

RECREATION & CULTURE FUNDING POLICY

Subject: Funding of Recreation & Culture

Ref: Recreation/Culture

Code: 71

Date Approved: May 24, 2022

Motion No: 235/24/05/22

Replaces: 457/10/10/17

The County of Northern Lights Council believes in providing and contributing to improvements in the accessibility and availability of recreational and cultural programs, services, and facilities essential for enhancing the quality of life for its residents.

The County of Northern Lights Council recognizes:

- (a) recreation as the meaning of any play, activity, amusement, exercise, competition, etc. used for the refreshment, relaxation and fitness of body or mind; and
- (b) culture as the meaning of refinement of feelings, thoughts, tastes, or manners; and development of the mind or body through education, interpretation, arts, history, literary means, aesthetics, etc.



Chief Elected Official



Chief Administrative Officer

Recreation and Cultural Funding Policy

Policy Purpose:

This policy aims to establish guidelines and procedures for distributing recreational and cultural funding and properly handling requests for support from groups, organizations, and other community entities.

Policy Scope:

This policy applies to all recreation and cultural funding and is the responsibility of the Economic Development and Community Services Department and Council.

Policy Objectives:

1. To ensure all requests for support are treated equally and fairly through the implementation of a standardized and transparent application, evaluation, and approval processes.
2. To clarify the appropriate funding stream an applicant is eligible to pursue a given project or initiative.
3. To ensure the ratepayer's investment towards activities and events provides the highest possible return for the County of Northern Lights, whether social, economic, or cultural benefit.

Policy Statement:

Council recognizes that the ability to attract and retain quality programs, events and activities for the County of Northern Lights is a key mechanism in promoting tourism and economic and community development. These events and activities positively impact the quality of life for the community. Equally important are the facilities that hold these events.

Therefore, Council wishes to ensure that budgeted funds are allocated to facilities, programs, events, and activities that will enhance the County's reputation as an attractive place to reside, conduct business, and as a tourist destination. At the same time, Council recognizes its duty and responsibility to the ratepayers of the County of Northern Lights to ensure its funds are used in the most productive and meaningful manner.

Definitions:

1. General Exposure & Profile

- a. The organization contributes to the desirability to live or visit our communities by effectively promoting its program, event, or services to our communities, region, province, or larger geographic area.

2. Economic Benefit

- a. The project, program, or event will
 - i) Attract local, regional, domestic, international, business, sports, or cultural tourism and enhance the tourism dollars spent in the community.
 - ii) Provide full-time, part-time, or seasonal employment opportunities.
 - iii) Foster, encourage or attract potential business development within the community or region.

3. Promote Civic Pride & Sense of Place

- a. The organization or the organization's project, event, or program positively impacts the community by strengthening and fostering the feeling of belonging and welcomeness among our diverse community members, thus making our communities an attractive and desirable place to live.

General Policy Guidelines

The County will make available five (5) pools of funding:

1. **Recreation Board Funding:** Funding is provided directly to two (2) Recreation Boards to disburse funds to groups operating within the County and the support communities of Grimshaw, Manning, and Peace River. Eligible expenses would include program and event funding and related advertising and capital assistance up to **\$10,000**. Funding is based on a per household basis with the per household rate set by Council during annual budget deliberation.
2. **Council Grants Funding:** Funding is intended to provide program and operational funds to groups operating within the County or its support communities. Eligible expenses would include but are not limited to program or event funding, operating costs, and capital projects (>\$10,000) if the CCAP deadline has passed. Funding will only be considered if requests are over \$10,000, the Recreation Board has dispensed all their allotted funds, or the Applicant is not eligible under the Recreation Board distribution process. Funding distribution and eligibility are outlined within the *Council Grant Policy*.
3. **Community Capital Assistance Program (CCAP) Funding:** This program provides capital funding for major projects that involve purchasing, construction, upgrading or significant renovation of recreational and cultural facilities within the County and its support communities between \$10,000 – the annual program limit. Council sets the total funds available per year during annual budget deliberations.
4. **Hall Board Operating Funding:** Funding is intended to aid with operational expenses for hall boards operating within the County of Northern Lights and the Battle River Ag. Hall. Funding is based on a percentage of actual operating expenses.
5. **Library Funding:** This funding is intended to provide operational funding to libraries within the County and its support communities based on a per household basis. The per household rate is set out by Council during budget deliberation and is part of the County's Municipal Services Agreements.

RECREATION BOARDS

1. Funding Distribution Process – to Recreation Boards

- a. On an annual basis, the Council will review and determine the recreation funding rate per household.
- b. The Administration will establish two separate ‘Recreation Districts’ within the County: North Recreation Board [Wards 4, 5, 6, 7, Town of Manning], and South Recreation Board [Wards 1, 2, 3, Towns of Peace River and Grimshaw], as shown on the map in **Schedule A**.
- c. The County reserves the right to amend **Schedule A** as population demographics and funding agreements with municipalities change.

2. Application Process – Annual Operating Funding For Recreation Boards

- a. The Recreation Board must make requests for current year funding to the County of Northern Lights by the end of that year (**see Schedule B, Annual Request for Recreation Board Operating Funds**). Administration reserves the right to make changes to **Schedule B** as needed to improve and streamline application processes.
- b. Recreation Boards must submit an annual report to the Economic Development and Community Services Department (**see Schedule B**). The information must also include
 - i. details of the previous year’s funding disbursements
 - ii. a copy of all application forms received (approved or rejected)
 - iii. the amount requested, the amount disbursed, and if the request was for capital, operational, or event/program expenses.
 - iv. confirmation of not-for-profit/society status (*annual return or proof of filing*)
 - v. list of current officers
 - vi. previous year’s financial statements
- c. The County reserves the right to ask for additional details from the Recreation Boards regarding funds disbursed.
- d. Upon review and approval of the submission, funding under **Section 1** under Recreation Boards will be advanced
- e. As this funding is meant to be spent promoting recreation and culture within the County during the current year, carryover of funds is discouraged. The County can request the return of any unused or unexpended funds for the purpose for which they were provided.
- f. Funding allotments to the South Recreation Board and North Recreation Board will be made under the Application Process identified in **Section 3, Funding Distribution Process for Recreation Boards to Disburse Funds**.

