

# COMMUNITY ENHANCEMENT & RECREATION GRANTS



## APPLICATION PACKAGE: RECREATION FACILITY OPERATIONS

### PURPOSE

To fund community organizations, agricultural societies, recreation societies or associations and hall boards that **are operating community facilities and programs within the County of Vermilion River**. The goal is to build experiences that:

- **Bring enjoyment**
- **Encourage active participation**
- **Create and enhance community spirit**
- **Support recreation, arts (how we express ourselves), culture (who we are)**
- **Result in community enhancement**
- **Are educational and**
- **Open for use by County residents.**

Priority will be given to those programs/facilities focused on:



A County Recreation Sustainability Plan is in place and it is recommended that community organizations and facilities review this plan annually to ensure alignment with the long-term goals of the region. The Recreation Boards/County will update progress on this plan yearly and provide a progress report to the community. This long term planning ensures that as a community we nurture the kind of community we want for our neighbors, our children and our grandchildren.

### FUNDING OVERVIEW

There are a variety of grants available from the County of Vermilion River. These include operational, project and capital funding options.

**For 2018**, there is \$197,200 set aside for FACILITY operations, \$52,500 for COMMUNITY HALLS operations, and \$20,000 for programs, events and new initiatives.

These monies will be distributed **based on the type of facility/program rather than restricted by recreational district**. This means that similar types of facilities will be applying for the same pool of funds, rather than being compared to completely different facilities with varying needs and usages. The exception to this is in the capital projects where the funding continues to be from special recreation tax levies and hamlet reserve funds and will be considered based on district/community.

- Each category of funds have a limited supply of funds. This means that not all eligible projects will receive funding and even those that are approved may receive less than their requested amounts.
- Funding may vary from year to year and organizations should not expect to receive the same amount from year to year.
- Funding will not be retroactive.
- Those that are approved will be required to complete financial reporting at the end of the project/year. If there is any outstanding reporting from previous projects, the organization will not be considered for new funding until it is submitted properly to CVR.
- Applications are submitted to CVR for review and approval. **CVR will have final approval on all fund allocations.**

Categories of funds are:

**Community Halls**

**Recreation Facility Operations**

**Programs/Events**

**Arts & Recreation New Initiatives**

**Libraries**

**Special Capital Projects**

**This funding category applies to the regions previously covered by the four Recreation Districts: Dewberry, Kitscoty, Marwayne and Paradise Valley. Facilities and organizations within these four districts are eligible for these funds.**

Cost share agreements are in place for facilities and programs within the Vermilion Recreation District and the City of Lloydminster. Therefore, facilities and organizations within those boundaries are not eligible to apply for this Facility Operations grant.

**Applications can be submitted directly to:**

**County of Vermilion River**

**Attention: Corinne McGirr, Community Development Coordinator**

**4912 50 Ave**

**Box 69**

**Kitscoty, AB T0B 2P0**

**email: [cmcgirr@county24.com](mailto:cmcgirr@county24.com)**

**phone: 780.846.2244 or 780.853.5492 fax: 780.846.2716**

**DEADLINE: OCTOBER 27, 2017**

# FACILITY OPERATING GRANT APPLICATION



## WHO CAN APPLY?

- Not-for-profit societies and organizations **operating a community facility (other than a Hall)** that is used for instructional programming, organized recreation, community functions, special events, rentals or provides services to the community. Eligible applicants should have status under the Societies Act or Agricultural Societies Act
- Applications will be considered based on usage, people served, annual operating expenses and other funding sources, as well as commitment to the County's priorities as indicated on page 1.

## WHAT CAN THE FUNDS BE USED FOR?

- **General operational expenses** such as insurance, utilities, ongoing yearly maintenance and janitorial expenses. Funds **cannot** be used for start-up costs, debt reduction, endowments, or celebrations.
- Other sources of annual funding plus adequate user fees are key criteria to show financial stability and willingness to be self-sustainable
- Any requests for capital items or significant enhancement of facilities will apply through the Special Capital Projects grant

## HOW MUCH CAN I APPLY FOR?

ALLOWABLE OPERATING EXPENSES	Funding Max
Insurance + Utilities (power, gas, water, sewer, waste) + Maintenance + Janitorial	35% of total allowable expenses *except for Class B-E

The Evaluation Criteria will be used to give a percentage score that will be used as a factor against the Allowable Expenses (ie. a score of 85 points would be 85% of the allowable expenses). Additional pro rating may be required based on number of applications and total funds available for this category.

