



COUNCIL POLICY C-RP14

Not-for-profit Organization Grant Funding Program

PREPARED BY: Parks, Recreation & Culture
Services

COUNCIL APPROVAL DATE: December 13, 2022

EFFECTIVE DATE: December 13, 2022

REFERENCES: Community Association
Recognition Criteria/Eligibility
Policy for Grants RP 016

PREVIOUS REVISION DATE: May 24, 2016

Facility Grant/Dissolution
Agreements RP 006

Community Association Grant
Funding C-RP03

FUNCTION: Community Services

LS REVIEW DATE: November 17, 2022

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 streams 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. Minor Capital

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.

4. Micro

To assist with the costs associated with small recreation, culture, social services and/or community projects, programs and events provided to community residents.

5. Emergent Minor Capital

To assist with unforeseen or unbudgeted emergency repair or replacement related to items or infrastructure failures that present an immediate threat to the ability of an organization to continue to operate and provide services to our community

DEFINITIONS

The following definitions and interpretations apply in this policy:

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 Leagues" 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. "Grant Stream" means the grant programs that are awarded by Parkland County pursuant to this policy. Each grant stream may have different eligibility, application and project requirements depending on the stream
9. "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.
10. "Parkland County Based" means an organization that is located in the municipality of Parkland County or has a participation level of 51% or more of Parkland County residents.
11. "Policy" means this Parkland County policy together with all attachments hereto, as amended from this time.

12. "Program" means any and all funding streams included within this policy.
13. "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.
14. "Regional Partner" means an organization that is located outside the municipality of Parkland County but serves Parkland County residents.
15. "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:

1. Community Leagues recognized under Policy RP-016;
2. Programs, services that are funded by other Parkland County grants or agreements (ex: FCSS grant, cost share agreements)
3. Not-for-profit organizations whose primary mandate falls into one of the following categories: Political parties, registered constituency association, registered candidate, or organizations with political affiliations, Lobbyist groups, Government and government agencies, For profit organizations, Provincial or federal government funded initiatives, Organizations that provide services or programs that are the responsibility of another level of government including health, education, libraries, School or school-based groups, Church or religious activities, Organizations that have closed memberships or closed access to the general public, Boards of trade
4. Not-for-profit organizations that receive operational funding from other levels of government are not eligible to apply for the Operating grant stream.

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 Director of Parks, Recreation & Culture 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 stream 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 stream program for which the application is submitted. Additional criteria and conditions may apply as outlined in Schedule A-E.

- a. The Applicant must be a registered not-for-profit organization in Alberta, 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 stream 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.

4. General Grant Criteria

- a. All applications must include:
 - a. Most recent annual audited financial statements
 - b. Proof of filing of Annual Return from Corporate Registries
 - c. A current list of Board of Directors with names and positions
 - d. Completed application form, application checklist and declaration
 - e. A detailed description of the project (if applicable)
 - f. Project budget (and proof of payment if applicable)
 - g. Most recent Annual General Meeting minutes

5. In Kind Donations

- a. In kind donation requests will be provided a monetary value and processed through the appropriate grant stream

6. 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 grant program.

- c. Any Not-for-profit in arrears with previous grant reporting or monies owed to Parkland County will not receive funding
 - d. The maximum total amount per grant stream shall not exceed:
 - i. Operating
 - a. Regional partner: \$7,500
 - b. Parkland County based: \$15,000
 - ii. Minor Capital
 - a. Regional partner: \$5,000
 - b. Parkland County based: \$7,500
 - iii. Project
 - a. Regional partner: \$5,000
 - b. Parkland County based: \$7,500
 - iv. Micro Grant
 - a. \$500 per event
 - b. \$2,000 annually
 - v. Emergent Minor Capital Repair
 - a. \$5,000 annually
 - e. The maximum combined total amount awarded to any organization under this policy shall not exceed:
 - i. Regional partner: \$10,000 annually
 - ii. Parkland County based: \$20,000 annually
7. Approvals
- a. Parkland County Administration will review grant applications for the Operating, Capital and Project grant streams on an annual basis and make recommendations to Council for final approval. Monies approved are for the next fiscal year. There is no appeal process.
 - b. Parkland County Administration will review and award all grant applications for the Micro and Emergent Minor Capital Repair grant streams. Monies approved are for the current fiscal year. There is no appeal process
 - c. The Applicant will be notified of the grant award by letter within a reasonable time after the application deadline.
 - d. The Applicant shall submit the required financial accounting, as per the specific grant stream guidelines.
8. Additional Information
- a. Not all applicants meeting the grant requirements will necessarily receive a grant or the full amount requested.
 - b. Only one application per project, program, event or service will be considered under this program.
 - c. Approval of a grant in one year is not to be regarded as an automatic ongoing source of annual funding.