3. Funding Distribution Process – for Recreation Board to Disburse

- a. Recreation Boards shall support a broad range of recreational and cultural activities, programs, services and projects to ensure opportunities for people of all ages and abilities are available in the County and the support communities of Grimshaw, Manning, and Peace River; as outlined in their Recreation Districts in **Schedule A**.
- b. Capital Funding for facilities owned by the Towns of Grimshaw, Manning and Peace River will be managed as part of the existing Municipal Services Agreements. As a result, the Recreation boards will not provide funds directly to either of the three Towns, nor to an organization pursuing a project that involves renovating, improving, or otherwise altering a Municipal owned facility. Equipment purchases, inventories or other assets that will be owned by the applicant and not directly fixed to the facility will remain eligible.
- c. Recreation Boards will retain the ability to determine the process they receive and review applications (case by case, two scheduled submission deadlines, etc.); the actual funding can only be provided according to this policy.
- d. The Recreation Boards will notify the County as to the funding application submission deadline, including board contact information, and processes a minimum of one (1) month in advance so the County can facilitate the advertising of these events. Should no specified deadline(s) be set, the County will advertise the continuous intake process.
- e. Funding requests and disbursements **cannot exceed \$10,000**. Capital requests in excess of \$10,000 should be submitted through CCAP. Once the CCAP deadline is passed, applications may be submitted to Council directly in accordance with the *Council Grants Policy*. All other requests in excess of \$10,000 must be submitted to Council in accordance with the *Council Grants Policy*.
- f. Capital funding requests for religious organizations will only be considered for recreational facilities accessible to the public, i.e., separate community hall, campground, curling rink, and outdoor rinks.
- g. Funding requests for operational expenses or event or program expenses for religious organizations are not permitted.
- h. Community hall and hall board-owned facility, operational, and maintenance costs are **not** eligible for funding through Recreation Boards as halls receive operating funds through the *Hall Board Operating Funding policy*. However, program, event, and capital projects under \$10,000 are eligible.
- i. Cemetery operational or facility maintenance expenses are not eligible for funding, as cemeteries are eligible for operational and maintenance funding through the *Cemetery Funding Policy*. Capital projects between \$1,000 – \$10,000 are eligible for funding. Funding requests for projects in excess of \$10,000 should be submitted through CCAP.
- j. Applicants will be notified in writing with a cover letter clearly identifying the County of Northern Lights as the provider of funds (**Schedule C**). The correspondence should also indicate the importance of recognizing the County if the funding is for a specific activity or event.
- k. Applicants **cannot** receive funds from both Recreation Boards. Applicants can only apply to the Recreation Board serving the Recreation District in which they operate.

- l. Applicants **cannot** apply for funds to both the County of Northern Lights Council and a Recreation Board for the same event, program, project, or operational funding, and vice versa.
- m. Applicants who require a copy of the County of Northern Lights logo for use in advertising must contact the County of Northern Lights office to obtain a copy. Applicants may also borrow a recognition banner for use at no cost.
- n. Applicants who cannot proceed with their event or project must notify the Recreation Board and return the funds within thirty (30) days of the project, program, or event cancellation.
- o. If the project, program, or event is rescheduled for a later date, Applicants may submit a written request to the Recreation Board to reserve the funds. It is the sole discretion of the Recreation board whether the request will be permitted. Applicants who choose to reserve their funds **cannot** re-apply to receive additional funds for the rescheduled project, program, or event.

REQUESTS FOR FUNDING MADE TO RECREATION BOARDS

4. Application Process – Requests to Recreation Boards for Funding

- a. Eligible applicants include Registered Non-Profit Organizations and Societies operating within the County of Northern Lights or one of the Support Communities outlined in **Schedule A**.
- b. Community groups and organizations within the Recreation Districts outlined in **Schedule A** can apply for funds from the appointed Recreation Board by completing the **Requests to Recreation Boards for Funding form** attached as **Schedule D**. County Administration reserves the right to make changes to **Schedule D** as needed to improve and streamline application processes.
- c. Applicants must submit a **complete application form (Schedule D) and provide required documents** to support their application, including, but not limited to, quotes and estimates for supplies, equipment purchases, etc. and operating, program or event budget.
- d. Completed applications will be evaluated based on the eligibility requirements identified in the *General Policy Guidelines* and **Section 3, Funding Distribution Process- for Recreation Boards to Disburse**.
- e. Recreation Boards will not provide funds directly to either of the three Towns, nor to an organization which is pursuing a project that involves renovating, improving, or otherwise altering a Municipally owned facility. Equipment purchases, inventories or other assets that will be owned by the applicant and not directly fixed to the facility will remain eligible.
- f. Eligible applications are to be brought to Recreation Board for a funding decision.
- g. Successful Applicants will be notified in writing with a cover letter clearly identifying the County of Northern Lights as the provider of funds (**see Schedule C**). The correspondence should also indicate the importance of recognizing the County if the funding is for a specific activity or event.
- h. Applicants who require a copy of the County of Northern Lights logo for use in advertising must contact the County of Northern Lights office to obtain a copy. Applicants may also borrow a banner for recognition at events, programs, and grand openings, at no cost.
- i. Applicants **cannot** apply to both County of Northern Lights Council and a Recreation Board for the same event, program, or project, and vice versa.
- j. Applicants **cannot** receive funds from both Recreation Boards. Applicants can only apply to the Recreation Board serving the Recreation District in which they operate.
- k. Capital funding requests for religious organizations will only be considered for recreational facilities accessible to the public, i.e., separate community hall, campground, curling rink, and outdoor rinks.
- l. Funding requests for an event or operational expenses for religious organizations are not permitted.
- m. Applicants who cannot proceed with their event or project must notify the Recreation Board and return the unused funds within thirty (30) days of the program, project, or event cancellation.

