



COUNCIL POLICY C-RP14

Not for Profit Organization Grant Funding

Prepared By: Parks, Recreation & Culture

Council Approval Date: May 24, 2016

Effective Date: May 24, 2016

References: Community Association Recognition
 Criteria/Eligibility Policy for Grants RP 016
 Facility Grant/Dissolution Agreements RP006;
 Community Association Grant Funding C-RP03

Previous Revision Date: April 26, 2011

Function: Community Services

LAS Review Date: May 11, 2016

PURPOSE

To provide grant funding to Parkland County not for profit organizations in support of the valuable contributions that they make to Parkland County residents through the delivery of recreation, culture, social services and community activities.

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

This policy will allow for a standard application process and consistent, informed decision making in the allocation of funds that will enhance the organizations ability to deliver services.

POLICY STATEMENT

Parkland County may provide the following grant programs to not for profit organizations to enhance their program and service delivery to Parkland County residents:

1. Operating
To assist in offsetting facility and/or organizational expenses incurred in the operations of the not for profit organization for the provision of programs and activities to community residents.
2. Sustainability
To assists with minor capital costs associated with safety codes upgrades, preventative maintenance, renovation, or purchase of capital equipment for community recreation and cultural facilities located in Parkland County.
3. Projects
To assist with the costs of recreation, culture, social services and/or community projects, 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 not for profit organization applying for a grant pursuant to this policy.
3. "Community Activity" means projects, programs and activities provided by the community organization which help residents of Parkland County strengthen personal or community life.
4. "Community Association" means those County recognized groups as per Policy RP 016.
5. "Constitutional Documents" means the documents by which an applicant is incorporated and includes the Objects of the Society and the Bylaws of the Society.
6. "Culture" means the expression and celebration of the values and aspirations of a community or communities. It includes activities that characterize a community, its people and shape its unique sense of place, including, but not limited to arts and cultural heritage activities.
7. "Financial Position Information" means those audited financial statements from the most recently completed financial year, as well as proposed budget for the project/program or event for which the Applicant is seeking funding support.
8. "Not for profit organization" means a community organization registered as a nonprofit group under legislation and recognized by Parkland County as an 'eligible group' for grant program.
9. "Not for Profit Organization Grant" means grants awarded by Parkland County to an Applicant pursuant to this policy.
10. "Policy" means this Parkland County policy together with all attachments hereto, as amended from this time.
11. "Recreation" means all those activities and experiences in which an individual chooses to participate in his/her leisure time and includes, but not limited to: sport, physical activities, outdoor activities, and social activities, experiences and programs which enhance County residents' quality of life.
12. "Social Services" means social programs and activities that promote human welfare, create more effective organizations, build stronger communities and promote equity and opportunity.

SCOPE

This policy applies to all not for profit organizations serving Parkland County residents except:

- Community Associations recognized under Policy RP-016 and;
- Not for profit organizations that receive operational funding such as an Agricultural Society (funding from the Province) are not eligible to apply for the Operating Grant.

Applicants with a mandate to serve a broader region than Parkland County may be considered provided that separate financial information is submitted for Parkland County region based facilities, projects, programs and events.

RESPONSIBILITIES

Parkland County Council is responsible to approve this policy, policy amendments, and allocate funding through the annual budget process for successful implementation of this policy.

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 not for profit organizations 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 not for profit organizations 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 not for profit organization in existence for more than one year as of the deadline date for filing the grant application.
 - b. The Applicant's facilities, projects, programs and activities must focus on improving the quality of life for residents of Parkland County.
 - c. 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.
 - d. Within the deadlines, the Applicant must file and provide all documents and information outlined in the grant application.
 - e. The Applicant must demonstrate fiscal responsibility and manage its finances in a responsible manner.
 - f. The Applicant shall have an open membership to its organization and programs, except for valid program factors (e.g. geographic location).
 - g. The Applicants must have completed a final report and shown recognition to Parkland County for any previous funding received under this program.
 - h. Applicants may receive only one grant per category per year.
4. Grant Criteria
 - a. All applications must include:
 - i. Most recent annual audited financial statements
 - ii. Proof of filing of Annual Return from Corporate Registries
 - iii. A current list of Board of Directors with names and positions

- iv. Completed application form, application checklist and declaration
 - v. A detailed description of the project (if applicable)
 - vi. Project budget (and proof of payment if applicable)
 - vii. Verification of matching funds and /or identification of community contribution i.e., in kind donations, volunteer hours, available funding (if applicable).
 - viii. Most recent Annual General Meeting minutes
5. 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 for minor capital projects.
 - c. The maximum combined total amount awarded to any organization under this policy shall not exceed \$10,000 per year.
6. Approvals
- a. Parkland County Administration will review all grant applications and make recommendations to Council for final approval. There is no appeal process.
 - b. The Applicant will be notified of the grant award by letter within a reasonable time after the application deadline.
 - c. The Applicant shall submit the required financial accounting, as per the specific grant program guidelines.
7. Additional Information
- a. Not all applicants meeting the grant requirements will necessarily receive a grant or the full amount requested.
 - b. Approval of a grant in one year is not to be regarded as an automatic ongoing source of annual funding.
 - c. Applications that demonstrate servicing a higher percentage/number of Parkland County residents may receive higher prioritization.
 - d. Applications that demonstrate the provision of programs, services and/or facilities in partnership with other organizations may receive higher prioritization.

