



LAC LA BICHE COUNTY POLICY

TITLE: COMMUNITY ACTION GRANT	POLICY NO: CM-71-004
RESOLUTION: 10.007	EFFECTIVE DATE: JANUARY 27, 2010
LEAD ROLE: MANAGER, RECREATION/CULTURE AND FACILITIES	NEXT REVIEW DATE: MAY 27, 2011
SPECIAL NOTES/CROSS REFERENCE: PS-031	AMENDMENT DATE:

POLICY STATEMENT:

Lac La Biche County believes in the promotion and betterment of community living and is therefore committed to providing financial assistance to residents who envision and create events and/or services which enhance and strengthen community growth.

PROCEDURE:

1. Any individual/ organization with an idea for generating involvement within their community may apply for a Community Action Grant to a maximum of \$500.00.
2. The individual/ organization will submit a completed Community Action Grant application form for approval to the Community Services Department. (See Schedule "A")
3. Community Action Grant application forms shall be submitted at least two months prior to the event/service in question.
4. The applicant will ensure that the proposed event/service is designed to encourage community members, who may not already be involved in community activities, to use their personal interests and creativity to do something fun and beneficial for area residents.
5. Funds awarded under this policy are not transferable between events, projects or between grants awarded under other County policies and must be used for the specific purposes outlined in the Community Action Grant application form.
6. Lac La Biche County will not contribute any funds to an applicant if the said event/service is completed before the submission of an application form.
7. Administration will notify the applicant of the decision made and will forward 100% of the award upon approval.
8. Within 2 months of the Community Action event/service the applicant shall submit to the County a completed Accountability Form (See Schedule "B"). The submission will include but is not limited to:

- i. A written description of the completed event/service including photographs & news clippings, the number of attendees, the number of volunteers and the location in which it was held.
 - ii. Event/Service Evaluation including recommendations as to whether or not the service should be offered again.
 - iii. A detailed budget outlining actual expenditures in terms of how the Community Action Grant award was utilized.
9. Upon submission of a written request prior to the deadline for the submission of the Accountability Statement, a three (3) month extension may be granted once by the Community Services Department to the applicant.
10. If the applicant has been approved for funding and:
- i. The funding has not been used; or
 - ii. The applicant neglects to submit an Accountability Form and an extension has not been requested within two months from the event/service completion date
- the event/service will be considered incomplete and funds will be returned in total to the County.
11. If the applicant has been approved for funding and the completed event/service is accomplished under budget, all remaining Community Action Grant funds will be returned to the County.
12. The Director of Community Services and/or designate will administer the Community Action Grant award with the yearly limits of the budget as approved by Council and on a first come first served basis, as set out by the policies of Lac La Biche County.
13. The applicant may apply only once per year.

 “Original Signed”
 Chief Administrative Officer

 January 22, 2010
 Date

 “Original Signed”
 Mayor

 January 22, 2010
 Date

Recreation/Culture - Community Action Grant

Application Form 20 _____

Schedule "A"

Applicant Name: _____ Date: _____
Phone Number: _____
Address: _____ Facility Location: _____
Start Date: _____ Completion Date: _____

Event/Service Title & Description _____

How will this Event/Service Benefit your Community? What do you want to accomplish?

Does this Event/Service Encourage Resident Participation? _____

What is your plan for identifying and engaging new people in your project? _____

How involved have you been in your community prior to this Community Involvement project?
Your answer will not be the basis for a funding decision (Circle One)

- 4 - Very involved (I have organized or planned community building activities)
- 3 - Moderately involved (I have volunteered at community activities)
- 2 - Somewhat involved (I have attended community gatherings)
- 1 - Not really involved (I am just getting interested)

Have you ever applied to the Community Involvement Fund Before? Yes _____ No _____

BUDGET INFORMATION (If additional space is needed, please attach pages to the application)

ITEMIZED EXPENDITURE LIST	COST	PROJECTED GRANT ALLOCATION
TOTAL:		

*Application must be submitted and received by Community Services at least two months prior to event/service commencement.
Failure to supply all pertinent information will result in delays to the process, and shall not be the responsibility of Lac La Biche County.