- n. If the program, project, or event is rescheduled for a later date, Applicants may submit a written request to the Recreation Board to reserve the funds. It is the sole discretion of the Recreation board whether the request will be permitted. Applicants who choose to reserve their funds **cannot** re-apply to receive additional funds for the rescheduled project, program, or event.
- o. Requests for cost summaries and audits of the projects related to the funding may be undertaken by the Recreation Board or County on a case-by-case basis.

REQUESTS FOR FUNDING MADE TO COUNCIL

5. Application Process –Requests for Funding Made to Council

- a. Council will only accept applications if the Applicant is not eligible for Recreation Board funds, has missed the CCAP deadline and the request is over \$10,000, or the Recreation Board has dispensed all their allotted funds for the year. Any applications received that are found to be eligible for Recreation Board funds will be declined and directed to the appropriate Recreation Board.
- b. Upon determining the eligibility guidelines as per the [Council Grants Policy](#), applications will be made by completing the **Request to Council for Funding** form, attached as **Schedule E**.
- c. County Administration reserves the right to make changes to **Schedule E** as needed to improve and streamline application processes.
- d. Completed applications will be evaluated based on the eligibility requirements identified in the *General Policy Guidelines* and the *Council Grants Policy*.
- e. Eligible applications are to be brought to Council for a funding decision.
- f. Successful applicants will be notified in writing with a cover letter clearly identifying the County of Northern Lights as the provider of funds. The correspondence should also indicate the importance of recognizing the County if the funding is for a specific activity or event.
- g. Applicants who cannot proceed with their event or project must notify the County and return the unused funds within thirty (30) days of program, project, or event cancellation.
- h. If the program, project, or event is rescheduled for a later date, Applicants may submit a written request to the County of Northern Lights Council to reserve the funds. Should applicants reserve the funds, they cannot re-apply for additional funding for the rescheduled project, program, or event. It is the sole discretion of the Council or Administration whether the request will be permitted.
- i. Applicants who require a copy of the County of Northern Lights logo for use in advertising must contact the County of Northern Lights office to obtain a copy. Applicants may also borrow a recognition banner for use at no cost. Requests for cost summaries and audits of the projects related to the funding may be undertaken on a case-by-case basis.

COMMUNITY CAPITAL ASSISTANCE PROGRAM (CCAP Grant Program)

- a. The County of Northern Lights does not provide support for business events and conferences or any other events and activities determined to be commercial in nature through this program.
- b. Only Applicants who are registered not-for-profits, fall under the Alberta Agricultural Societies, Societies, Cemeteries, or Libraries Act, or are a CRA Registered Charity are eligible to apply for support. Council reserves the right to request specific information regarding any group, individual, or organization making an application. This information will generally be requested as part of the application process. It may involve a request for information on an entity's status, organizational structure, officers, constitution, or other necessary information to evaluate a request for support.
- c. Capital projects must be within the County of Northern Lights boundaries or its support communities of Grimshaw, Manning, and Peace River.
- d. Any support extended will be considered sponsorship, and as such, the County of Northern Lights will receive recognition and benefit extended to any sponsor.
- e. Approval of applications is subject to the budgeted funds available in any given year. Therefore, the application process is competitive.
- f. This section is not exhaustive but provides the general rules for funding. The County of Northern Lights and its Council reserve the right to refuse any application for any reason.

1. Application Process – Community Capital Assistance Program (CCAP) Funding

- a. Council, through the annual budget process, will identify an amount that will be made available under the Community Capital Assistance Program (CCAP).
- b. Applications for the Community Capital Assistance Program (CCAP) will be accepted once per year in April. The application process will be publicly advertised for a minimum of one month before the closing date for applications.
- c. Applications are to be made using the **Community Capital Assistance Program (CCAP)** application form, attached as **Schedule F**.
- d. County Administration reserves the right to make changes to **Schedule F** as needed to improve and streamline application processes or update funds made available for that year.
- e. A completed application package should contain, but is not limited to:
 - i. Completed request for support (**Schedule F**)
 - ii. A detailed description of the project, including the reason for the request
 - iii. Confirmation of not-for-profit, cemetery, society, or library status, including a list of officers/directors
 - iv. Copy of the most recent financial statement
 - v. Copy of valid liability and property insurance (certificate of insurance)
 - vi. Proof of external supplementary funding (grants, donations, etc.)

- e. Submitted applications are evaluated by the Economic Development and Community Services Department to ensure eligibility. Eligible applications and a recommendation will be forwarded to Council for consideration as to whether support could be approved or denied and how funds will be disbursed.
- f. Applicants may be required to attend a council meeting to respond to any questions regarding their application.
- g. In determining the amount of support, Council will consider:
 - i. Fundraising efforts made by the Applicant.
 - ii. Total budgeted cost of the project.
 - iii. The Applicant's contribution to the event through volunteer activities, in-kind contributions, and financial contributions.
 - iv. Previous assistance provided to the Applicant.
 - v. The benefit to the community overall and the project's significance.
 - vi. The marketing value and opportunity offered to the County in exchange for its support.
- h. Applicants approved for funding must sign a Statement of Understanding before receiving grant funds, as outlined in **Schedule F**.
- i. Costs incurred before application approval will not be considered eligible costs.
- j. Projects already completed are not eligible for funding.
- k. To be eligible for consideration under the current year's Capital Assistance Funding Program (CCAP), a Project Report for funds from the previous year, if applicable, must be completed and reported satisfactorily.
- l. While using the CCAP grants to leverage additional grant funding is acceptable, the project must be completed within the allotted timeframe. If the project is not completed in the agreed-upon timeframe, the grant funding will be repaid in full to the County.
- m. A Project Report that details the accomplishments and includes an accounting of revenues and expenditures shall be submitted to the County within sixty (60) days after project completion, as outlined in **Schedule G**.
- n. If the Applicant requires an extension on Project Reporting, a written request must be made to the County and approved by Administration.

