

# FIN 71-002 CAPITAL PROJECTS ASSISTANCE GRANT PROGRAM

## PROGRAM GUIDELINES

### LAC LA BICHE COUNTY

- For additional questions, contact Carl Kurppa, Grants and Policy Coordinator at 780-623-6794 or by email at [carl.kurppa@lACLAbichecounty.com](mailto:carl.kurppa@lACLAbichecounty.com)

#### 1. Overall Program Objective

The Capital Projects Assistance Grant provides eligible Cultural and Recreational Organizations with project based funding. The funding is intended to help restore, enhance or build facilities and improvements, or to enable organizations to purchase equipment and goods that will improve or maintain the delivery of services.

Cultural and Recreational Organizations are defined as organizations with a core mandate of delivering programs or services with the objective of enjoyment, amusement, pleasure, or contemplation. This includes organizations such as museums, community halls, agricultural halls, seniors clubs, art clubs, service clubs, and sports organizations.

#### 2. Program Structure

On an annual basis, Lac La Biche County may budget funding for the program. Funding requests are normally reviewed together once per year.

The amount of requests approved and the amount of funding approved for each request depends on both the evaluation of applications and the amount of total funding available for the program.

Organizations which are approved for funding will be required to provide a final report following the completion of their project.

#### 3. Eligible Organizations

Eligible Organizations must meet the following criteria:

- Must be a Recreational/Cultural Organization.
- The organization must own their own facility, or have a long-term lease, such that they will be remaining in the facility for at least 3 more years (this does not apply to organizations submitting Minor Requests, see Funding Review and Approval).
- The facility must be a community hall, agricultural hall, seniors centre, museum, outdoor recreation or sports ground, or other similar indoor or outdoor space.
- Membership to the organization must be open to the public, and the organization must offer services that serve the general public.
- The organization must be physically based in Lac La Biche County.
- The organization must not be religious or political in nature.
- Must be a provincially or federally incorporated non-profit organization and in good standing.

#### 4. Eligible Projects

Eligible Projects must meet the following criteria:

- The project must align with the overall program objective.
- The project must take place in Lac La Biche County.
- The project must benefit residents of Lac La Biche County.
- The project must directly contribute to the organization's mandate a Cultural and Recreational Organization.
- Eligible projects may include feasibility studies, engineering, design, along with the actual construction costs, or costs of purchasing equipment.

Projects which are already heavily subsidized by the County will not normally be eligible.

## 5. Eligible Expenses

Eligible expenses must be directly connected to the delivery of the project. The following is a list of expenses that are considered eligible:

- a. Service contracts costs for construction, renovation, repair etc;
- b. Service contracts for assessments, studies engineering, designs, etc;
- c. Construction insurance;
- d. Permit costs;
- e. Raw building materials like siding, roofing, lumber, nails, insulation etc;
- f. Equipment purchases that fall outside of the regular ongoing operations of the organization; and
- g. Other expenses, at the discretion of Administration.

The following expenses are ineligible:

- a. Purchase of land;
- b. Expenses associated with the regular, ongoing operations of the organization;
- c. Fundraising and event costs;
- d. Programming supplies;
- e. Travel and accommodation expenses, or other overhead costs incurred by members of the organization;
- f. Routine repair and maintenance costs;
- g. Employee salaries, honorariums and fundraising costs;
- h. Debt reduction; and
- i. GST
- j. Other expenses, at the discretion of Administration.

Expenses incurred prior to the submission of the grant application are not an eligible expense.

## 6. Grant Matching Requirements

Organizations must support at least 50% of eligible project expenses with their own funding/resources. The revenues to support the organization's portion of the eligible project expenses **must** be secured at the time of the application in order for the project to be considered eligible.

Both cash and in-kind expenses are eligible and may be used for grant matching. These expenses must meet the requirements identified in the "Eligible Expenses" section.

In-kind expenses are subject to the following:

- a. Unspecialized labour will be valued at \$20.00/hour.
- b. Skilled labour will be valued at \$35.00/hour.
- c. All in-kind expenses used for grant matching must be supported with documentation, including:
  - i. Sign-in sheets for the project with the date, name, nature of work provided, and number of hours provided; or
  - ii. Signed letter and/or other documentation from the organization or business providing the service indicating the fair market value of the service/materials provided.

