

POLICY # PD-021

COMMUNITY ENHANCEMENT FUNDING

DEPARTMENT: Planning and Development

APPROVAL DATE:	May 25, 2021 (2021-05-59)
REVISION DATE (s):	May 24, 2022 (2022-05-22)
REVIEW DATE (s):	May 2023

POLICY STATEMENT

The County of Vermilion River is committed to enhancing the quality of life and well-being of its citizens. To accomplish this, the County will ensure its citizens have access to quality recreation and cultural facilities and programs through partnerships and by providing financial support to organizations operating urban and rural recreation facilities, community halls and projects/programs. The County recognizes the uniqueness of each recreational area and will endeavour to promote a regional approach to community enhancement funding.

PURPOSE

The purpose is 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 grants available include operational assistance for recreation facilities, community halls, programs, events, new initiatives, and capital funding options.

The goal is to support experiences that:

- Preserve, protect, maintain, improve and enhance natural resources, parkland and recreational opportunities
- Enrich the lives of residents
- Build healthier communities
- Provide opportunities for relaxation, learning and socialization to promote personal growth and well being
- Teach, learn and develop skills, abilities and talents for residents of all ages
- Encourage active participation and social engagement



- Create and enhance community spirit
- Enhance recreation, arts (how we express ourselves), culture (who we are)
- Provide open access to County residents

Programs/facilities should focus on:

- Healthy and active living and education
- Community enhancement
- Youth and seniors

Funding categories are:

- Community Halls
- Recreation Facility Operations
- Programs/Events/New Initiatives
- Special Capital Requests

DEFINITIONS

Applicant: means the person or group applying for funding on behalf of a registered organization.

Capital Project: a long-term project to build, improve, maintain or develop a capital asset.

Chief Administrative Officer: means the individual appointed by Council to that position or their designate.

Community Organization: means community based non-profit organizations that are registered or incorporate under the Province of Alberta Societies Act.

Council: means the Council of the County of Vermilion River.

County: the Municipal Corporation of the County of Vermilion River having jurisdiction under the *Municipal Government Act* and other applicable legislation.

Director of Planning and Development: means designated staff of County of Vermilion River

FOIP: means Freedom of Information and Protection of Privacy Act, RSA 2000, Chapter F-25, as amended thereto.

Grant Accounting Report: means the report an applicant must submit on the required form by the end of the year, to the County that outlines how the funds received, were spent.

Grant Application: means the application form that the applicant remits to the County, as part of its efforts to obtain a grant under this policy, outlining a specific project or program.

Non-Profit Organizations: means an organization which exists for charitable reasons and from which its shareholders, trustees or board members do not benefit financially, and are registered or incorporated under the Province of Alberta Societies Act.



Project/Program: means the specifics of the application for which any approved funding will be allocated.

Recreation Facility: means a non-profit amenity that provides indoor and/or outdoor services for recreation or social and cultural events, organizations and programs, and is available to the public.

POLICY

The County of Vermilion River provides annual funding for recreation and cultural programs and facilities that are available for use by rural residents in the County.

Funding from the County's recreation tax levy is allocated to the Community Enhancement Funding Program. Council approves this allocation in its annual operational budget.

The County shall budget annually through the Planning and Development department for funds to assist community organizations, agricultural societies, recreation societies or association and hall boards that operate facilities and programs within the County of Vermilion River. Unexpended funds which are carried over from year to year shall be transferred to a Recreation Reserve and utilized for Capital Project(s) Assistance.

Funding for operational assistance and capital project assistance is available on an annual basis and is outlined below.

GUIDELINES

1. GENERAL

- 1.1. Council shall establish a maximum of up to 5.0% of net tax revenue as a budget amount to be distributed through the funding categories each fiscal year.
- 1.2. Projects eligible for County funding must provide services to rural residents.
- 1.3. Non-profit organizations requesting funding must be registered or incorporated under the Province of Alberta Societies Act.
- 1.4. County of Vermilion River Council will have final approval on all fund allocations.
- 1.5. Each category of funds have a limited supply of funds. Not all eligible projects will receive funding and even those that are approved may receive less than their requested amounts.
- 1.6. Multiple grant applications to different grant funding projects/programs will generally not be accepted.
- 1.7. Funding approved in one fiscal year does not guarantee approved funding in subsequent years.
- 1.8. Funding will not be retroactive.
- 1.9. The County may approve all, part or deny any request received.