Example: Insurance + Utilities + Janitorial + Maintenance = \$10,000  
 Funding Max = 35% of \$10,000 = \$3,500  
 Evaluation Criteria gives facility 85 points = 85% of \$3,500 = \$2,975 eligible funding

- **CLASS B-A:** non-profit facilities used regularly for a variety of instructional programs, community functions, special events and organized recreation. You will be a **CLASS B-A facility** if:  
**Annual total operating expenses are greater than \$75,000/year**  
**CLASS A facilities may apply for three year guaranteed funding if they so choose.**
- **CLASS B-B:** non-profit facilities used for a variety of instructional programs community functions, special events and organized recreation. You will be a **CLASS B-B facility** if:  
**Annual total operating expenses are \$20,000 - \$74,999/year**

- **CLASS B-C:** non-profit facilities used for a variety of functions, programs, events and recreation. You will be a Class B-C facility if:  
**Annual total operating expenses are less than \$19,999/year**
- **CLASS B-D:** non-profit facilities **operated by a Senior Association** as a Seniors Centre for functions, programs, events and recreation.
- **CLASS B-E:** open-to-the-public outdoor recreation facilities (ie. parks, trails, green spaces, outdoor skating rinks, playgrounds, ball diamonds etc.) operated by non-profit associations. Funds can be used for basic maintenance/repairs; contractors; operations, insurance.  
**MAX \$1,000/amenity**

### **HOW DO I APPLY?**

- Applications will be accepted yearly in the fall. For those facilities in CLASS A, you may consider applying for a guaranteed three year fund.
- Complete the application form for **FACILITY OPERATING GRANT** and submit to the County of Vermilion River by the deadline

### **EVALUATION CRITERIA**

- All applications will be evaluated based on the following points system

<b>CRITERIA</b>	<b>POINTS</b>
<b>User days</b>	5
<b>Annual Allowable Operating Expenses</b>	20
<b>Number of users per year</b>	5
<b>Alternative funding sources</b>	15
<b>Adequate user fees</b>	20
<b>Partnerships with local groups to access facility at lower cost</b>	10
<b>Initiatives to show sustainability</b>	10
<b>Commitment to CVR Goals: Diversity, Sustainability, Vibrancy</b>	5
<b>Commitment to recreation focus: Seniors, Youth, Education, Healthy &amp; Active Living, Community Enhancement</b>	10

Category Allocation: there will be a total of \$197,200 to distribute for the year



ORGANIZATION INFORMATION

<b>ORGANIZATION LEGAL NAME:</b>			
<b>MAILING ADDRESS:</b> (all correspondence and cheques will be mailed to this address): ADDRESS:			
TOWN:		POSTAL CODE:	
If Applicable: Website _____			
Check if you use social media to promote your facility/organization: Facebook    Twitter			
<b>CONTACT INFORMATION:</b>			
	<b>President/Chair:</b>	<b>Secretary:</b>	<b>Treasurer:</b>
<b>Telephone</b>			
<b>Cell</b>			
<b>Fax</b>			
<b>Email</b>			
<b>INCORPORATION ACT REGISTERED UNDER:</b>			
<b>INCORPORATION NUMBER:</b>			
<b>DATE OF INCORPORATION:</b>			

<b>FACILITY NAME:</b>
<b>LEGAL DESCRIPTION / PHYSICAL ADDRESS:</b>
<b>REGISTERED HOLDER OF LAND TITLE:</b>
<p><b>Is your facility receiving any financial assistance from other agencies, levels of government or other sources (rental fees, admissions, memberships, donations, sponsorships, fundraising etc)?</b></p> <p>YES <input type="checkbox"/>    NO <input type="checkbox"/></p> <p>If yes, please explain/list other funding sources:</p>



## FUNDING REQUEST

<p><b>CLASSIFICATION OF YOUR FACILITY (check one, see definitions on page 3-4):</b></p> <p>CLASS B-A ___    CLASS B-B ___    CLASS B-C ___    CLASS B-D ___    CLASS B-E ___</p>
<p><b>AMOUNT OF FUNDING REQUESTED    \$</b></p> <p>If you are a Class B-A Facility, are you requesting 3 year funding? ___YES ___NO</p>
<p>Describe your operations, services and programs provided (200 words or less).</p>

CHECK ALL THAT APPLY TO YOUR FACILITY (and provide further details where requested):

