TITLE: FUNDING FOR EVENTS, ACTIVITIES, & INITIATIVES OUTSIDE THE MUNICIPALITY

### 1. PURPOSE

- 1.1. The purpose of this policy is to establish clear, consistent guidelines for municipal financial support of events, activities, or initiatives that occur outside of the Municipality but demonstrate benefit to its residents, economy, or strategic priorities.

### 2. POLICY STATEMENT

- 2.1. The Municipality may provide limited financial assistance to eligible events, activities, or initiatives outside the municipality where participation, promotion, or representation of the Municipality delivers a clear and measurable public benefit.
- 2.2. All contributions made under this policy shall be subject to Council approval and available budget.

### 3. DEFINITIONS

In this policy, the following definitions apply:

- 3.1. **“Applicant”** means an organization, group, or individual formally requesting municipal funding.
- 3.2. **“Event, Activity, or Initiative Outside the Municipality”** means any organized undertaking occurring beyond the geographic boundaries of the Municipality of Argyle, including but not limited to festivals, conferences, promotional activities, strategic projects, etc.
- 3.3. **“Municipal Contribution”** means the financial support provided by the Municipality including grants, sponsorships, or in-kind contributions.
- 3.4. **“Total Project Cost”** is the full budgeted cost of the event, activity, or initiative, as documented and verified by the applicant.

### 4. ELIGIBILITY CRITERIA

To be considered for funding, an application must meet the following criteria:

- 4.1. The event, activity, or initiative must occur outside the Municipality.
- 4.2. The application must demonstrate a clear and direct benefit to the Municipality, such as:
  - 4.1.2. Economic impact (tourism, business promotion, investment attraction).
  - 4.1.3. Cultural, recreational, or community representation.



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4.1.4. Strategic alignment with Municipal priorities or plans.

4.2. The applicant must provide a complete and detailed event budget.

4.3. The applicant must demonstrate that additional funding sources have been sought or secured.

4.4. The applicant must demonstrate their effort to engage businesses within out municipality (e.g., accommodations, catering, or other services).

**5. FUNDING TIERS AND LIMITS**

5.1. Funding requests shall be evaluated based on total project cost and categorized as follows:

5.1.1. \$0-\$5,000: Funding requests within this range shall be considered at the discretion of Council, based on demonstrated benefit and available budget.

5.1.2. \$5,001-\$15,000: Municipal contributions shall be capped at 20% of the total project cost.

5.1.3. \$15,000 and above: Municipal contributions shall be capped at 20% of the total project cost or the funding request, whichever is less.

5.2. Under no circumstances shall the Municipality be the primary or sole funder of an event, activity or initiative outside the municipality.

5.3. Council may also impose an absolute dollar maximum per application through an annual budget or separate motion.

**6. LEGACY AND STRATEGIC INITIATIVES**

6.1. Council may consider funding for internally generated regional events, activities, or initiatives that:

6.1.1. Involve participation from a municipal subsidiary or partner organization;

6.1.2. Include direct involvement by the Municipality in planning or development;

6.1.3. Represent a significant or uncommon event, activity or initiative (e.g., hosting a music week, or other tourism related event); and

6.1.4. Demonstrate a lasting economic, cultural, or community impact for Argyle residents

6.2. These initiatives may include both operational and capital components.

6.3. Funding for such initiatives may be considered outside standard funding tiers, subject to:



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- 6.3.1. Alignment with Council’s strategic priorities;
- 6.3.2. Demonstrated long-term return on investment; and
- 6.3.3. Availability of funds

**7. ELIGIBLE EXPENSES**

Funds provided under this policy may only be used for costs directly related to participation in or delivery of the approved event, activity, or initiative, such as:

- 7.1. Registration or entry fees
- 7.2. Promotional or marketing materials
- 7.3. Travel or accommodation costs
- 7.4. Other costs as authorized by Council

**8. APPLICATION AND APPROVAL PROCESS**

- 8.1. All requests must be submitted in writing and include:
  - 8.1.1. A detailed budget;
  - 8.1.2. Description of the event, activity, or initiative and its municipal benefit; and
  - 8.1.3. Amount requested and calculation of applicable funding limit.
- 8.2. Applications shall be reviewed by staff to assess eligibility and policy compliance.
- 8.3. Final authority rests with Council, unless otherwise delegated.
- 8.4. Up to 20% of approved funding may be held back pending submission of required reporting and accountability documentation.

**9. REPORTING AND ACCOUNTABILITY**

- 9.1. Successful applicants shall be required to submit a post-event report outlining:
  - 9.1.1. Use of municipal funds
  - 9.1.2. Outcomes and benefits to the municipality
- 9.2. Failure to comply with reporting requirements affect eligibility for future funding.



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9.3. Should the event, activity, or initiative results in a surplus to the organization, Council reserves the right to withhold part or all of the 20% holdback if funds are shown not to be required.

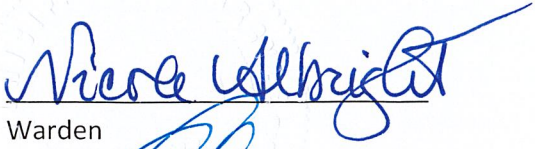
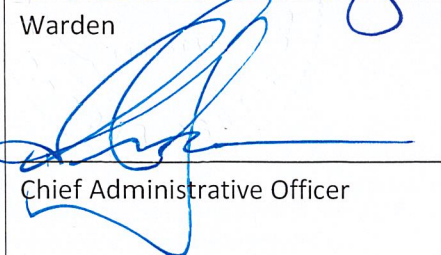
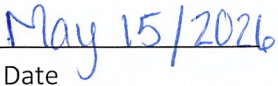
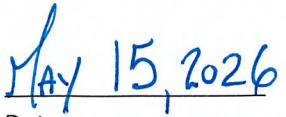
**10. BUDGET ALLOCATION**

10.1. Council shall establish a dedicated annual budget line for funding requests for events, activities, or initiatives outside the Municipality to ensure transparency, predictability, and fiscal control.

10.2. All funding approved under this policy is subject to available budget.

**11. POLICY REVIEW**

11.1. This policy shall be reviewed periodically by Council to ensure ongoing relevance, fiscal responsibility, and alignment with Municipal objectives.

Chief Administrative Officers' Annotation for Official Policy Record	
Date of Notice to Council Members of Intent to Consider Current Version	April 23, 2026
Date of Passage of Current Policy	May 14, 2026
I certify that this policy was adopted by Council as indicated above.	
 _____ Warden	 _____ Chief Administrative Officer
 _____ Date	 _____ Date



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Version Log		
Version #	Amendment	Date
1	Original Policy	May 14, 2026