- d. Applications that demonstrate servicing a higher percentage/number of Parkland County residents may receive higher prioritization.
- e. Applications that demonstrate the provision of programs, services and/or facilities in partnership with other organizations may receive higher prioritization.
- f. Applicants who are not successful in securing funds through the annual funding application may not apply for that same project in the Micro or Emergent Minor Capital grant streams.
- g. Organizations that dissolve are subject to the Facility Grant/Dissolution Agreements RP006
- h. Grants awarded must occur within the approved fiscal year for the grant, except for the Operating stream which is based on previous years actuals.

ATTACHMENTS

"Schedule A" Terms and Conditions Not-for-profit Organization Grant Program – Operating Stream

"Schedule B" Terms and Conditions Not-for-profit Organization Grant Program – Minor Capital Stream

"Schedule C" Terms and Conditions Not-for-profit Organization Grant Program – Project Stream

"Schedule D" Terms and Conditions Not-for-profit Organization Grant Program – Micro Stream

"Schedule E" Terms and Conditions Not-for-profit Organization Grant Program – Emergent Minor Capital Repair Stream

“SCHEDULE A”**TERMS AND CONDITIONS****NOT-FOR-PROFIT ORGANIZATION GRANT PROGRAM – OPERATING STREAM****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 organizations that operate their own facility:
 - i. sewer/septic,
 - ii. electricity,
 - iii. heating,
 - iv. water
 - v. Contracted operational services (ex. janitorial, snow removal, grass cutting)
 - vi. Outdoor maintenance (ex. gas for lawn mower, gravel etc)
 - vii. Life safety inspections (ex. playground inspections, fire suppression inspections)
 - viii. Insurance – Facility
 - ix. Facility rental/lease costs for operations
- b. Up to 50% of organizational operating expenditures for:
 - i. Insurance-Liability, renters etc.
 - ii. Office and program supplies (noncapital only)*
 - iii. Advertising, marketing, and communication expenses
 - iv. Volunteer recognition or training
 - v. Rent
 - vi. Professional and administrative salaries or benefits, consultant services
- c. Programs supplies cannot be used for individual benefit ie: uniforms purchased must remain the property of the organization and not the individual athlete.

2. GRANT AWARDS

- a. The maximum grant awarded for facility operations shall not exceed:
 - i. Facility Operating
 - a. Regional partner: \$5,000
 - b. Parkland County based: \$7,500
 - ii. Organizational Operating
 - a. Regional Partner: \$7,500
 - b. Parkland County based: \$15,000
- b. The maximum combined total amount awarded to any organization under this policy shall not exceed:
 - a. Regional Partner: \$10,000 annually
 - b. Parkland County based: \$20,000 annually

- 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. All expenses must be easily identifiable.
 - 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 – MINOR CAPITAL STREAM****1. GRANT ALLOCATION**

The allocation of the Minor Capital Grant Stream 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 75% of the cost of the project to a maximum of:
 - i. Regional Partner: \$5,000
 - ii. Parkland County based: \$7,500
- 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.

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 STREAM****1. GRANT ALLOCATION**

- a. The allocation of the Project Grant stream 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)
- b. 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. Fundraising activities
 - iii. Capital or facility improvements
 - iv. Land or facility purchase
 - v. Vehicles
 - vi. Scholarships, prizes, gratuities, gifts, individual awards, payments, and other items that are for individual benefit

2. GRANT AWARDS

- a. Funding may be awarded up to 50% of the eligible project costs to a maximum of \$5,000.
- c. 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.
 - i. No more than 30% can come from volunteer hours:
 - i. Maximum of 10% preparation
 - ii. Maximum of 20% volunteer hours on day of the event
- c. Applicants will complete a final report within two months of completion of the project. The form will be provided by Parkland County.

“SCHEDULE D”**TERMS AND CONDITIONS****NOT-FOR-PROFIT ORGANIZATION GRANT PROGRAM – MICRO STREAM****1. GRANT ALLOCATION**

- a. The allocation of the Micro Grant stream 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)
- b. 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. Fundraising activities
 - iii. Capital or facility improvements
 - iv. Land or facility purchase
 - v. Vehicles
 - vi. Scholarships, prizes, gratuities, gifts, individual awards, payments and other items that are for individual benefit

2. GRANT AWARDS

- a. Funding may be awarded up to a maximum of \$500 per project and up to a maximum of \$2,000/annually.