- 1.10. 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 the County.
- 1.11. Grant applications will be prioritized according to use (scheduled events), membership, need, contributions of time and funds by the organization and availability of County funds. Detailed evaluation criteria is available in the application guidelines.

2. OPERATIONAL ASSISTANCE – RECREATION FACILITIES

- 2.1. Applicants seeking funding shall complete a Recreation Facility Grant Application and submit for review by Community Services and final approval by Council.
- 2.2. Non-Profit Organizations and societies are eligible to apply that are: 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.
- 2.3. 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 under ‘Purpose’.
- 2.4. Allowable expenses are insurance, utilities, ongoing yearly maintenance and janitorial expenses. Funds cannot be used for start-up costs, debt reduction, endowments, capital projects or celebrations.
- 2.5. Recreation facility categories, facilities that may fall under those categories and range of investment in our communities approved by Council

*2.5.1. Outdoor** (upto 11% of program budget*)*

- Baseball Diamond(s), Golf Course(s), Outdoor Rink(s), and Playgrounds, Soccer (per association), Winter Recreation

FACILITY TYPE	FACILITY FUNDING
Baseball Diamonds (up to a maximum of four)	\$700
Golf Courses	\$6,500
Outdoor Rinks	\$3,000
Playgrounds	
<ul style="list-style-type: none"> • Villages/Hamlets 	\$1,000
<ul style="list-style-type: none"> • Day Use 	\$6,000
Soccer (per association)	\$1,000
Winter Recreation	\$6,600



2.5.2. Indoor** (upto 25% of program budget*)

- Curing Rink(s), Indoor Rink(s), and Swimming Pool(s)

FACILITY TYPE	FACILITY FUNDING
Curling Rinks (up to a maximum of three sheets)	\$4,500
Indoor Rinks (up to a maximum of two ice surfaces)	
• Category 1	\$40,000
• Category 2	\$5,000
Swimming Pools	\$43,000

2.5.3. Community (upto 56% of program budget*)

- Senior Centers, Rodeos, Museums

FACILITY TYPE	FACILITY FUNDING
Senior Centers	\$2,600
Ag Grounds	
• Category 1	\$8,000
• Category 2	\$2,000
Museums	\$3,400

**Values and percentages of funding to each category may change from year to year*

***Applications shall be made each year to determine the need of the applicant*

3. OPERATIONAL ASSISTANCE – COMMUNITY HALLS

- 3.1. Applicants seeking funding shall complete a Community Hall Grant Application and submit for review by Community Services and final approval by Council.
- 3.2. Non-Profit Organizations and societies are eligible to apply that are operating a community hall that is used for programming, community functions, special events, rentals or provides services to the community. Eligible applicants should have status under the Societies Act or Agricultural Societies Act.
- 3.3. Applications will be considered based on usage, people served, and annual operating



expenses, as well as commitment to the County’s priorities as indicated under ‘Purpose’.

3.4. Allowable expenses are insurance, utilities, ongoing yearly maintenance and janitorial expenses. Funds cannot be used for start-up costs, debt reduction, endowments, capital projects or celebrations.

3.5. Community hall categories, halls that may fall under those categories and range of investment in our communities approved by Council:

3.5.1. Community Halls**

FACILITY TYPE	FACILITY FUNDING
Community Halls	
<ul style="list-style-type: none"> • Category 2 	\$10,000
<ul style="list-style-type: none"> • Category 3 	\$7,000
<ul style="list-style-type: none"> • Category 4 	\$2,500
<ul style="list-style-type: none"> • Category 5 	\$700

***Applications shall be made each year to determine the need of the applicant*

4. CAPITAL PROJECT ASSISTANCE

4.1. Applicants seeking funding shall complete a Special Capital Projects Application and submit for review by Community Services and final approval by Council.

4.2. Non-Profit Organizations and societies are eligible to apply that are looking to complete capital projects for their recreational facility or community hall. Each organization may make an application for capital funding every five years.

4.3. Eligible special capital projects include new construction, renovations, major repairs or major purchases of furniture/equipment. Renovations that address building code and safety compliance will be given priority.

4.4. Funding for capital projects may come from special recreation tax levies, Recreational Reserve Funds, hamlet reserve funds, and/or monies carried over annually from the Program/Events and New Initiatives grants.

