



Requests Made to Recreation Boards for Funding Application Guide and Form

This guide has been created to aid in the process of community groups and organizations applying for funds through the County of Northern Lights Recreation Boards. The information outlined in this guide is from the [County of Northern Lights Recreation and Culture Funding Policy](#).

Community groups operating within the County and the support communities of Grimshaw, Manning, and Peace River can apply for funds up to \$10,000.00 through the County's Recreation Boards. Eligible expenses would include program and event funding, advertising, and capital assistance up to \$10,000.

Tips and important information for preparing your application:

- Review the 'REQUESTS FOR FUNDING MADE TO RECREATION BOARDS' and 'DEFINITIONS' pages in this guide to ensure eligibility.
- The application process is competitive. It is highly recommended that you provide any necessary documents to support your request; organization financial statement, project/event/program/operating budget, quotes and estimates, letters of support, etc.
- Review your application to ensure all areas of the form are completed.
- Submit your application **at least two weeks before** needing funds.
- **Submit completed application forms and supporting documents directly to the Recreation Board serving the district in which you operate.**
- **The current mailing address and email address for the North and South Recreation Board can be [found here](#).**
- Applications submitted directly to the County or Council deemed eligible to apply for Recreation Board funding will be redirected to the appropriate Recreation Board. This may cause delays in Recreation Boards reviewing your application.

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

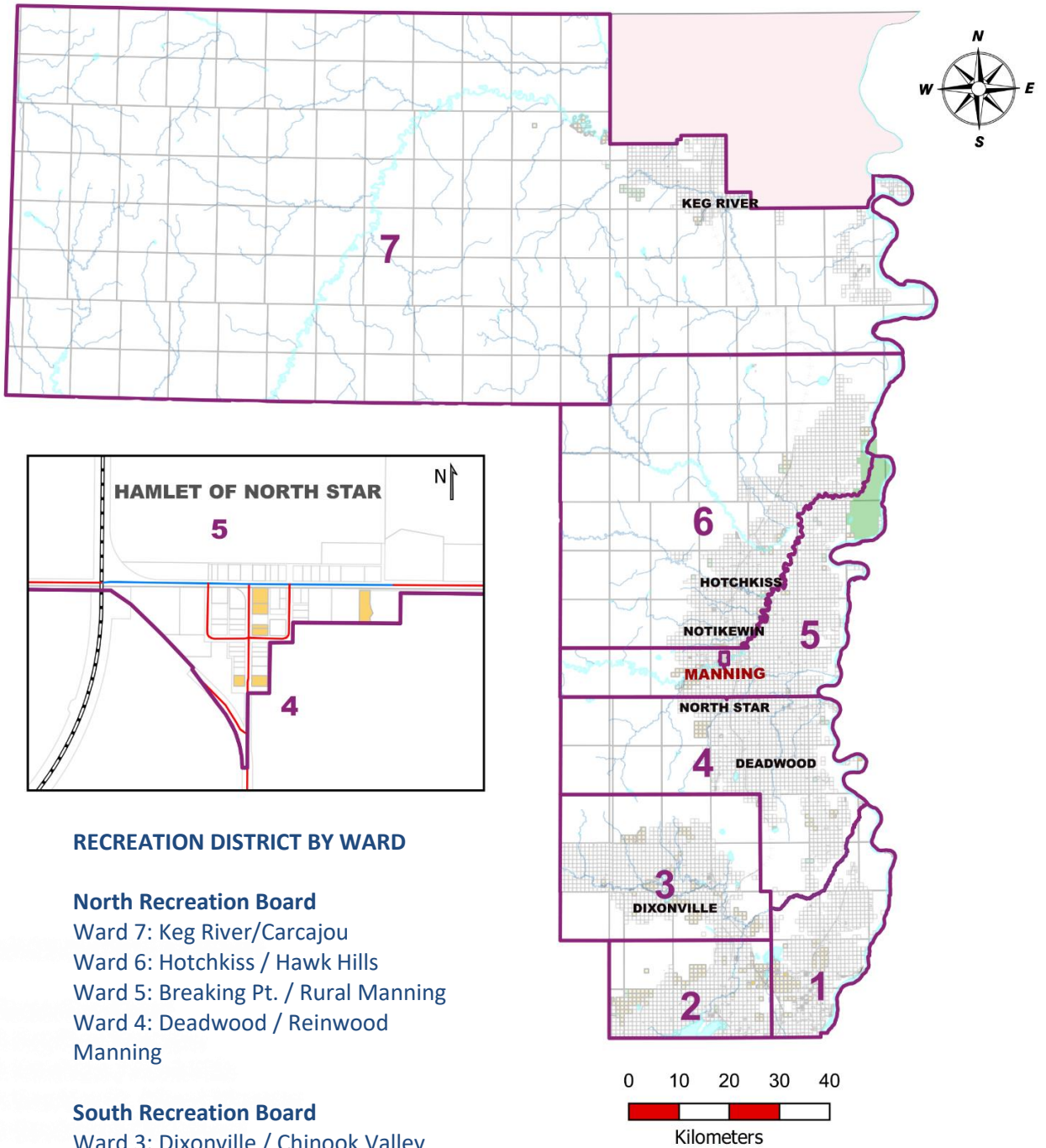
- a. The organization or the organization's project, event, or program positively impacts the community by strengthening and fostering the feeling of belonging and welcomeness among our diverse community members, thus making our communities an attractive and desirable place to live.

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.

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 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.