ATTACHMENTS

"Schedule A" TERMS AND CONDITIONS Not for Profit Organization GRANT PROGRAM – OPERATING

"Schedule B" TERMS AND CONDITIONS Not for Profit Organization GRANT PROGRAM – SUSTAINABILITY MINOR CAPITAL

"Schedule C" TERMS AND CONDITIONS Not for Profit Organization GRANT PROGRAM – PROJECT

Schedule A
TERMS AND CONDITIONS
Not for Profit Organization GRANT PROGRAM – OPERATING

1. GRANT ALLOCATION

The financial assistance available will be in the form of an annual grant for facility and/or organizational operations as follows:

- a. Up to 50% of eligible facility operating expenditures for:
 - i. Sewer servicing (e.g. septic tank servicing, outdoor toilets)
 - ii. Electricity
 - iii. Natural Gas, Propane, Oil
 - iv. Parking lot maintenance (e.g. snow removal, grading, gravel, etc.)
 - v. Landscaping maintenance/outdoor amenity costs (e.g. grass cutting, tree removal, etc.)
 - vi. Fire suppression system inspection and servicing (e.g. extinguishers, sprinklers, alarms etc.)
 - vii. Insurance
 - viii. Facility rental/lease costs for operations.
- b. Up to 25% of organizational operating expenditures for:
 - i. Insurance
 - ii. Supplies
 - iii. Photocopying
 - iv. Equipment
 - v. Materials
 - vi. Volunteer recognition or training
 - vii. Rentals (equipment, vehicles)
 - viii. Professional and administrative salaries or benefits
 - ix. Consultant services

2. GRANT AWARDS

- a. The maximum grant awarded for facility operations shall not exceed \$3,500.
- b. The maximum grant award for organizational operations shall not exceed \$10,000.
- c. The amount of funding allocated is contingent upon Council's annual approved operational budget.

3. TERMS

- a. Expenses must have been incurred within the organizations last fiscal year and be included on the most recent audited/reviewed financial statements.
- b. Non eligible expenses include: debt retirement, fundraising activities, depreciation, amortization, capital costs or project costs where other funding is received from Parkland County.

Schedule B
TERMS AND CONDITIONS
Not for Profit Organization GRANT PROGRAM – SUSTAINABILITY MINOR CAPITAL

1. GRANT ALLOCATION

The allocation of the Not for Profit Organization 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 aging 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.
- d. Equipment- Purchase or repair of capital equipment (purchase cost is over \$5,000 and useful life over 3 years).
- e. Priority will also be given to facilities located in Parkland County, followed by facilities in partner communities where there is no cost share agreement in place.

2. GRANT AWARDS

- a. Minor capital projects may be covered up to 50% of the cost of the project to a maximum of \$5,000 in one year with a five-year maximum overall award of \$15,000 per organization.
- b. The percentage supplied by the not for profit organization may include cash and/or in kind donations of equipment, supplies and donated labor.
- c. The amount of funding allocated is contingent upon Council's annual approved operational budget

3. TERMS

- a. Minor capital project grant requests will be reviewed on an annual basis or as determined 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.
- b. The project will occur within the year in which approved funding is being provided.
- c. Projects that are deemed to be emergent in nature may be considered on a retroactive basis of up to 6 months prior to the application deadline.
- d. Professional inspections can be included in the grant application costs.
- e. Applicants will complete a final report within two months of completion of the improvements. The form will be provided by Parkland County.

Schedule C
TERMS AND CONDITIONS
Not for Profit Organization GRANT PROGRAM – PROJECT

1. GRANT ALLOCATION

- i. The allocation of the Not for Profit Organization Project Grant is based on:
 - i. Special Event Activities (i.e., Family Day, July 1st, Children's Christmas Party)
 - ii. New projects or 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)
- ii. Each project must provide services that are available for public use/benefit. 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, Public Performance License)
- c. Expenses not covered:
 - i. The purchase of alcohol for program / event and related expenses (i.e. liquor license)
 - ii. Programs already funded by another agency (e.g., FCSS)

2. GRANT AWARDS

- a. Funding may be awarded up to 50% of the eligible project costs to a maximum to \$5,000.
- b. The amount of funding allocated is dependent upon Council's annual approved operating budget.

3. TERMS

- a. The project will occur within the year in which approved funding is being provided.
- b. 50% contribution of eligible costs from the not for profit organization can come in the form of in kind donations, volunteer hours and available funding.
- c. Applicants will complete a final report within two months of completion of the project. The form will be provided by Parkland County.