	<p><b>Our Organization uses the Facility for hosting special events and/or programs for the community.</b> If yes, what events/programs does your Organization host?</p>
	<p><b>Our Facility is available for rental for private functions</b> (weddings, social gatherings, business meetings, special events etc.)</p>
	<p><b>Our Facility is used by other community organizations at a LOWER rental fee</b> (child/youth clubs, seniors groups, sports teams, community clubs etc.)</p>
	<p><b>Our Facility is used by other community organizations at NORMAL rental fee</b></p>
	<p><b>Our Organization has a long term strategic plan, capital plan or business plan in place.</b> If yes, what year was it last reviewed? _____</p>

## FACILITY USAGE – PRIOR YEAR

	# of DAYS	# of USERS
Total Usage for Facility (# of days the facility is occupied/ used each year and # of users attending those days of use)		
Used by Applicant Organization		
Used by Other Organizations		
Used for Private Functions ie: rentals, etc.		
Other Users:		
<p>Provide an overview of the impact your facility has on your community (200 words or less)</p>		


 FINANCIAL REPORTING – OPERATIONS – PRIOR YEAR

<b>OPERATING REVENUE:</b>	
User Fees (rentals, memberships, admissions)	\$
Fundraising	\$
Donations / Bequests / Sponsorships	\$
Grants:	
Municipal	\$
Provincial	\$
Other: (ie: Provincial Associations, etc.)	\$
Other:	\$
<b>TOTAL OPERATING REVENUE</b>	<b>\$</b>
<b>OPERATING EXPENSES:</b>	
Communications: telephone, postage, internet, newsletters, printing, advertising, etc	\$
Financial Fees: Bank Charges, Audit Fees, etc.	\$
Insurance	\$
Facility Maintenance & Repairs:	
Building	\$
Parking	\$
Landscaping	\$
Equipment	\$
Janitorial	\$
Supplies:	
Office	\$
Hall	\$
Janitorial	\$
Equipment / Computers / Printers, etc.	\$
Fundraising	\$
Utilities:	
Natural Gas	\$
Waste Removal/Management	\$
Power	\$
Water / Sewer	\$
<b>TOTAL OPERATING EXPENSE</b>	<b>\$</b>
<b>PROJECTED SURPLUS (DEFICIT)</b>	<b>\$</b>



### OBLIGATION OF GRANT RECIPIENTS

Grant funding recipients will receive notification outlining the approved grant amount, including specific items approved or denied. Organizations may only spend grant funds on the specific items approved. Recipients must submit a **Grant Accounting Report** to verify that the funds were spent in the manner intended and approved prior to the next recreation grant funding cycle. Failure to submit a report, or delinquency in submission, may affect future grant application consideration. At any time, grant recipients must permit a representative of the District Recreation Board or County of Vermilion River to examine financial reports and supporting documents to determine whether the grant funding has been spent as intended and approved. Grant recipients will be required to recognize funding received from the County of Vermilion River. Indicate below, what that recognition will look like.

#### FUNDER RECOGNITION PLAN:

- |   |  |
|---|--|
| <input type="checkbox"/> On-site Signage (in consult with County)           | <input type="checkbox"/> County Logo/Name in Agency Newsletter         |
| <input type="checkbox"/> County Logo/Name in Advertising                    | <input type="checkbox"/> County Logo/Name recognized at a public event |
| <input type="checkbox"/> County Logo/Name recognized on Agency Social Media |  |
| <input type="checkbox"/> Other:   |  |

**Please Note: By accepting receipt of this grant, organizations are obligated to complete the County of Vermilion River Community Enhancement & Recreation Grant Accounting Report and show proof of completed funding recognition as indicated above.**

### DECLARATION STATEMENT

WE, THE UNDERSIGNED, HEREBY CERTIFY THAT THIS APPLICATION CONTAINS A FULL AND ACCURATE ACCOUNT OF ALL MATTERS STATED WITHIN. FURTHERMORE, WE UNDERSTAND FULLY OUR OBLIGATION TO SUBMIT THE GRANT ACCOUNTING REPORT AND ANY REQUESTED FINANCIAL INFORMATION.

Name: (please print) _____	Title: _____
Signature: _____	Date: _____
Name: (please print) _____	Title: _____
Signature: _____	Date: _____

Note: requires two (2) authorized representatives from the applying agency to sign the application.

*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. Questions regarding the collection of this information can be directed to the FOIP Coordinator at the County of Vermilion River office.*