

Document Number:	7002
Document Name:	Community Organization Capital and Operating Grants
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Document Status:	Approved

### **1.0 Purpose**

To continue to provide grant funding to identified Woodlands County community organizations in support of the valuable social and recreational contributions that they make to Woodlands County residents.

### **2.0 Definitions**

2.1 Capital project: any tangible asset with an estimated useful life exceeding one year and a cost exceeding \$5,000.00, including:

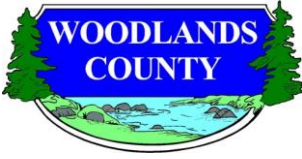
- Land or buildings;
- Facility construction, renovation, expansion or repair;
- Facility assessment, study, design or construction documents to support the above projects;
- Furnishings and/or equipment for use at community operated facilities;
- Site improvements.

2.2 Audited financial statements: is the examination of an entity's financial statements and accompanying disclosures by an independent auditor. The result of this examination is a report by the auditor, attesting to the fairness of presentation of the financial statements and related disclosures. The auditor does not have to be a chartered accountant unless the community group is an Agricultural Society.

### **3.0 Deadlines and Applications**

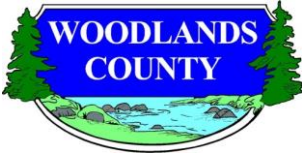
Applications forms will be sent via mail or electronic mail to the community organizations to be filled out and submitted to Woodlands County administration. Deadlines for submissions are as follows:

Community Organization Capital Grant	September 15
Recreation Facility Operating Grant	February 15
Professional Development Grant	On-going



#### 4.0 Community Organization Capital Grant

- 4.1 The allocation of the grants is based on the assessed priority of projects as follows:
- a) Public Health and Safety requirements;
  - b) Accessibility needs;
  - c) Energy efficiency;
  - d) A need shown from a completed facility lifecycle plan.
- 4.2 Funding is approved up to a maximum of 50% of the expenses of the capital project.
- 4.3 The 50% matching contribution may be in the form of any combination of cash on hand, receipts for donated equipment, services or materials and volunteer time. Contributions can also include funds from other granting agencies, organizations, foundations and grants from other Provincial or Federal Governments, but it may not total the full 50%.
- 4.4 The value of donated labour, equipment or materials will be valued at These rates:
- \$15/hour for unskilled labour
  - \$30/hour for skilled labour (must provide ticket or certification)
  - \$60/hour for heavy equipment and operator
  - Donated materials at verified fair market value
- 4.5 Community organizations can submit multiple projects per year for the Capital Grants, the sum of the project cost is not cumulative.
- 4.6 Woodlands County Council sets the amount available for the Community Organization Capital Grant annually through their budget. Not all requests that meet the established criteria will necessarily be approved or approved at the full match as revenues and bank balances will be taken into account.
- 4.7 A minimum of 3 quotes, when possible, must be provided for each project (contractors and/or suppliers of items to be purchased)
- 4.8 After initial approval is granted, major changes or amendments must be

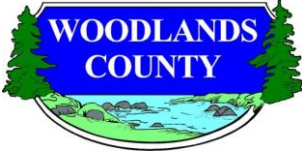


approved by Council. These requests must be in written form. Minor adjustments can be made at the CAO's discretion.

- 4.9 Application for projects that duplicate existing facilities in a community or create competition between community groups will not be supported.
- 4.10 Receipts for reimbursement, for successful capital grant projects, must be submitted to the Community Services Department by December 31. No late receipts will be accepted.
- 4.11 Community organizations that have not completed their projects, within the budget year applied must request, in writing, the reserve to be carried forward into the following budget year. Requests must be received by October 15. Projects cannot be carried forward for more than 1 year.
- 4.12 Woodlands County is pleased to provide services to assist community groups with capital projects. Requests for in-kind labour or services should be included in Capital Grant Requests. Minor in-kind requests can be forwarded to the CAO for approval and will be dealt with as County resources are available.