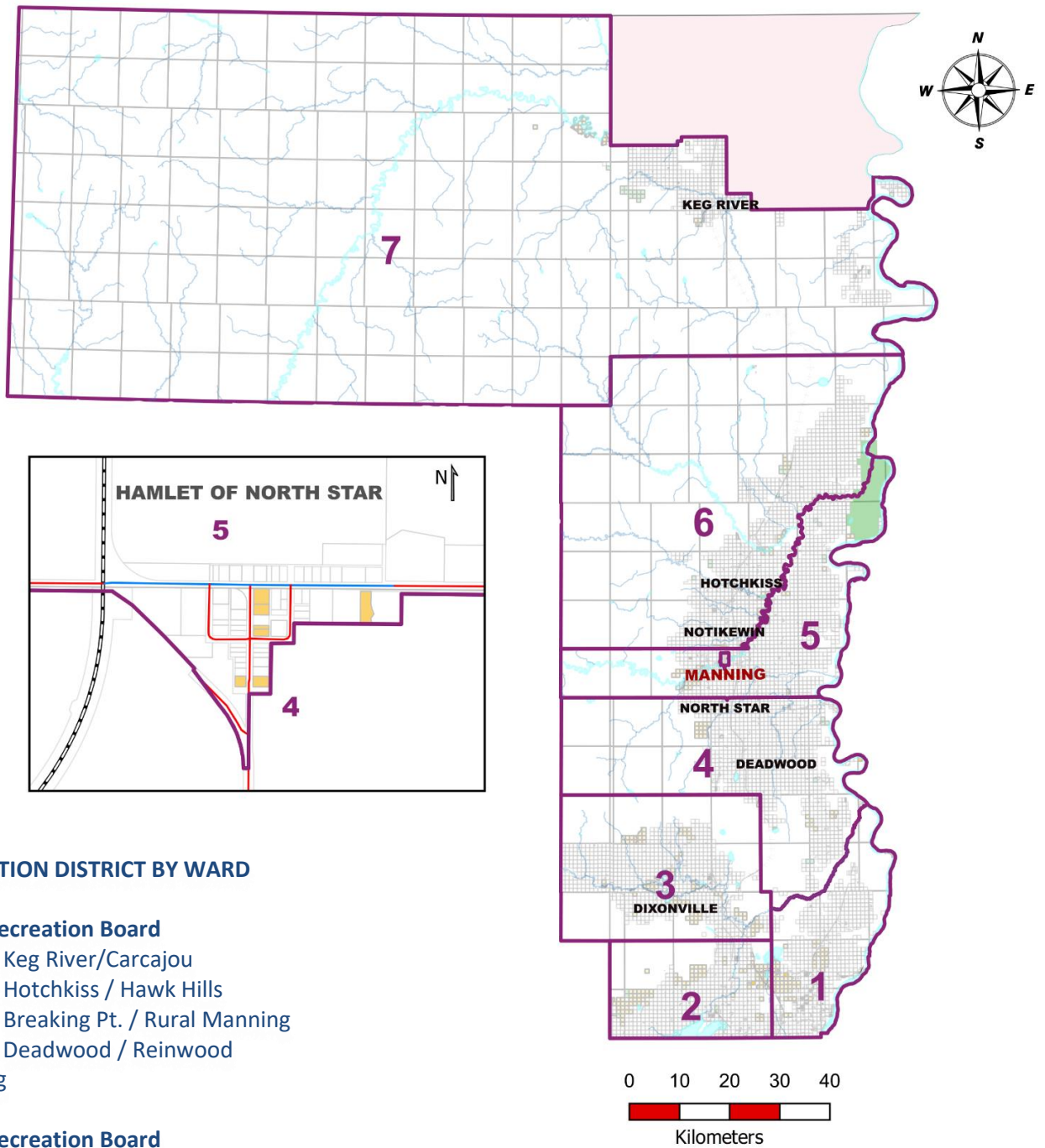
HALL BOARD OPERATIONAL FUNDING

- a. Annually Council will make operational funding available for Community Halls located in the County of Northern Lights in the form of an operating grant.
- b. Grant funding will be provided up to 50% of the eligible Hall Board actual cash operating expenses (excluding GST) as outlined on the previous year's financial statement.
- c. Eligible operating expenses include (but are not limited to):
 - i. Septic servicing
 - ii. Utilities (power, water, gas, telephone, etc.)
 - iii. Custodial costs
 - iv. Parking lot maintenance (snow removal, grading, gravel, etc.)
 - v. Landscaping maintenance (grass cutting, tree removal, etc.)
 - vi. Curling arena maintenance (ice installation, maintenance, etc.)
 - vii. Campground maintenance (grass cutting, caretaker cost)
 - viii. Insurance costs
 - ix. Accounting and legal cost
 - x. Inspection cost (Fire extinguishers, fire suppression, etc.)

