



## COUNCIL POLICY C-RP03

## Community Association Grant Funding

Prepared By: Parks, Recreation &amp; Culture Services

Council Approval Date: February 25, 2014

Effective Date: February 11, 2014

Council Resolution No.: (If applicable or N/A)

References: Community Association Eligibility  
for Grants Policy RP 016Previous Revision Date: RP 003 (Feb. 13/01)  
RP 005 (Mar. 28/02)

Function: Community Services

LAS Review Date: January 27, 2014

**PURPOSE**

The purpose of this policy is to provide grant funding to Parkland County Community Associations in support of the valuable social and recreational contributions that they make to Parkland County residents.

Parkland County is known for its able and willing volunteers, many of whom serve the community through community associations. A myriad of recreation, sport, culture and leisure, along with other community based programs and activities are provided through community associations that, without this partnership, Parkland County would not be able to sustain. In addition to the direct services they provide, community associations generate recreational activity, develop community leadership, and empower citizens to build strong and caring communities.

**POLICY STATEMENT**

Parkland County may provide the following grant programs to support:

1. Operating  
To assist in offsetting expenses incurred in the operations of the community associations for the provision of providing programs and activities to community residents.
2. Sustainability  
To assists with the capital and organizational costs associated with the conservation, development, and/or enhancement of community associations.
3. Programs/Events  
To assist with the costs of sport, culture, arts and/or leisure programs and events provided to community residents.

**DEFINITIONS**

1. "Administration" means the department assigned the responsibility of managing the grant programs pursuant to this policy.
2. "Applicant" means a community association applying for a grant pursuant to this policy.
3. "Community activity" means programs and activities provided by the community association which help residents of Parkland County to strengthen personal or community life.
4. "Community Association" shall mean a community association located within, and recognized by, Parkland County as an 'eligible group' for grant programs and other community services available through the County as per Policy RP16.
5. "Community Association grant" means grants awarded by Parkland County to an applicant pursuant to this policy.

6. "Constitutional documents" means the documents by which an applicant is incorporated or created and includes an Application for Incorporation, Articles of Incorporation, Memoranda of Association, Articles of Association, and bylaws.
7. "Crisis" means a sudden, urgent, usually unexpected occurrence or occasion requiring immediate action.
8. "Policy" means this Parkland County policy together with all attachments hereto as amended from this time.

## SCOPE

This policy applies to all Parkland County Community Associations. Parks, Recreation and Culture Services shall adhere to this policy when administering grant funding to Parkland County Community Associations.

## MANAGEMENT RESPONSIBILITIES

The Manager of Community and Protective Services is responsible for the monitoring and evaluating of this policy.

The Supervisor of Parks, Recreation and Culture Services is responsible for implementing this policy.

## STANDARDS

1. Parks, Recreation and Culture Services shall assist Community Associations with accessing and applying for the opportunities provided by this policy.
2. Administration shall:
  - a. Follow the Terms and Conditions for each grant in determining eligibility for funding and administering the appropriate funds.
  - b. Administer this policy in accordance with the directions of Parkland County Council.
  - c. Provide administrative support and information to Parkland County Council.
  - d. Act as a liaison between the Community Associations and Parkland County Council.
3. General Eligibility Criteria

The Applicant must satisfy the following minimum standards and must meet the Terms and Conditions set out for the specific grant program for which the application is submitted. Additional criteria and conditions may apply as outlined in Schedule A, Schedule B and Schedule C.

- a. The Applicant must be a registered Community Association in existence for more than one year as of the deadline date for filing the grant application, except if applying for a Parkland County Sustainability Grant.
- b. The Applicant's membership and beneficiaries of its programs and activities must be predominantly residents of Parkland County.
- c. The Applicant's programs and activities must be directed to the improvement of the quality of life for residents of Parkland County.
- d. The grant applied for shall be intended and used to further the Applicant's not-for-profit activities, and must not either directly or indirectly be intended or used to further a profit venture.
- e. Within the deadlines, the Applicant must file and provide all documents and information outlined in the grant application.
- f. The Applicant must demonstrate fiscal responsibility and manage its finances in a responsible manner.
- g. The Applicant shall have an open membership to its organization and programs, except for valid program factors (e.g. geographic location).

