	<b>Policy Title</b>	Future Community Fund	<b>Policy No.</b>	ADMIN 2026-01
	<b>Effective Date</b>	March 16, 2026	<b>Revision History</b>	

**Purpose**

The purpose of the Future Community Fund is to support and celebrate graduating youth of the Village of Arcadia while encouraging continued connection to the community and fostering future workforce and community leadership development.

The Fund provides financial assistance to graduates for their transition to employment, training, post-secondary education, or community engagement, and to encourage careers and involvement that support municipal and community services.

**Scope**

This policy applies to eligible graduating high school students who: resides within the Village of Arcadia municipal boundaries and attend Cambridge-Narrows Community School; resides within the Village of Arcadia municipal boundaries but attend another school; or attend Cambridge-Narrows Community School while living outside of the Village of Arcadia municipal boundaries.

This policy governs:

- eligibility requirements
- funding streams
- application and selection processes
- administration and distribution of funds

**Legislative / Regulatory Authority**

This policy is enacted under the authority of the Council of the Village of Arcadia pursuant to the Local Governance Act and applicable municipal financial administration practices.

**Definitions**


**Applicant:** A graduating high school student who: resides within the Village of Arcadia municipal boundaries and attend Cambridge-Narrows Community School; resides within the Village of Arcadia municipal boundaries but attend another school; or attend Cambridge-Narrows Community School while living outside of the Village of Arcadia municipal boundaries, and submits an application.

**Fund:** Arcadia’s Future Community Fund established by Council to support graduating students.

**Residency:** Primary residence within the municipal boundaries of the Village of Arcadia.

**Community Builder Fields:** Career paths or training areas that support municipal or community wellbeing, including but not limited to:

- public works and infrastructure
- fire, emergency, or protective services

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- recreation, tourism, or community development
- business, finance, or communications
- environmental sustainability
- healthcare or social services

### **Roles & Responsibilities**

#### *Council*

- Approves policy and annual allocations to the Fund.
- Supports long-term sustainability of the Fund.

#### *Chief Administrative Officer (CAO)*

- Oversees administration of the Fund.
- Ensures policy compliance and financial accountability.
- Reports annually to Council.

#### *Administrative Staff*

- Receive and process applications.
- Verify eligibility and documentation.
- Coordinate communication with applicants.

### **General Operating Guidelines**

#### *1. Funding Streams*

##### Stream 1 – Arcadia Graduate Scholarship

Amount: \$100

Eligibility: A graduating high school student who meets the definition of an applicant.

Purpose/Rationale of Funding:

- support applicant in celebrating high school graduation
- support transition expenses of applicant (preparing for workforce, post-secondary studies, etc)
- encourage continued community connection.

##### Stream 2 – Arcadia Community Builder Scholarship


Amount: \$500

Eligibility: A graduating high school student who meets the definition of an applicant and is pursuing employment, training, or education aligned with community builder fields:

- public works and infrastructure
- fire, emergency, or protective services
- recreation, tourism, or community development
- business, finance, or communications
- environmental sustainability
- healthcare or social services

Purpose/Rationale for Funding:

- Support workforce pathways that strengthen community services.

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- Encourage local leadership and service capacity

## 2. *Eligibility Requirements*

Applicants must:

- be graduating in the current academic year
- meet the definition of an applicant
- submit a completed application by the deadline
- provide proof of residency and high school transcript
- provide proof of acceptance to post secondary education (Stream 2 funding)

## 3. *Application Requirements*

Applicants must submit:

- completed application form
- proof of municipal residency
- proof of high school enrollment or transcript
- brief description of post-graduation plans
- additional statement for Stream 2 applicants outlining how funding supports their pathway
- provide proof of acceptance to post secondary education (Stream 2 funding)

## 4. *Selection & Approval*

- Stream 1 funding is available to all eligible applicants.
- Stream 2 applications will be reviewed based on alignment with community builder fields and completeness of submission.
- Final approval rests with the CAO or designate.

## 5. *Funding Distribution*

- Funding is a one-time grant.
- Funds must be used for their stated purpose.
- Payment will be issued following verification and approval.

## 6. *Community Connection*


Recipients may be invited to:

- receive information on community opportunities
- participate in municipal programs or initiatives
- remain engaged with community development activities

Participation is voluntary.

## **Procedures**

1. Application forms are made available annually.
2. Applications must be submitted by the published deadline.
3. Staff verify eligibility and documentation.

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4. CAO/designate approves awards.
5. Funds are issued and recipients notified.
6. Records are maintained for reporting and audit purposes.

**Non-Compliance**

Incomplete applications or false information may result in:

- disqualification
- withdrawal of funding
- ineligibility for future municipal funding programs

**Related Policies/ Documents**

- Future Community Fund Application Form
- Annual Municipal Budget

**Approval**

Approved by Council on: March 16, 2026

  
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 Mayor—Clinton Sharpe

  
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 Clerk—Jessica McGarity