1. Application Process – Hall Board Operational Funding

- a. Applications will be made using the **Annual Hall Board Operational Grant** application form, attached as **Schedule H**. The administration reserves the right to make changes to **Schedule H** as needed to improve and streamline application processes.
- b. Applicants who have previously received grant funding from the County of Northern Lights but have not fulfilled the grant(s) requirements will not be eligible for funding under this program until all outstanding requirements have been met.
- c. Applicants must provide public recognition of the County of Northern Lights' contribution to the Hall Board Operation Grant.
- d. The Battle River Agricultural Society can access grant funding for up to 40% of the agricultural hall operational costs only, including:
 - i. Septic servicing
 - ii. Utilities (power, water, gas, telephone, etc.)
 - iii. Hall insurance costs
- e. A completed application package should contain, but is not limited to:
 - i. Completed request for support (**Schedule H**)
 - ii. Confirmation of not-for-profit status (*annual return or proof of filing*), including a list of officers/directors
 - iii. Copy of the most recent financial statement
 - iv. Copy of valid liability and property insurance
- f. A Hall Board accessing the Hall Board Operational Grant will provide the County of Northern Lights with one (1) free rental of the hall per year.

SCHEDULE A



RECREATION DISTRICT BY WARD

North Recreation Board

- Ward 7: Keg River/Carcajou
- Ward 6: Hotchkiss / Hawk Hills
- Ward 5: Breaking Pt. / Rural Manning
- Ward 4: Deadwood / Reinwood Manning

South Recreation Board

- Ward 3: Dixonville / Chinook Valley
- Ward 2: Warrensville / Lac Cardinal
- Ward 1: Weberville / Stewart Grimshaw Peace River



SCHEDULE B

ANNUAL OPERATING FUNDS REQUEST FOR RECREATION BOARDS (Recreation Board Application to County) Application Form

(Please print or type all responses)

Individual Applying: _____

Recreation Board Name: _____

Mailing Address: _____ Postal Code: _____

Treasurer: _____ Phone: _____ Email: _____

Supporting Documentation:

- Copy of last 'Annual Return' filed with Corporate Registry *[annual return or proof of filing]*
- Copy of last year's Financial Statement
- Copy of all application forms received and an outline of projects funded indicating which were for operational, capital, or event/program expenditures, if not previously provided.

[please check appropriate boxes and enclose copies of documentation.]

I/We understand that:

1. The grant shall be used only for those purposes outlined in the County of Northern Lights *Recreation and Culture Funding Policy*.
2. Grant funds not expended for the purposes for which they were provided shall be returned to the County's Municipal Treasurer.
3. Recreation Boards must provide a list of contributions provided in writing to the County of Northern Lights within two weeks of their meetings.
4. The Recreation Boards will notify the County as to the funding application submission deadline, including board contact information, and processes a minimum of one (1) month in advance so the County can facilitate the advertising of these events.
5. Recreation Boards must submit an annual report to the Economic Development and Community Services Department. The information must also include details of the previous year's funding disbursements, a copy of all application forms received (approved or declined), the amount requested, the amount disbursed, and if the request was for capital, operational, or event/program expenses—confirmation of not-for-profit status, list of current officers, previous year's financial statements.
6. The Council may require that an evaluation or audit of the project/s related to the grant be undertaken.

7. Declaration of Financial Contact - The person responsible for finances on the proposed project must complete the following declaration:

I, _____,
(PRINT NAME) (OFFICIAL POSITION)

do solemnly declare to take full responsibility for receiving and facilitating disbursement of all monies received from the County in response to this application, of which this statement forms a part.

Declared this day/month/year _____ at _____, in the Province of Alberta.

Signed: _____ Witnessed: _____

Please return the form to:

County of Northern Lights
Economic Development and Community Services
PO Box 10
Manning AB, T0H 2M0
Phone 780-836-3348 / Fax 780-836-3663

The personal information is being collected to determine an applicant's eligibility to receive recreation funding. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act. Once submitted to the Municipal Council, it may become public information and may be published in a Council meeting agenda. Detailed information on financial statements will not be submitted for public information; however, financial statement summaries will. Questions regarding this information collection can be directed to the FOIP Coordinator at the County of Northern Lights office.

SCHEDULE C

FORM LETTER FOR RECREATION BOARD TO FUNDING RECIPIENT

Re: Recreation Board Funding Request

Dear

The _____ Recreation Board has reviewed your request for funding for _____
_____, and we are pleased to advise that having given consideration to your request the
board has agreed to provide funding in the amount of \$ _____.

The Recreation Board receives its funding from the County of Northern Lights to improve and contribute to the accessibility and availability of recreational and cultural programs, services, and facilities in the County to support and enhance the quality of life for its residents.

When acknowledging sponsorship, the County of Northern Lights shall be named as the provider of funds. For the use of the County logo, please contact the County of Northern Lights administration at the main office at (780) 836-3348. An acknowledgement banner may also be made available upon request, free of charge. If you would like assistance in sharing and promoting your event or program through the County's media network (newsletter, social media, etc.), please contact Community Services at 780-836-3348 ext. 238 or csc@countyofnorthernlights.com.

Thank you for supporting recreation and culture in our County and for your hard work and dedication to making this a better place to live.

Yours truly,

Recreation Board Chair



SCHEDULE D

REQUESTS MADE TO RECREATION BOARDS FOR FUNDING Application Form

Incorporated (*Legal*) Name of Organization (*must match provincial incorporation name*):

Common Name of Organization (*if different from the incorporated name*):

Mailing Address of Applicant Organization: _____

** All correspondence and cheques will be mailed to this address.

City: _____ Province: _____ Postal Code: _____

Contact Person: _____ Position: _____

Phone Number: _____ Email: _____

PROJECT OVERVIEW

Activity / Event Type (please check one)

- Hosting a Regional, Provincial, National or International Event
- Travel to a Regional, Provincial, National or International Event
- Organization/Group Start-up Costs
- Community Event or Program
- Other: Specify _____

Project Name: _____ Amount Requested: \$ _____
(Cannot exceed \$10,000)

Description of request: (*use a separate sheet if more space is required*)

Funding Criteria - See Definitions in the *Recreation and Culture Funding Policy* for more details.

