



COMMUNITY LEAGUE GRANT FUNDING SUSTAINABILITY –MAJOR CAPITAL 2020 APPLICATION FORM

Submission Deadlines: June 15, 2020

Submissions & Inquiries

PARKLAND COUNTY CONTACT INFORMATION

Mail or In Person: Attn: Parks, Recreation & Culture Parkland County 53109A HWY 779 Parkland County, AB T7Z 1R1	Phone: (780)968-8400 Email: prc@parklandcounty.com Office Hours: 8:30am - 4:30 p.m. Drop Box: Located to the right of the main door entry
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Contact Information & Declaration

REGISTERED LEAGUE INFORMATION

Community League	
Mailing Address	
Postal Code	

DECLARATION OF OFFICERS

In making this application, we, the undersigned Officers of the applicant, hereby represent to Parkland County and declare that, to the best of our knowledge and belief that the information provided is truthful and accurate; and, the application is made on behalf of the organization with the Board's full knowledge and consent.

Signature of President	
Print Name	Date
Email	Phone

PRIMARY GRANT APPLICATION CONTACT

Primary Contact	
Email	Phone

The personal information on this grant application is being collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy (FOIP) Act and will be used to administer grant funding. Names and contact information will be protected in accordance with the privacy provisions of the FOIP Act. If you have questions about the collection, use or disclosure of your personal information, please contact our FOIP Representative at (780)968-8888.

Community League Grant Funding Sustainability Major Capital General Information

The Community League Grant Funding Sustainability Major Capital program assists Parkland County Community League with major capital costs of the preventative maintenance, or renovation, or code upgrades to their facilities to better enhance programs and service delivery to Parkland County residents.

1. 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 League.
2. The percentage supplied by the Community League may include cash and/or in-kind donations of equipment, supplies and donated labor. Donated labour/services/material/equipment MUST be directly related to the approved project.
3. The allocation of the Community League Sustainability Fund – Major is based on the assessed priority of the project:
 - a. Items identified in the Stantec 2018 report
 - b. Structural integrity of existing structures – Projects that are necessary to replace failing infrastructure (well collapse, building or rink replacement)
 - c. New development to address an identified community need. (ie: playground, rink)
 - d. Renovation – Projects that upgrade a facility to address an identified organization need. (ie :an addition, ball diamond re-grading).
4. In addition, amount of the grant awarded will be based on a number of factors including, but not limited to:
 - a. The number of applications received.
 - b. The project priorities and immediate need.
 - c. The direct or indirect benefit of the project on the quality of life and/or community well-being beyond the association's direct membership.
 - d. The responsiveness of the project to community needs and issues.
 - e. The organizations plan for long term financial viability and self-sufficiency.
5. Groups will need to provide a long range lifecycle plan to be considered.
6. Depending on the project a community needs assessment may be required. This will be determined by your Community Development Coordinator.
7. Funds will be held in trust by Parkland County until proof of the project commencement.
8. Applicants may be requested to present their project to Council
9. Funds must be used within 24 months of being awarded. 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.

Volunteer rates:

- \$20.00 per hour for unskilled labour working directly on the project (must report actual hours on volunteer log)
- \$35.00 per hour for skilled labour (must report actual hours on volunteer log)*
- \$70.00 per hour for heavy equipment (including operator) (must report actual hours on volunteer log)

**Skilled labour includes qualified trades and professionals' specific to components of a project (e.g. ticketed electrician or plumber).*

Supporting documentation for donated resources should be maintained and include:

- Volunteer log sheets* for the project including date, name, signature, nature of work provided, number of hours worked, rate per hour, and total value
- Donation letters on business letterhead or invoices clearly indicating the fair market value of the professional services and materials that have been donated by the business.

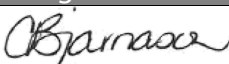

Donated labour/services/material/equipment MUST be directly related to the approved project. This *excludes* time spent in planning, attending meetings, fundraising activities, developing and preparing grant applications, volunteer recognition, pre-event activities such as planning meetings, volunteer travel time or mileage for picking up materials and equipment, pre-construction activities such as meetings with contractors and obtaining quotes for the project, and ground breaking, opening and other ceremonial events.

Project Description

Project information					
Proposed Project:					
Type of Project:		Replacement		New development	Renovation
Was this project identified in the Stantec 2018 report?				Yes	No
Total Proposed Project Costs:					
Total Funding secured to date:					
Construction Start/Completion Dates:					

Required Attachments

DESCRIPTION	CHECK
Program Statement (samples and assistance available through Community Development Coordinator)	
Site plan or Design plan	
Project Financials	
Public Information Plan (new developments)	
Needs Assessment Summary	
Permissions required by Parkland County	
Copies of Community Association Motions approving funding for the project	
If planning to use Gaming funds (bingo, casino, raffles), attach approval letter from AGLC.	
Contraction Timeline	
Long range lifecycle plan	

Signature for Support of Funding Application			
Community Development Coordinator		Date	
Director, Community Services		Date	August 28 2020

Project Budget

Please provide a detailed breakdown of the proposed budget for this project, including your plan for matching funds and all applicable receipts and quotes. It is essential to provide detail of the proposed expenses for this project.

PROJECT REVENUE		
Requested Grant Amount	\$	Maximum Parkland County grant request cannot exceed 50% of the total project cost
Cash Contributions	\$	Please note: This represents your matching amount. Attach copies of bank statements, letters of commitment and a list of other funding that has been applied for or approved for this project. Attach a detailed list.
Donated In-kind	\$	
Other grant funding	\$	
TOTAL REVENUE:	\$	

CASH EXPENSES			DONATED IN-KIND			
Item description	Quotes/ Source of Estimate	Cash Cost (A)	Unskilled (B)	Skilled (C)	Equipment (D)	Materials (E)
	Subtotals:					

(Please attach additional sheets if needed)

TOTAL PROJECT COSTS = \$ _____ (SUM OF A, B, C, D & E)

This figure must equal TOTAL REVENUE above

Program Statement Instruction Page

(Samples and assistance available through Community Development Coordinator)

Project Title	Includes group name and activity to be undertaken
Introduction	Identify the group of individual that is promoting the project, where the project is to be located, and provides some background information identifying the problem being solved or need being addressed
The Project	Provide a brief description of the proposed project vision or statement of intent and the goals or objectives of the project.
The Project Justification	Provide the justification for the projects. (eg. As result of a needs assessment, a legislative requirement or another study. Identify all stakeholders and whether there is support /non-support of this project.
Stantec Report	List how the project fits into the 2018 Stantec report and the level of urgency that it was rated.
Program Requirements	List all the elements or components of the project. It would be helpful to list them in priority.
Site Factors/ Considerations	Describe any existing site conditions and any other special site considerations that might impact the project (eg. Existing developments, unsafe areas, poor soil conditions, traffic impacts, environmental considerations, utilities present/not present, etc.)
Financial Resources	Who is paying for the project? What are the sources of funding – cash donations, in-kind labour/ equipment/materials, sponsorships, grants, loans? Identify any contingency strategies? Budget template attached
Approvals Required	Identify all approvals that are required before implementation of the project can begin.
Implementation Responsibilities	Identify who will oversee the development/ construction of the project. Provide contact names. Will the County have a role in the project and what will that be?
Proposed Schedule	When is this project expected to begin and be completed? Are there any phases being proposed?
Sustainability Plan	Outline a business , operating and/or maintenance plan
Committee Members	Name contact information
List of Attachments	Attach Needs Assessment documentation, letters of Support, Diagrams, Plans, Maps, Financial information
Maintenance plan	How will the facility be maintained and operated