## **5.0 Community Organization Operating Grant**

- 5.1 Woodlands County will assist organizations with their operating costs based on their previous year's financial statement.
- 5.2 Community organizations must provide audited financial statements. This includes any investments, guaranteed investment certificates, and savings accounts.
- 5.3 Community organizations shall strive to ensure they are fundraising to assist with operating costs for their organization.
- 5.4 Council reserves the right to take revenues, as shown, into account when finalizing operating grant allocations.



5.5 Community organizations that operate community halls and/or campgrounds shall be funded as follows:

- Utilities (75%)
- Insurance (75%)
- WCB (75%)

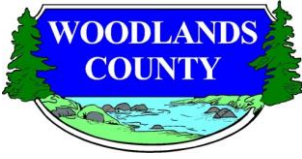
5.6 Community organizations that operate community halls with an indoor ice rink, and/or museum will receive 75% of their wage expense to a maximum amount of \$50,000. Wage increases, unless otherwise approved by Woodlands County, will be a “cost of living adjustment” based on Alberta Government percentage.

5.7 Community organizations that operate community halls with an indoor ice rink will receive additional funding of:

- Seasonal Start up and Take down \$5,000
- Insurance Subsidy \$20,000
- Utility Subsidy \$15,000
- Wages 75%

5.8 Community organizations that operate other amenities may apply for maintenance funding after supplying receipts and volunteer hour lists (see 4.4 for list of donated hours values) to a maximum of:

- Community Hall \$5,000.00
- Indoor Ice Rink \$7,500.00
- Curling Rink \$7,500.00
- Indoor Riding Arena \$3,500.00
- Outdoor Riding Arena \$2,500.00
- Outdoor Ice rink \$2,500.00
- Playground \$1,500.00
- Ball Diamond \$1,500.00



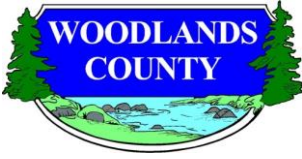
5.9 Items eligible for each category may include, but are not limited to:

Utilities	Telephone, gas/oil/propane, water, electricity, garbage, septic servicing (including outhouse pump outs).
Insurance	Insurance premiums
Community Hall	minor repairs, parking lot maintenance, equipment maintenance, landscaping, fire suppression system servicing, first aid supplies, snow removal, lawn mowing.
Curling Rink & Indoor ice rink	Ice making, minor repairs
Indoor and outdoor riding arena, outdoor ice rink	Minor repairs and grounds maintenance, upgrades, ice making, ice clearing.
Playground	Inspection, equipment repairs, surface maintenance.
Ball Diamond	Lawn mowing, minor repairs to backstop, bleachers, base replacement, shale replacement, dugout maintenance.
Worker's Compensation Board	Premiums.

5.10 For additional named insured community organizations, Woodlands County will deduct the community organization's insurance contribution (25%) from their operating grant and pay the insurance premium on their behalf.

5.11 Community organizations that operate playgrounds must have an annual inspection done by a qualified inspector and repairs made to comply.

5.12 Community organizations must be adequately insured through premiums and notify their insurance provider of any new amenities or changes in operation as needed throughout the year.



**5.13 Ineligible items for operating grants include:**

- Entertainment and event expenses
- Bingo & Casino Expenses
- Fundraising supplies
- Honorarium
- Staff Wages (unless subsidized see 5.6 and 6.7)
- Equipment (sports, fitness, culture)
- Fireworks
- Advertising
- Janitorial
- Accounting and office supplies

**6.0 Professional Development Grant**

**6.1 Items eligible for each category may include, but are not limited to:**

- Woodlands County encourages skill development for community volunteers and board members by providing assistance to send members and volunteers for training.
- Funding through the Professional Development Grant is by application on a first come, first served basis, up to the allowable amount per year. Applications can be brought forward at any point during the year.
- Courses required to operate the facility can include, but are not limited to: First Aid, Food Safety, Arena Operation, Sport Field Maintenance, Natural Ice Building and Computer Literacy. Other courses may be considered on a case by case basis.
- Administration can also access this Grant funding to provide courses that encourage development of volunteers and board members.
- Applications may be directed to the Family and Community Support Services Grant if eligible.