(Check all that apply)

General Exposure & Profile

Economic Benefit

Promote Civic Pride & Sense of Place

This request is for:

Operational Funding

Capital Funding

Event/Program Funding

**Please note that halls within the County of Northern Lights and the Battle River Ag Hall located in Manning must now apply for operational expenses through the County Hall Board Operations grant. Hall board capital and event expenses under \$10,000 are still eligible through the Recreation Boards.*

How will you acknowledge support from the County of Northern Lights? *(Social media, donor wall, etc.)*

Number of County of Northern Lights Residents participating in programs or utilizing the facility, or estimated number once project or event is complete.

Actual

Estimated

PROJECT PROMOTION AND MARKETING

Once complete, to whom will you be promoting your event or program? *(Local community, region, province.)*

How will you be promoting your event or program? *(Social media account, website, radio, etc.)*

Would you like assistance from the County of Northern Lights in marketing and promoting your organization, event, services, or programs?

Yes*

No

**Contact the Community Services Department at 780-836-3348 ext.238 or csc@countyofnorthernlights.com to arrange marketing/promotions.*

APPLICATION PROPOSED BUDGET

(Applicants may use a separate sheet if needed)

Revenues:

Expenses:

Requested Amount: _____

Transportation: _____

Applicant Fundraising: _____

Accommodations: _____

Applicant Contributions: _____

Contracted Services: _____

Other Grants/Donations: _____

Food: _____

In-Kind Contributions: _____

Administration: _____

Other: _____

Other: _____

Total Revenue: _____

Total Expenses: _____

Did you approach the County of Northern Lights for funding? Yes* No

***If yes, did you receive funding from them for this project, event, or activity?** Yes No

*Note: Applicants **cannot** apply to or receive funds from both Recreation Boards or a Recreation Board and Council. Applicants must apply to the Recreation Board serving the Recreation District in which they operate, as outlined under Section 4, Requests to Recreation Boards for Funding.*

For Recreation Board Use Only:	
Recreation Board: North <input type="checkbox"/>	South <input type="checkbox"/>
Date Received: _____	Date Reviewed: _____
Funding Approved: No <input type="checkbox"/> Yes <input type="checkbox"/>	Amount approved for: \$ _____
Comments:	

The personal information on this form is being collected for the purpose of determining the eligibility of an applicant to receive recreation funding. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to the municipal Council and may be published in a Council meeting agenda. Detailed information on financial statements will not be submitted for public information; however, financial statement summaries will. Questions regarding the collection of this information can be directed to the FOIP Coordinator at the County of Northern Lights office.



SCHEDULE E

REQUEST TO COUNCIL FOR FUNDING Application Form

Incorporated (Legal) Name of Organization (must match provincial incorporation name):

Common Name of Organization (if different from the incorporated name):

Mailing Address of Applicant Organization: _____

(All correspondence and cheques will be mailed to this address).

City: _____ **Province:** _____ **Postal Code:** _____

Contact Person: _____ **Position:** _____

Phone Number: _____ **Email:** _____

PROJECT OVERVIEW

Activity / Event Type (please check one)

- Hosting a Regional, Provincial, National or International Event
- Travel to a Regional, Provincial, National or International Event
- Organization/Group Start-up Costs
- Community Event or Program
- Other: Specify _____

Project Name: _____ **Amount Requested: \$** _____

Description of request: *(use separate sheet if more space is required)*

Funding Criteria - see Definitions in the *Recreation Funding Policy* for more details. *(Check any that apply)*

General Exposure & Profile

Economic Benefit

Promote Civic Pride & Sense of Place

This Funding Request is for - *(Check one)*

Operational Funding

Capital Funding

Event/Program Funding

How will you acknowledge support from the County of Northern Lights? *(Donor wall, thank you ad, etc.)*

Number of County of Northern Lights Residents currently participating in programs or utilizing the facility, or estimated number once the program or facility is completed:

Actual

Estimated

PROJECT PROMOTION AND MARKETING

Once complete, to whom will you be promoting your event or program? *(Local community, region, province.)*

How will you be promoting your event or program? *(Social media account, website, radio, etc.)*

Would you like assistance from the County of Northern Lights in marketing and promoting your organization, event, services, or programs?

Yes

No

APPLICATION PROPOSED BUDGET

(Applicants may use a separate sheet or a copy of their own proposed budget if needed)

Revenue		Expenses	
Requested Amount	\$	Transportation	\$
Applicant Contributions	\$	Accommodations	\$
Applicant Fundraising	\$	Contracted Services	\$
In-Kind Contributions	\$	Food	\$
Ticket Sales/Memberships	\$	Administration	\$
Registrations	\$	Supplies/Materials	\$
Other <i>(please specify)</i>	\$	Other <i>(please specify)</i>	\$
	\$		\$
	\$		\$
Total Revenue	\$	Total Expenses	\$

Did you approach the North or South Recreation Board for funding?

Yes*

No

***If yes, did you receive funding from them for this project, event, or activity?**

Yes

No

*Note: Applicants **cannot** apply to or receive funds from both Recreation Boards or a Recreation Board and Council. Applicants must apply to the Recreation Board serving the Recreation District they operate, as outlined under Section 3, Recreation Boards.*

Please submit applications (single-sided, no staples) to:

**County of Northern Lights
600 – 7th Ave NW, Box 10
Manning, AB T0H 2M0
cao@countyofnorthernlights.com**

The personal information on this form is being collected for the purpose of determining the eligibility of an applicant to receive recreation funding. This information is collected under the authority of Section 33 (c) of the Freedom of Information and Protection of Privacy Act and may become public information once it is submitted to the municipal Council and may be published in a Council meeting agenda. Detailed information on financial statements will not be submitted for public information; however, financial statement summaries will. Questions regarding the collection of this information can be directed to the FOIP Coordinator at the County of Northern Lights office.