## **7. Grant Term**

Projects can vary in length. The grant term will be specified in the grant funding agreement based on the nature of the project.

## **8. Funding Request Requirements**

Organizations must use the application forms prescribed by the County and include the required attachments. Additional information or documentation may be requested to supplement information provided in the application.

One separate application is required for each project.

An authorized individual is required to sign off on the application.

Organizations may be asked to present their funding request to Council. In this case, Lac La Biche County Administration will contact the organization to schedule a presentation date.

## **9. Application Submission Deadlines**

Requests must be submitted by October 31, unless otherwise specified by the County.

## **10. Funding Levels**

There is no limit on how much funding an organization can apply for. However, approved projects have typically received between \$25,000-\$75,000 for larger requests, and \$2,000-\$6,000 for smaller requests.

## **11. Funding Review and Approval.**

Applications will normally be prioritized based on the following:

- *Repair Projects* will be prioritized over *Enhancement Projects*. Repair projects are those that preserve existing service levels. Enhancement Projects are those that increase or expand service levels.

If there is remaining funding after all Repair Projects are recommended for funding, or if there is not enough funding to fund all Repair Projects outright, the following things will then be considered, in this order:

- 1) Overall need and effectiveness (how badly is the project needed, considered with the overall effectiveness of addressing that need).
- 2) Leveraging non-County resources (the more non-County revenues to fund the project, the higher the rating).

- 3) Previous Capital funding over the last 3 years (less funding received from the County means a higher rating)

Administration will only recommend funding to applications which meet the program requirements.

For funding decisions made by Council, Council may choose to approve funding to applications which do not necessarily comply with all the program requirements, if they deem it appropriate to do so.

Organizations which are approved for funding will receive written notification. Projects are usually reviewed and approved by February or March.

## **12. Grant Funding Agreement**

If an organization is approved for funding, they will be required to enter into a grant funding agreement with Lac La Biche County. The grant funding agreement will reflect the program requirements, in addition to any requirements that are deemed appropriate and necessary.

## **13. Payment of Grant Funding**

Approved funding may be released in part or in full.

## **14. Use of Grant Funds**

Grant Funding may only be used eligible expenses incurred by the applicant organization. The organization cannot apply County grant funding to expenses which are already supported by other grant funding.

## **15. Acknowledgement of the Grant Contribution**

Organizations that receive grant funding must acknowledge Lac La Biche County as a sponsor for the project, unless it is not practical or reasonable to do so.

## **16. Grant Reporting**

Organizations are required to submit their financial statements and a final report using forms prescribed by the County within 90 days of the grant project completion date. Organizations will be required to provide photos of the completed project.

The final report will require organizations to provide a financial account of all revenues and expenses for the event, as well as any in-kind provided for the event, subject to the in-kind tracking requirements previously identified.

In-kind contributions that are not tracked according to the requirements will not be counted as eligible expenses, which may affect the amount of grant funding the organization is eligible to receive.

Organizations must also provide invoices for the eligible expenses identified in the report.

Unspent grant funding must be returned to the County, upon request.

## **17. Determining the Final Grant**

- 1) The actual amount of funding provided for a project will be based on the following:
  - a. The maximum amount of funding approved for the project.

- b. The cost share percentage identified for the project
- c. The amount of eligible expenses incurred for the project based on the final report (not the original application).

The amount of funding ultimately provided to a project will not exceed the actual cash expenses.

## **18. Transparency**

As part of the application, or while the funding agreement is active, organizations may be required to provide the County with information or documents such as:

- a. Proof of non-Profit Society Status for the current year;
- b. Proof of Insurance;
- c. Pending and awarded grants for the year for which the application was made, including those from other County departments, the Province, Federal Government, or other agencies;
- d. Most recent facility inspection;
- e. Organization's Bylaws;
- f. Any other information requested by Administration to ensure that the Organization is operating in a transparent, responsible, safe and fiscally responsible manner.

End