4.5. Special Capital Project grants will be distributed based on the following criteria:

4.5.1. Small Capital Projects may be funded up to 50% or a maximum of \$75,000 for project values less than \$250,000.

4.5.2. Large Capital Projects with a project value exceeding \$250,000 will be funded at the discretion of Council.

4.5.3. The option to be considered to undergo a debenture process for significantly large projects.



- 4.6. Available funds will vary from year to year and will be limited by the amount in the Reserve funds.
- 4.7. Any Special Capital funding requests are required to provide a project plan, benefit to the community and remainder of County along with stakeholders and financial plan as referenced in the Application Guidelines. The application will be reviewed by administration and a recommendation provided to Council for their consideration.
- 4.8. Council will consider extra-ordinary situations year-round during their regularly scheduled meetings.

5. COMMUNITY FUNDING – PROGRAMS/EVENTS

- 5.1. Applicants seeking funding shall complete a Programs&Events Application and submit for review by Community Services and final approval by Council.
- 5.2. Non-profit organizations and societies are eligible to apply that provide arts, cultural, fitness, community, wellness initiatives, sport or recreational opportunities, programs and events related to: Healthy & Active Lifestyle; Education; Youth; Community Enhancement.
- 5.3. Allowable expenses will be related to delivering the program or event such as speaker fees, official's fees, facility rental, rental equipment, event or program supplies, contracted services, general operational expenses, etc.
- 5.4. Ineligible expenses would be capital, utilities, honorariums, staffing, etc.
- 5.5. Maximum funding per program, event or new initiative is \$2000.
- 5.6. Applications will be accepted by the County annually in the April and October. Applications will be directed to Council for review.
- 5.7. Applicants may only apply every second year for funding.
- 5.8. 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.
- 5.9. Special agreements or joint agreements may be in place to capture one or more of the listed categories to assist inter-agency cooperation with neighbouring communities.

6. GENERAL PROCEDURES

- 6.1. Funding requests must be submitted on the approved annual grant application form that is approved by the Director of Planning and Development. Additional information may be requested by the County to aid in the funding process.
- 6.2. Applications will be reviewed by Community Services and recommendations brought forward to Council for approvals.
- 6.3. The County of Vermilion River will notify applicants, in writing, of the final decision.



- 6.4. Project/Program change requests, received subsequent to the annual grant process, may be approved by the Chief Administrative Officer or designate, contingent upon complying with policy and procedure.
- 6.5. A Grant Accounting Report shall be completed prior to the annual deadline. In the event that a Grant Accounting Report is not submitted, Council may deny any or all future funding requests.
- 6.6. Non-profit organizations that serve rural residents within the County of Vermilion River are eligible for these funds.
- 6.7. Non-profit organizations will be eligible for funding according to what category they fall under as indicated in the Application Guidelines.
- 6.8. Organizations that are funded under existing cost share agreements are ineligible to apply for separate community enhancement funding but may still be eligible for Park Trust Funds.
- 6.9. Applications will be evaluated by criteria in the procedures.

7. REPORTING

- 7.1. Grant Recipients are expected to submit a project report and financial statement on an annual basis or once the project is complete.
- 7.2. Failure to submit a report, or delinquency in submission, may affect future grant application consideration.

8. RECOGNITION

- 8.1. Dependent of the amount of funding received, grant recipients will be required to recognize funding received from the County of Vermilion River. Recognition may appear as indicated below:
 - On-Site Signage (in consultation with County)
 - County Logo/Name in Advertising
 - County Logo/Name recognized on Agency Social Media
 - County Logo/Name in Agency Newsletter
 - County Logo/Name recognized at a public event



9. COMMUNITY LETTERS OF SUPPORT

9.1. The County will issue letters of support to local community organizations seeking external funding opportunities in relation to community enhancement.

9.1.1. Administration may issue letters of support if no financial commitment or in-kind assistance is requested from the County and if the request is not in opposition to established policy set out by the County of Vermilion River.

9.1.2. The request for a letter of support will be placed on the next Regular Council Meeting agenda should the request require a financial commitment or in-kind assistance from the County.

9.1.3. All letters of support issued by Administration will be placed on the next Regular Council Meeting agenda as information items to keep Council informed.