SCHEDULE F



COMMUNITY CAPITAL ASSISTANCE PROGRAM (CCAP)

Application Form

Application Deadline: last Friday of April

Funded by the County of Northern Lights to support local cultural and recreation initiatives and enhance the quality of life for residents.

Total Project Cost and Funding Request must be greater than \$10,000.00 to be considered. The maximum amount available through this program is \$50,000.00. Under this program, registered not-for-profits, cemeteries, societies, and libraries located in Grimshaw, Manning, and Peace River can apply for Funding Requests for no greater than \$12,500.00.

APPLICANT INFORMATION

Incorporated (*Legal*) Name of Organization (*must match provincial incorporation name*):

Common Name of Organization (*if different from the incorporated name*):

Act your group is registered under:

Agricultural Society or
Societies Act

Libraries Act

Cemeteries Act

Registration Number: _____ **Registration Date:** _____

CRA Registered Charity **CRA Registration Number:** _____

CRA Registration Date: _____

Mailing Address of Applicant Organization: _____

** All correspondence and cheques will be mailed to this address.

City: _____ **Province:** _____ **Postal Code:** _____

Physical Address: _____

Number of paid staff _____ **Number of Volunteers** _____

How many days was your facility open to the public last year? _____

Project Contact Person

Name: _____ **Title:** _____

Daytime Phone: _____ **E-mail:** _____

PROJECT OVERVIEW

Project Name: _____

Funding Criteria - See Definitions in the *Recreation and Culture Funding Policy* for more details.
(Check all that apply)

General Exposure & Profile

Economic Benefit

Promote Civic Pride and
Sense of Place

Does the project take place in the County of Northern Lights?

Yes

No

If not, please provides details below:

Did you approach the North or South Recreation Board for funding?

Yes*

No

***If yes, did you receive funding from them for this project, event, or activity?**

Yes

No

*Note: Applicants **cannot** apply to or receive funds from both Recreation Boards or a Recreation Board and Council. Applicants must apply to the Recreation Board serving the Recreation District they operate, as outlined under Recreation Boards Section 3.*

How will you acknowledge support from the County of Northern Lights? (*Plaque on donor wall, facility signage, social media, etc.*).

PROJECT LOCATION

Name of Facility (if applicable): _____

Address or legal description: _____

City: _____ Province: _____ Postal Code: _____

Facility Titleholder (if applicable): _____

If the different from the Applicant, please include a letter of support, or lease agreement from the titleholder.

PROJECT DESCRIPTION

Explain what you want to do with the funds. This includes a description of repairing existing issues, proposed benefits to the community, etc. Attach a separate sheet if more space is needed.

Number of County of Northern Lights Residents currently participating in programs or utilizing the Organizations facility, or a number of County residents estimated to be participating or utilizing the facility when the project is complete?

Actual

Estimated

How long will it take to complete your project once funding is approved if your grant is successful? * NOTE: All projects must be completed by the end of the year the grant was received—extensions for project completion are only available upon written request for a maximum of 3 months.

PROJECT PROMOTION AND MARKETING

Once complete, to whom will you be promoting your event or program? *(Local community, region, province.)*

--

How will you be promoting your event or program? *(Social media account, website, radio, etc.)*

--

Would you like assistance from the County of Northern Lights in marketing and promoting your organization, services, or programs?

Yes

No

ESTIMATED TOTAL PROJECT COST

(Use a separate sheet if more space is required)

LABOUR/SERVICES HIRED	
	\$
	\$
	\$
	\$
	\$
	\$
MATERIALS/EQUIPMENT TO PURCHASE	
	\$
	\$
	\$
	\$
	\$
OTHER COSTS (advertisement, shipping, etc.)	
	\$
	\$
	\$
	\$
ESTIMATED TOTAL PROJECT COST	\$

NEED FOR FINANCIAL ASSISTANCE

If your organization has a current operating surplus, operating reserves, or unrestricted cash assets, explain what you plan to do with these funds if not allocated to this project.

If your organization has a current operating or accumulated deficit, explain how the deficit was incurred and your plan for reducing it.

PROPOSED PROJECT FINANCING

(Use a separate sheet if more space is required)

AMOUNT REQUESTED FROM THIS PROGRAM	
	\$
DONATED LABOUR/SERVICES	
	\$
	\$
	\$
	\$
DONATED MATERIALS/EQUIPMENT	
	\$
	\$
	\$
	\$
CASH (INTERNAL SOURCES, FUNDRAISING)	
	\$
	\$
	\$
	\$
OTHER GOVERNMENT FUNDING (Provincial, Federal, Municipal Grants)	
	\$
	\$
	\$
TOTAL PROJECT FUNDING	\$

Will there be a user fee when the project is completed? *(Facility rental prices, membership fees, etc.)*

Yes

No

If yes, please explain:

How would your organization accommodate receiving partial funding for your project?

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CCAP GRANT ATTACHMENT CHECKLIST

- Most recent Financial Statements
- List of Directors/Officers (include a daytime phone number and email, if available)
- Proof of general liability and property insurance
- Letter of Support or Lease Agreement from titleholder (if applicable)
- Detailed list of donated labour/services/equipment
- Estimates, quotes, and other supporting documentation

SUBMISSION INFORMATION

- **Application deadline: last Friday of April**
- **MAIL: Completed application forms and documents (single-sided, no staples):**

County of Northern Lights
Attn: Economic Development and Community Services
Box 10
Manning, AB
T0H 2M0

- **EMAIL completed application forms and documents to:** csc@countyofnorthernlights.com



STATEMENT OF UNDERSTANDING

Incorporated (Legal) name of Applicant Organization (“Organization”)

The Organization declares that:

- a) The information contained in its application and supporting documents (“Application”) is true and accurate and endorsed by the Organization.
- b) The required financial statement(s) for the applicable fiscal period(s) are true copies and have been attached to and form part of the Application.