#### 4. Operating Grant Criteria

- a. Applications must include:
  - i. Most recent annual audited financial statements
  - ii. Proof of filing of Annual Return from Corporate Registries
  - iii. Amendments to Bylaws as filed with Corporate Registries
  - iv. A current list of Board of Directors with names and positions
- b. Community Associations that receive operational funding as an Agricultural Society (from the Province) are not eligible to apply for the Operating Grant.
- c. Annual attendance by at least one member of the Executive at one Parkland County hosted forum.

#### 5. Sustainability Grant Criteria

Applications must include:

- a. Detailed description of the project
- b. Project budget (and proof of payment if applicable)
- c. For capital projects, verification of matching funds

#### 6. Program/Event Grant Criteria

Applications must include:

- a. Detailed description of the project,
- b. Project budget (and proof of payment if applicable), and
- c. Identification of community contribution (i.e., in kind donations, volunteer hours, available funding).

#### 7. Funding

- a. Funding levels for grants will be provided through the Parkland County budget process.
- b. Policy RP006 Facility Grant / Dissolution Agreements apply to all monies awarded under the Sustainability Grant.

#### 8. Approvals

- a. Parkland County Administration will review and award all grant applications with the exception of the Sustainability Grant - major capital project requests (Schedule B).
- b. Parkland County Administration will review and provide recommendation to Council on all Sustainability Grant - major capital project requests. Council has final approval on all major capital projects funded from the Sustainability Grant fund.
- c. The Applicant will be notified of the grant award within a reasonable time after the application deadline.
- d. The Applicant shall submit the required financial accounting as per the specific grant program guidelines.
- e. The Applicant can appeal the decision of Administration to Parkland County Council.

## Schedule A

### TERMS AND CONDITIONS

#### COMMUNITY ASSOCIATION GRANT PROGRAM – OPERATING

##### 1. GRANT ALLOCATION

The financial assistance available will be in the form of an annual grant as follows:

- a. 50% of eligible hall operating costs (annual maximum is contingent on Council approved operating budget for that year) for:
  - Sewer servicing (e.g. septic tank servicing, outdoor toilets)
  - Electricity
  - Natural Gas, Propane, Oil
  - Parking lot maintenance (e.g. snow removal, grading, gravel, etc)
  - Landscaping maintenance (e.g. grass cutting, tree removal, etc)
- b. Up to \$1,000.00 for the first outdoor amenity and \$250.00 annually for each additional outdoor amenity for the operation, maintenance, and / or repairs and upgrades to any of the following existing community based outdoor recreational amenities (annual maximum is contingent on Council approved operating budget for that year):
  - Outdoor Rink
  - Soccer Pitch
  - Ball diamonds
  - Horse Ring
  - Playground

##### 2. TERMS

- a. Parks, Recreation and Culture Services may conduct periodic site inspections to ensure proper operation, maintenance and community use of the funded amenity.
- b. Parkland County retains the right to deny funding if proper operations and maintenance are not carried out or if community use is not evident.
- c. Community Associations that receive operational funding from other levels of government or are affiliated with groups that receive this funding are not eligible to apply for the Community Association Operating Grant.

***Note: As the Tomahawk and District Sports Agra Society receives operational funding as an Agricultural Society (from the Province), they are not eligible to apply for the Community Association Operating Grant.***

## **Schedule B**

### **TERMS AND CONDITIONS**

#### **COMMUNITY ASSOCIATION GRANT PROGRAM – SUSTAINABILITY**

##### **1. GRANT ALLOCATION: MAJOR AND MINOR CAPITAL**

The allocation of the Community Association Sustainability Grant is based on the assessed priority of the project as follows:

- a. Fire, Safety and Health – Projects that are required to conform to fire and safety codes.
- b. Preventive Maintenance – Projects that are necessary to prevent the facility's infrastructure from deteriorating. (e.g. replace furnace, new roof, new wiring or plumbing, etc).
- c. Renovation / Improvements – Projects that restore the facility to its previous condition due to ageing or heavy use (e.g., new flooring, replacement of bathroom or kitchen or electrical fixtures) or add a facility or amenity where one did not previously exist.

##### **2. GRANT ALLOCATION: ORGANIZATIONAL OPERATIONS**

The allocation of the Community Association Sustainability Grant is based on the assessed priority of the project as follows:

- a. Financial Crisis- Situations that could involve a variety of factors including theft from the organization or inappropriate use of funds where it is necessary to receive assistance to keep the organization solvent until the situation is resolved.
- b. Organization Functionality – To assist Community Associations to increase awareness of their organization through communications, events and other projects (e.g. needs assessments) in order to build their foundation.
- c. Organization Dissolution – To assist an existing Community Association that has decided to dissolve and distribute their assets.

