

**Procedure Title: Community Organization
Capital and Operating Grants Procedure**

Procedure No: 7002-01

Approval: Chief Administrative Officer

Effective Date: September 17, 2002

Revised Date: July 18, 2017



1. Definitions

1.1 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. Guidelines/Scope

Application forms will be sent via mail or electronic mail to the community organizations. Deadlines are as follows:

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

Late applications may not be considered until the following year.

3. Community Organization Capital Grant Criteria

3.1.1 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.

3.1.2 Funding is approved up to a maximum of 50% of the expenses of the capital project.

3.1.3 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 Municipal/Provincial/Federal Governments.

3.1.4 The value of donated labour, equipment or materials will be valued at these rates:

- \$15/hour for unskilled labour
- \$30/hour for skilled labour
- \$60/hour for heavy equipment and operator
- Donated materials at verified fair market value

3.1.5 Community organizations can submit multiple projects per year for the Capital Grants. The sum of the project cost is not cumulative.

3.1.6 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.

3.1.7 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.

3.1.8 Application for projects that duplicate existing facilities in a community or create competition between community groups will not be supported.

3.1.9 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.

3.1.10 Community organizations that have not completed their projects, within the budget year applied for, shall:

- request, in writing, the reserve to be carried forward into the following budget year. Requests must be received by November 15. Projects cannot be carried forward for more than 2 years.

3.1.11 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.

4. **Recreation Facility Operating Grant**

4.1.1. Woodlands County will assist organizations with their operating costs based on their previous year's financial statement. Agricultural Societies will be funded at less their Agricultural Societies Grant.

4.1.2. Community organizations must provide full financial statements. This includes any investments, guaranteed investment certificates, and savings accounts.

4.1.3. Community organizations shall strive to ensure they are fundraising to assist with operating costs for their organization.

4.1.4. Council reserves the right to take revenues, as shown, into account when finalizing operating grant allocations.

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

- Utilities 90%
- Insurance, Maintenance and Janitorial 75%
- Administration 90%

4.1.6. Community organizations that operate community halls with any of these additional facilities: indoor ice arena, curling rinks and/or museums will be funded as follows:

- Utilities 90%
- Insurance, Maintenance and Janitorial 75%
- Administration 90%
- Wages 50%

4.1.7. 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	Jubilee premiums, Worker's Compensation Board premiums.
Maintenance	Community Hall Minor Repairs, Parking Lot Maintenance, Equipment Maintenance, Landscaping, Outdoor Amenity Maintenance (Outdoor Rink, Playgrounds, Ball Diamond, Campground, Sport Field, Outdoor Riding Rings), Fire Suppression System Servicing, First Aid Supplies.
Janitorial	Employee or Contractor Wages, Cleaning Supplies.
Administration	Bank Charges, Accountant, Office Supplies, Photocopying, Newsletter, Postage, Website, Recreation Facility Personnel Membership (RFP), Alberta Museums Association Membership.
Staff Wages (see eligibility criteria, 4.1.6 and 4.1.7)	Hourly Staff Wages, Contract Staff Wages, Regular Staff Wages.

4.1.8. 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.

4.1.9. 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.

4.1.10. Ineligible items for operating grants include:

Entertainment Costs	Membership Fees (not named in Administration)	Bingo & Casino Expenses
Honouriams for Board Members	Sports Equipment	Advertising
Clothing	Fireworks	Fundraising Supplies and Expenses

5. **Professional Development Grant**

- 5.1.1. Woodlands County encourages skill development for community volunteers and board members by providing assistance to send members and volunteers for training.
- 5.1.2. 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.
- 5.1.3. 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.
- 5.1.4. Administration can also access this Grant funding to provide courses that encourage development of volunteers and board members.
- 5.1.5. Applications may be directed to the Family and Community Support Services Grant if eligible.