The Organization understands and agrees that should this Application be approved, any grant funding awarded is subject to the Organization complying with the terms and conditions of this Statement of Understanding. The Organization agrees to the following terms and conditions:

1. The program guidelines (“Guidelines”) and Application form part of this Agreement, and the Organization agrees to be bound by the requirements set out in them.
2. The Organization will use all grant funding awarded (“Grant”) for the stated project(s) (“Project”) within its Application. If the organization wishes to vary the Project, it agrees to be bound by the requirements set out in the program guidelines.
3. The Organization must comply with all applicable laws.
4. Following receipt of the Grant, the Organization agrees to be bound by the final report requirements set out in the Guidelines and the Application form.
5. This Agreement commences on the date of the application and binds both parties upon deposit of the Grant until the date of the Grant reporting has been approved by the County or Grant has been repaid.
6. Any part of the Grant not spent as set out in the Guidelines or upon the termination of the Agreement must be repaid to the County of Northern Lights. The Grant may be terminated upon:
 - a. mutual consent.
 - b. 30 days written notice by either party.
 - c. demand by the County for immediate repayment in the event of a breach of any term or condition;
or
 - d. if the Organization becomes insolvent.

7. The Organization acknowledges that it will be liable for the total amount of the Grant and will be bound to the terms of this Agreement, even if the Organization has paid all or part of the Grant to a third party who has spent the money.
8. The Organization agrees to give the County access to examine the Organization's operation and premises to verify the Grant has been used for the Purpose and will provide access to all financial statements and records having any connection with the Grant or the Project during the Term of this Agreement and for seven (7) years after the termination of the Agreement.
9. The Organization acknowledges that the Freedom of Information and Protection of Privacy Act (FOIP) applies to records submitted by the Organization to the County in relation to the grant application, including the Application and this Agreement. These records may be disclosed in response to an access to information request under the FOIP Act, subject to any applicable expectations to disclosure under this Act.
10. The Organization agrees to indemnify and hold harmless the County of Northern Lights, including employees and agents, from any and all claims, demands, actions, and costs (including legal fees on a solicitor-client basis) for which the Organization is legally responsible, including those arising out of negligence or willful acts by the Organization or its employees or agents. Such indemnification shall survive the termination of this Agreement.
11. The Organization agrees that the outlined project will be completed by the end of the year in which the grant was received and understands that any extension up to a maximum of three (3) months of the completion deadline must be requested in writing and approved by the County of Northern Lights.
12. The Organization agrees to give the County of Northern Lights a Project Report detailing the accomplishment and inclusion of accounting of revenues and expenditures within 60 days after project completion.
13. This Agreement shall be governed and interpreted in accordance with the laws in force in the Province of Alberta.
14. This Agreement is not intended to and does not make either party the agent, partner, or other for any purpose or create a joint venture.
15. This Agreement may not be assigned by the Organization.
16. The Organization will recognize the source of the Grant as required by the Guidelines.

The Organization represents and warrants that the person signing is duly authorized to make the Application and is legally sufficient to bind the Organization to the Agreement.

Signature of Authorized Representative

Date

Name of Authorized Representative (print)

Title

Email

Daytime Phone



SCHEDULE G

COMMUNITY CAPITAL ASSISTANCE PROGRAM Project Reporting

Project Name:		Phone number:	
Project Applicant:			
Person Reporting: (Name, email)			
Date of Completion:			

Part A – Report on Accomplishments

Activities	
<ul style="list-style-type: none">List (or attach a separate document) of activities completed by the Applicant in relation to the Project	Project Activities:

Part B – Financial Report (Note: All documentation and calculations used to determine the Eligible Costs, *including without limitation copies of the relevant invoices and receipts, must be attached*).

Part C: Additional Comments (optional)

--

Part D: County of Northern Lights Acknowledgement: Please indicate below how the County has been acknowledged or will be acknowledged in the future.

The County would appreciate pictures of the process if available for the County's social media. Please email them to csc@countyofnorthernlights.com



SCHEDULE H

ANNUAL HALL BOARD OPERATIONAL GRANT Application Form

Incorporated (*Legal*) Name of Organization (*must match provincial incorporation name*):

Common Name of Organization (*if different from the incorporated name*):

Mailing Address of Applicant Organization: _____
(All correspondence and cheques will be mailed to this address)

City: _____ **Province:** _____ **Postal Code:** _____

Contact Person: _____ **Position:** _____

Phone Number: _____ **Email:** _____

Supporting Documentation:

- Completed request for support (**Schedule H**)
- Confirmation of not-for-profit status (*annual return or proof of filing*), including a list of officers/directors
- Copy of previous year's certified financial statement
- Copy of valid liability and property insurance

[please check appropriate boxes and enclose copies of documentation.]

I/We understand that:

- a. The grant shall only be used for those purposes outlined in the County of Northern Lights *Recreation and Culture Funding Policy*.
- b. The County of Northern Lights will have up to one (1) free hall rental.
- c. Declaration of Financial Contact - The person responsible for finances on the proposed project must complete the following declaration:

I, _____,
(PRINT NAME) *(OFFICIAL POSITION)*

certify that the information provided on this application is accurate. I do solemnly declare to take full responsibility for receiving and facilitating the disbursement of all monies received from the County in response to this application, of which this statement forms a part.

Declared this day/month/year _____ at _____, in the Province of Alberta.

Signed: _____ Witnessed: _____

Please return the form to

County of Northern Lights
Economic Development and Community Services
PO Box 10
Manning AB T0H 2M0
Phone 780-836-3348 / Fax 780-836-3663
csc@countyofnorthernlights.com

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