##### **3. GRANT AWARDS**

- a. Organizational operations and minor capital projects may be covered up to 50% of the cost of the project to a maximum of \$7,500 in one year with a five-year maximum overall award of \$25,000 per Community Association.
- b. Major capital projects may be covered up to 50% of the cost of the project with a 10 year maximum of \$100,000 per Community Association.
- c. The percentage supplied by the Community Association may include cash and / or in kind donations of equipment, supplies and donated labor.

##### **4. TERMS**

In addition, awards will be allocated as per the following criteria:

### 1. ORGANIZATIONAL OPERATIONS / MINOR PROJECTS

- a. Operational and minor capital project grant requests will be reviewed on a quarterly basis by administration. The amount of the grant awarded will be based on a number of factors including, but not limited to:
  - i. The number of applications received.
  - ii. The project priorities and immediate need.
  - iii. Impact for group if monies are not received.

### 2. MAJOR PROJECTS

- a. Major capital project grant requests will be reviewed on a semi-annual basis. Applicants may be requested to present their project to Council. The amount of the grant awarded will be based on a number of factors including, but not limited to:
  - i. The number of applications received.
  - ii. The project priorities and immediate need.
  - iii. The direct or indirect benefit of the project on the quality of life and / or community well-being beyond the association's direct membership.
  - iv. The responsiveness of the project to community needs and issues.
  - v. The organizations plan for long term financial viability and self-sufficiency.
- b. Funds will be held in trust by Parkland County until proof of the project commencement.
- c. A final report outlining the disbursement of funds and the outcome of the project will be required and presented to Council within six (6) months of project completion.

### 3. ALL PROJECTS

- a. The project has occurred or will occur in a reasonable time from the period of application (the more recent a project has been completed or the more immediate the pending start date, the higher the priority).
- b. Projects that are retroactive up to six (6) months of their completion date will be considered eligible.
- c. Professional Inspections can be included in the grant application costs.
- d. Projects that are completed by the grant deadline, have submitted all required documents and are recommended for funding will receive their grant award within a reasonable time frame.
- e. Any remaining unused funds will be carried forward and available in the following year for groups to access.
- f. Community Associations who are unable to provide matching funding, show community commitment or provide in kind support will still have their application reviewed if they can show extenuating circumstances (i.e., dissolution of a society or funds no longer exist).

## Schedule C

### TERMS AND CONDITIONS

#### COMMUNITY ASSOCIATION GRANT PROGRAM – PROGRAM/EVENT

##### 1. GRANT ALLOCATION

- a. The allocation of the Community Association Program and Event Grant is based on:
  - i. Special Event Activities (i.e., Family Day, July 1<sup>st</sup>, Children's Christmas Party)
  - ii. New programming (i.e., start-up funds to support new programs, membership drives or equipment for programs)
  - iii. New component to an existing program (adding some new features to a program that is already successful to attract a greater community awareness/participation)
  - iv. Volunteer training (i.e., workshop attendance fees)
- b. Each program or event must provide services that are available for public use. Eligible expenses include:
  - i. Purchase of program supplies and equipment
  - ii. Payment for program / event staff or instructors
  - iii. Payment for entertainment
  - iv. Publicity costs
  - v. Rental / facility Costs
  - vi. Food or non-alcoholic beverage costs
  - vii. Licensing / permit fee's (i.e., SOCAN, Liquor License, Public Performance License)
- c. Expenses not covered:
  - i. The purchase of alcohol for program / event
  - ii. Programs already funded by another agency (e.g., FCSS)

##### 2. TERMS

In addition, awards will be allocated as per the following criteria:

- a. The program / event has occurred or will occur in a reasonable time period from the date of application (the more recent a project has been completed or the more immediate the pending start date, the higher the priority).
- b. Funding is awarded up to a maximum of 50% of the eligible costs of the project. Projects that are completed by the grant deadline, have submitted all required documents and are recommended for funding will receive their grant award within a reasonable time frame.
- c. 50% contribution of eligible costs from the Community Association can come in the form of in kind donations, volunteer hours or available funding.
- d. Any remaining unused funds will be carried over and available in the following year for groups to access.
- e. This grant will be reviewed on a quarterly basis by Administration.
- f. Project may be funded to a maximum to be determined by Administration dependent on the Council approved operating budget for that year.