3. TERMS

- a. The project will occur within the year in which approved funding is being provided.
- b. Programs must occur in Parkland County or demonstrate a meaningful impact for Parkland County Residents.
- c. 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.

- d. No more than 30% can come from volunteer hours:
 - i. Maximum of 10% preparation
 - ii. Maximum of 20% volunteer hours on day of the event
- e. Applicants will complete a final report within two months of completion of the project. The form will be provided by Parkland County.

“SCHEDULE E”

TERMS AND CONDITIONS

NOT-FOR-PROFIT ORGANIZATION GRANT PROGRAM – EMERGENT MINOR CAPITAL REPAIR STREAM

1. GRANT ALLOCATION

- a. The allocation of the Emergent Minor Capital Repair Stream is based on financial support for the unforeseen or unbudgeted emergency repair or replacement related to items or infrastructure failures that present an immediate threat to the ability of an organization to continue to operate and provide services to our community.
- b. Expenses eligible for emergency repair or replacement are exclusive to the following list:
 - i. **Major systems:** furnace or HVAC system, hot water tank, damaged roof, building foundation, sump pump, flooring, windows, doors, electrical wiring upgrades and plumbing
 - ii. **Accessibility equipment:** wheelchair ramps, lifts, automated doors, modified bathroom equipment, and modified chairs and tables
 - iii. **Safety equipment:** fixtures and equipment required by Fire and Safety Regulations (e.g. fire alarms, fire doors)
 - iv. **Washrooms:** fixtures, toilets, sinks, and related skilled labor costs.
- c. Ineligible expenses are any not listed above and include, but are not limited to, the following:
 - i. Deferred maintenance items
 - ii. Lead-based paint abatement
 - iii. Demolition and reconstruction activities e.g. renovation of a boardroom
 - iv. any costs or expenses not related to the emergent item. (e.g. painting of a utility room)
 - v. small and major appliances (e.g. vacuum cleaner, microwave, refrigerator, stove, dishwasher)
 - vi. replacement of outdoor equipment
 - vii. office furniture and equipment (e.g. desks, chairs, cell phone, printers, computers, etc.)
 - viii. security alarm systems
 - ix. installation of fire suppression systems
 - x. air conditioning units
 - xi. insurance deductibles
 - xii. First Aid kits, expired fire and life safety equipment (e.g. fire extinguishers etc.)
 - xiii. electronics (e.g. televisions, cameras, stereos, CD players, etc.)
 - xiv. vehicles, lawn mowers, garden supplies
 - xv. deposits on leases and rentals
 - xvi. staff wages or salaries
 - xvii. capital campaigns
- d. Priority will be given to facilities located in Parkland County, followed by facilities in partner communities where there is no cost share agreement in place for similar type of facility.

2. GRANT AWARDS

- a. Minor capital projects may be covered up to 75% of the cost of the project to a maximum of \$5,000 in one year.
- 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. Requests are reviewed on a case-by-case basis. Eligibility of requests are evaluated on several factors, including the rationale provided, evidence of the emergency circumstance, the reasonability of the request, and whether the cost is considered to be outside routine and regular service.
- d. The amount of funding allocated is contingent upon Council's annual approved operational budget

3. TERMS

- a. Emergent Minor Capital requests will be reviewed on an ongoing basis or as determined by Administration. The amount of the grant awarded will be based on several 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 must occur within the year in which approved funding is being provided.
- c. Facility must be in Parkland County or demonstrate a meaningful impact for Parkland County residents.
- d. Proof of payment submitted with the Financial Reporting Document should reflect the purchase of all eligible expenditures and include the following components:
 - i. verifiable receipts (e.g., transaction receipts), indicating the item purchased, amount paid and date
 - ii. invoices with zero-dollar balances with a corresponding receipt of payment (if applicable), such as bank statements or a copy of the cheque used in the transaction
 - iii. name of company/individual from which items or services were purchased
 - iv. date of purchase
 - v. itemized description of the products purchased
 - vi. Professional inspections can be included in the grant application costs.

Please note: payments made with cash will not be accepted without invoices and proof of payment of the transaction.

- e. Applicants will complete a final report within two months of completion of the improvements. The form will be provided by Parkland County.