

COMMUNITY ENHANCEMENT & RECREATION GRANTS



APPLICATION PACKAGE – PROGRAMS/EVENTS

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 2017, there is \$188,700 set aside for facility operational grants, \$56,100 for community halls 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 five Recreation Districts: Dewberry, Kitscoty, Marwayne, Paradise Valley, and Vermilion. Programs and Events within these five districts are eligible for these funds.

Cost share agreement is in place for recreation within the City of Lloydminster. Therefore, facilities and organizations within those boundaries are not eligible to apply for the Program/Events grant.

Applications can be submitted directly to:

County of Vermilion River

Corinne McGirr, Community Development Coordinator

4912 50 Ave

Box 69

Kitscoty, AB T0B 2P0

email: cmcgirr@county24.com

phone: 780.846.2244 or 780.853.5492 fax: 780.846.2716

DEADLINE: APRIL 1, 2017 or OCTOBER 1, 2017



PROGRAMS/EVENTS APPLICATION

WHO CAN APPLY?

- Non-profit organizations that provide arts, cultural, fitness, community, sport or recreational opportunities, programs and events related to: Healthy & Active Lifestyle; Education; Youth; Community Enhancement. **Those who receive FCSS funding for the same program/event are not eligible to apply. Events being held for fundraising purposes that benefit an individual are not eligible. Fundraising events must be for specific community enhancement projects.**

WHAT CAN THE FUNDS BE USED FOR?

- Funds are for expenses related to delivering the program or event such as speaker fees, official's fees, facility rental, rental equipment, event or program supplies, contracted services etc. Ineligible expenses would be capital, utilities, honorariums, staffing etc.

HOW MUCH CAN I APPLY FOR?

- Max funding \$1,000 per program or event. Applicants may only apply every second year for funding.

HOW DO I APPLY?

- Applications are accepted twice per year on April 1st and October 1st.
- Complete the application form for **PROGRAMS/EVENTS** and submit to the County of Vermilion River by the appropriate deadline

EVALUATION CRITERIA

All applications will be evaluated based on the following points system

CRITERIA	POINTS
Number of Program Users/Event Attendees	20
Financial Plan	20
Partnerships with local groups	20
Initiatives to show sustainability of program/event	10
Commitment to CVR Goals: Diversity, Sustainability, Vibrancy	5
Commitment to recreation focus: Seniors, Youth, Education, Healthy & Active Living, Community Enhancement	25

Category Allocation: there will be a total of \$10,000 to distribute for the year



ORGANIZATION INFORMATION

ORGANIZATION LEGAL NAME:			
MAILING ADDRESS: (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 facility/organization: Facebook Twitter			
CONTACT INFORMATION:			
	President/Chair:	Secretary:	Treasurer:
Telephone			
Cell			
Fax			
Email			

EVENT/PROGRAM NAME:
Where will the Event/Program take place:
For how long has the Event/Program been operating?
Describe the purpose/goal/function of the Event/Program:
<p>For EVENTS: How many people do you expect to attend? _____</p> <p>Where will people come from to attend (check all that apply)? Local Across Province Other</p> <p>For PROGRAMS: How many people will participate in the program? Min___ Max___</p> <p>What groups of people will be served by your program (check all that apply)? Youth Seniors Families Businesses Visitors General Public Other</p>



FUNDING REQUEST

AMOUNT OF FUNDING REQUESTED \$

Describe what the funds will be utilized for:

Is your program/event receiving any financial assistance from other agencies, levels of government or other partnering sources (donations, sponsorships, fundraising etc)?YES NO

If yes, please explain/list other funding sources:

Provide an overview of the impact your Event/Program has on your community (200 words or less).

Describe what new initiatives you are implementing with your Event/Program to ensure long term sustainability and success.



FINANCIAL OVERVIEW OF PROGRAM/EVENT

*not your total organizations' budget, just budget for the program/event you are applying for

EXPECTED REVENUE:	
User Fees (Ticket Sales, Admissions, Program Fee etc)	\$
Fundraising	\$
Donations/ Sponsorships	\$
Grants:	
Municipal	\$
Provincial	\$
Other: (ie: Provincial Associations, etc.)	\$
Other:	\$
TOTAL OPERATING REVENUE	\$
ELIGIBLE EVENT/PROGRAM EXPENSES:	
Communications: postage, newsletters, printing, advertising, etc	\$
Event signage	\$
Speaker Fees	\$
Fees for Officials	\$
Facility Rental	\$
Contracted Services	\$
Rental Equipment	\$
Communications (ie. two-way radios etc)	\$
Outdoor (ie. portable toilets, fencing, lighting etc.)	\$
Event/Program Supplies:	\$
Office Related	\$
Arts & Craft Supplies	\$
Sporting & Recreation Equipment	\$
Technology	\$
OTHER:	
ELIGIBLE EXPENSES	\$



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 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 in some manner. Indicate below, what that recognition will look like.

FUNDER RECOGNITION PLAN:

On-site Signage (in consult with County) County Logo/Name in Agency Newsletter
 County Logo/Name in Advertising County Logo/Name recognized at a public event
 County Logo/Name recognized on Agency Social Media
 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 District Recreation Advisory Board and/or 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.